

QUEEN'S UNIVERSITY SUPPORT STAFF POSITION SUMMARY

DEPARTMENT: Department of Family Medicine – Queen's Family Health Team, Belleville site

POSITION NUMBER: 00500761

INCUMBENT:

TITLE: Registered Nurse (RN)

GRADE: 8

Job Summary:

Within the Department of Family Medicine, the Queen's Family Health Team (QFHT), Belleville site provides primary health services to rostered patients while modeling safe, efficient and collaborative clinical processes to the Family Medicine residents in the Belleville/Quinte site. Reporting to the Program Manager, the incumbent is responsible for establishing patient and education services and programs as a member of the interdisciplinary health team, and in accordance with the accepted clinical practice guidelines of the College of Nurses of Ontario.

The incumbent will work collaboratively with the Belleville family physicians and other members of the health care team to provide nursing care and to support the training of medical residents and other learners. The Registered Nurse (RN) plans, develops, implements and evaluates programs and services such as chronic disease management and education, smoking cessation counseling, anti-coagulation management, and performs clinical skills where appropriate.

Primary Duties and Responsibilities:

- Provides direct and indirect chronic disease care, health promotion, screening and disease prevention care and education to patients. Makes clinical decisions and exercises judgement about the care provided to patients.
- Completes individual patient assessments, identifies and addresses the patients' needs.
- Provides teaching to patients. Evaluates patient comprehension and compliance to a care plan. Involves patients in decisions about their own health, identifying barriers to better health and planning ways to overcome barriers.
- Develops and delivers educational sessions to patient and family groups.
- Documents patient health history, assessments, interventions and plans in the electronic medical record.
- Collaborates with other health care providers in the planning, development and evaluation of programs and services, such as chronic disease self management programs. Contributes to quality improvement projects.
- Conducts home visits and community outreach visits when appropriate.
- Maintains confidentiality in all aspects of patient, staff and organization information.
- Collaborates with physicians, residents and allied health professionals.
- Contributes to the education of family medicine residents and other interdisciplinary learners regarding the role of the Registered Nurse.
- Maintains and develops professional competence through ongoing professional development. Participates in the Quality Assurance program of the College of Nurses of Ontario. Participates in self-directed learning, interdisciplinary committees and clinical audits.
- Prepares program reports and promotes awareness of clinical programs as required.

Required Qualifications:

- Baccalaureate Degree in Nursing from a recognized University or equivalent
- Current Registration Certificate as a Registered Nurse in the Province of Ontario
- BCLS Certificate for health care workers
- Minimum of 3 years experience preferably in a community and/or primary care setting
- Teaching experience will be considered an asset
- Valid driver's license and access to reliable vehicle.

Special Skills

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care nursing services
- Proficient in the use of computer/technology (Word, Outlook, internet) including prior experience and knowledge of electronic medical records.
- Excellent verbal and written communication and interpersonal skills.
- In depth knowledge of the local health service delivery and community based services.
- Leadership skills.
- Ability to work both independently and effectively in an interdisciplinary team environment.
- Ability to prioritize, manage time effectively and be flexible in a busy clinic environment.
- Knowledge of relevant legislative requirements, eg. Children's Aid, Privacy.

Decision Making:

Makes decisions regularly regarding patient care within the legal scope of practice of the profession, including but not limited to:

- provides wellness care, including developing and monitoring treatment/care plans
- utilizes screening and assessment tools
- provides individual and group counseling, support and education services
- monitors patients with stable chronic disease conditions, such as hypertension.

Supervisory Responsibilities:

None

SIGNATURES:

Incumbent

Supervisor

Department Head

Date: