

LNPLC – POSITION DESCRIPTION

POSITION (TITLE): **Registered Practical Nurse**

Reports to: **Lead Nurse Practitioner / Clinic Administrator**

POSITION SUMMARY:

Working collaboratively with and reporting to the Lead Nurse Practitioner and Clinic Administrator, the Registered Practical Nurse will provide nursing services to clients of the Lakehead Nurse Practitioner-Led Clinic to promote health, prevent illness and disease and provide support and treatment. The Registered Practical Nurse will work collaboratively in a multi-disciplinary team.

DUTIES AND RESPONSIBILITIES:

- Perform nursing assessments and interventions for the clients of the Lakehead Nurse Practitioner-Led Clinic within the registered nurses scope of practice.
- Assist the nurse practitioners as needed.
- Perform nursing duties including, but not limited to, dressing changes, infection control, health teaching, monitoring nutritional intake, taking vital signs and conducting specimen collections.
- Maintain a level of care that meets cultural, holistic and ethical standards based on the College of Nurses standards.
- In coordination with other clinical staff, monitor oxygen equipment, maintain drug cupboards, restock clinical rooms, prepare exam rooms for clients, inventory equipment and ensure equipment is maintained.
- Work with members of the health care team to plan and evaluate programs.
- Identify health needs of clients attending the Lakehead Practitioner-Led Clinic.
- Administer medication(s) and immunizations as ordered by a provider and observe and document adverse and/or therapeutic effects.
- Monitoring immunization fridge temperatures
- Monitoring wound care and dressing changes for clinic patients; consulting when appropriate with providers.
- Monitor diabetic patients with respect to blood sugar levels, diet, foot care and weight. Assist clients with appropriate referrals when and if necessary.
- Conduct initial screening assessments, provide appropriate care and/or make appropriate referrals within the scope of practice of a Registered Practical Nurse.
- Establish effective working relationships with peers, appropriate professional agencies and community groups.
- Develop and maintain respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services. Work as a team in a multi-disciplinary setting.

- Operate or monitor medical apparatus or equipment.
- Ensure accuracy, confidentiality and safekeeping of agency records.
- Participate in chart reviews and discussion of problem cases.
- Maintain record of appropriate statistics and participate in their analysis.
- Maintain professional competence by participation in professional developmental programs and by individual self-directed study.
- Attend staff meetings; participate in interagency and professional team meetings.
- Adhere to the confidentiality policy, relevant legislation and all other policies and procedures of the Lakehead Nurse Practitioner-Led Clinic.
- Supervise registered practical nursing students when required.
- Reflect and interpret the mission and values of the Lakehead Nurse Practitioner-Led Clinic in his/her own work with enthusiasm and commitment.
- Assist in creating linkages and liaison with community partners such as the Thunder Bay Regional Health Sciences Centre and the Thunder Bay District Health Unit.
- Other duties as assigned.

SPECIFIC CLINICAL RESPONSIBILITIES:

- Morning stocking of clinical supplies in exam rooms prior to the clinic opening
- Assisting Nurse Practitioners and Registered Nurse with various procedures:
 - Vital signs on all patients
 - Height, weight
 - Triage & appropriate vital signs of patients at walk-in clinics
 - Contacting patients on behalf of the nurse practitioners
- Ear flushing
- Diabetic education
- Weight checks
- BP checks
- Urine dips / pregnancy testing
- RBS
- Wart removal – Histofreeze
- Suture removal
- Venipuncture
- Quality assurance checks – vaccine fridge, glucometer, spirometer, oxygen and medications
- Maintain and assist with vaccine ordering and pick up from Thunder Bay District Health Unit
- Ordering and inventory of clinical supplies and medical samples
- Assist in coordination and planning of group health programs

EDUCATION, QUALIFICATIONS AND SKILLS:

- Active and valid registration with the Colleges of Nurses of Ontario as a Registered Practical Nurse
- Ability to set priorities and manage time effectively
- Registered Practical Nurse Diploma from a valid educational institution
- Certificate in Foot Care
- Two years of work experience as a Registered Practical Nurse
- Excellent oral and written communication skills
- Current CPR and First Aid certificate
- Computer and word processing skills
- Demonstrated ability to work independently and as a member of a multidisciplinary health services team
- Demonstrated interpersonal, communication, problem solving, critical thinking and leadership skills
- Experience with electronic documentation is desirable
- Ability to speak an additional language is an asset

ADDITIONAL JOB REQUIREMENTS:

- Satisfactory criminal records search including vulnerable sector screening.
- Ability to work flexible hours and travel as determined by the Board in relation to service
- Must possess a Class “G” Driver’s License and have access to a personal vehicle.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.
- Attends training and complies with WHIMIS.