

<b>POSITION TITLE:</b>	<b>Nurse Practitioner – Registered Nurse (Extended Class)</b>
<b>JOB REPORTS TO:</b>	Program Manager and/or Director of Operations
<b>LOCATION:</b>	Carleton Place (primary) and Almonte (as required)
<b>DATE CREATED:</b>	May 2023, Updated September 2025
<b>APPROVED BY:</b>	Executive Director

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#### **JOB SUMMARY:**

The Nurse Practitioner (NP) is responsible for providing comprehensive primary health care services to the patients of the Ottawa Valley Family Health Team (OVFHT). Working in collaboration with a multidisciplinary team, the NP will assess, diagnose and manage acute and chronic medical conditions and diseases. The Nurse Practitioner will work autonomously and to their Fullscope of practice.

#### **RESPONSIBILITIES:**

- Provides primary care within the scope of practice of Nurse Practitioner as outlined by the College of Nurses of Ontario.
- Provides care to individuals of all ages across the lifespan, placing an emphasis on health promotion and disease prevention.
- Collaborates effectively with physicians to facilitate appropriate provision of primary care outside of the NP scope of practice.
- Supports patients and families to take increased responsibility for their health by involving them in risk factor assessment, goal setting and health promotion.
- Orders appropriate diagnostic tests and procedures as per NP scope of practice, and/or in consultation with family physicians or in accordance with medical directives.
- Refers patients appropriately to comprehensive health programs of OVFHT as well as other Community Partners.
- Participates in the development, planning and evaluation of treatment, education, and counseling and health promotion activities of the OVFHT with other interdisciplinary health providers.
- Collects data as required for statistical/reporting purposes.
- Observes, collects, and records patient data in an Electronic Medical Record.
- Maintains confidentiality of team, personnel and patient information.
- Facilitates appropriate in-services and external education sessions.

#### **PROFESSIONAL DEVELOPMENT:**

- Maintains and develops professional competence through ongoing professional development. Fully participates in the “Practice Reflection” of the College of Nurses of Ontario.

- Stays current and aware of opportunities to implement new, evidenced-based methods of patient assessment and treatment.
- Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and journal reviews.
- Participates in interdisciplinary committees to promote professional/interpersonal development.
- Participates in clinical projects/studies and interdisciplinary meetings as required.

#### **SKILLS:**

- Knowledge and understanding of the Canadian and Ontario healthcare systems.
- Knowledge of the NP role within an interdisciplinary team.
- Communicates effectively with patients, families, peers and other health care professionals.
- Shares information and teaches while treating patients.
- Proficient in current evidenced-based methods and practices of primary care delivery.
- Excellent organization, research, evaluation, time management, communication and interpersonal skills.
- Proficient in the use of computer hardware and software.
- Excellent verbal and written communication skills.

#### **PHYSICAL AND MENTAL DEMANDS:**

- The position requires minimal physical effort, and the workday comprises roughly equal amounts of standing and sitting. This position may involve routine exposure to persons with contagious or infectious illnesses and requires constant attention to infection control procedures.
- The NP may occasionally be exposed to highly emotional or violent patients and may occasionally need to relay upsetting diagnoses to patients or to deal with those who are terminally ill.
- An ability to exhibit critical thinking and deductive reasoning is vital. The NP will have competing priorities and must be able to prioritize and balance many tasks and responsibilities.

#### **QUALIFICATIONS/EXPERIENCE:**

- Baccalaureate or Masters in Nursing.
- Successful completion of post-graduate Primary Care Nurse Practitioner program.
- Current extended class registration with the College of Nurses of Ontario.
- Basic CPR certification.
- Demonstrated experience in Community and/or Primary Care Setting.

#### **ACCOUNTABILITY:**

- The NP is to practice within the scope and according to the standards of practice as outlined by the College of Nurses of Ontario, "Practice Standard – Nurse Practitioner (2021)".

#### **PERFORMANCE EVALUATION AND COMPETENCY FEEDBACK:**

Competency performance levels will be defined on an annual basis during a formal employee performance evaluation process. The Program Manager will develop these annual reviews. Evaluations of performance will be justified both quantitatively and qualitatively through examples of regularly occurring behaviors. Informal and semiformal feedback will be continually provided throughout the year between the direct supervisor and incumbent.

#### **HOW TO APPLY:**

Please submit your résumé and cover letter to Kaylin Lesway @ [klesway@ovfht.ca](mailto:klesway@ovfht.ca)