

**POSITION TITLE:** Registered Practical Nurse (RPN)  
**ORGANIZATION:** Ottawa Valley FHT/Almonte Family Health Organization  
**JOB STATUS:** Part-time 2-3 days week – Contract until May 2025  
**JOB REPORTS TO:** Clinic Manager  
**DATE CREATED:** July 2024

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**JOB SUMMARY:**

In accordance with the College of Nurses of Ontario standards of practice, code of ethics and patient care guidelines and the established mission and vision of the clinic, the Registered Practical Nurse provides direct nursing care to patients and consultative services regarding issues relevant to the practice of nursing.

**ESSENTIAL RESPONSIBILITIES:**

- Works within FULL SCOPE as outlined in RPNAO, including medical directives

**Assessment:**

- Triage and assess patients to identify appropriate nursing interventions
- Direct flow in the clinic to ensure smooth functioning of the clinic
- Perform first-aid treatment on emergency cases; make the initial assessment and direct patient to physician or nurse practitioner according to the degree of urgency
- Monitor, assess, address, document and report symptoms and changes in patients' conditions

**Treatment:**

- Administer medications and treatments as prescribed by a physician, nurse practitioner or according to established policies and protocols
- Assist with and/or perform medical procedures (e.g. immunization, allergy shots, injections, dressing changes, suture removals, etc.) according to standards
- Provide nursing care and treatment as required

**Education, advocacy:**

- Teach and counsel patients and their families on health-related issues (e.g. general health, hygiene, nutrition, birth control, safe-sex practices, etc.) in collaboration with interdisciplinary health providers
- Help clients to identify and use health resources
- Answer calls and inquiries and ensure that a satisfactory answer is given to patients; handle telephone inquiries for medical, pharmaceutical and health information as needed

\* Perform other nursing duties as mutually agreed upon in writing between the incumbent and supervisor

**ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE:**

- College diploma or completion of approved registered nursing program
- Diploma from an approved Practical Nurse Program with Medication Certificate
- Active membership with the College of Nurses of Ontario
- Computer literacy: EMR (Telus Practice Solutions – an asset), Microsoft Office, and Internet
- Strong attention to detail
- Excellent communication skills, both verbal and written
- Dependability, reliability, and the ability to work under pressure and meet deadlines
- Ability to work in a manner that is in compliance with staff and patient safety practices, policies and procedures
- Good attendance

Please submit your resume via email to Tanya Brydges, Director of Operations at [tbrydges@ovfht.ca](mailto:tbrydges@ovfht.ca) if you are interested.