



*South East Toronto*

**Family Health Team**



### **JOB DESCRIPTION**

#### ***Registered Nurse OR Registered Practical Nurse (Casual/part-Time)***

South East Toronto Family Health Team (SETFHT) is an academic Family Health Team (FHT) affiliated with the University of Toronto. Our FHT is comprised of a team that includes physicians, medical residents, nurse practitioners, registered nurses, dietitians, social workers, psychologist, care navigator, physician assistant and chiropodist, all supported by an exceptional administrative and clinical support team. There are two clinic locations: 840 Coxwell Avenue and 1871 Danforth Avenue. This position will be based out of the 1871 Danforth Avenue site.

#### **Position Profile**

As a key member of the South East Toronto Family Health Team (SETFHT), and an integral part of an Interprofessional health care team, the Registered Nurse will deliver nursing care in accordance with SETFHT policies and professional practice standards, and according to regulations set out by the College of Nurses of Ontario. You will perform routine nursing duties, and ensure that the nursing needs of the SETFHT patients and physicians are met.

RNs within the South East Toronto Family Health Team will work within their scope of practice to treat and educate patients. This is achieved through working collaboratively with a broad range of interprofessional health care professionals and SETFHT physicians.

#### **Accountability**

- The Nurse reports and is accountable to the SETFHT Executive Director. All clinical decision making outside the scope of the Registered Nurse must be done in consultation with a SETFHT Nurse Practitioner, and/or physicians of SETFHT.

#### **Authority**

- Does not direct the activities of staff or a function without direction of FHT decision makers. The nurse must comply with the nursing practice standards used by the College of Nurses of Ontario.

#### **Decision Making**

- On a regular and continuous basis, exercises clinical judgement and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the FHT.

#### **Roles and Responsibilities**

Duties of the nurses will be divided into two categories – clinical duties and duties related to the health team.

Nurses will be encouraged to operate within their full scope of practice. They are required to work co-operatively with all members of the health care team in the promotion of patient health and prevention of disease.

### **Clinical Duties**

- Triage incoming patient calls. Assess patient health care needs, discuss test results and respond to questions pertaining to health promotion and disease prevention. Redirect calls to booking when necessary.
- Maintain accurate, concise and confidential documentation pertaining to patient history and encounter data. Record the patient visit, including the reason for the visit, the patient's presentation, relevant history and family history, the assessment and plan (as per the RN scope of practice).
- Maintain the medical record alert system to recall patients for health promotion and disease prevention follow-up such as pap smears, mammograms, FOB testing, hypertension, and diabetes care.
- Administer and record immunizations and allergy injections. Ensure immunizations are current and educate patients as to the need for and possible side effects of such injections.
- Assist in SETFHT vaccine management (monitor fridge temperatures, order vaccines)
- Perform clinical procedures such as pap tests, suture removal, skin and wound dressings, TB testing, wart treatment, and ear-syringing.
- Perform blood pressure checks, assessing response to medications, educating patients and promoting health through blood pressure management.

### **Chronic Disease Management**

- Work collaboratively with the health care team in the development, implementation and monitoring of chronic disease management programs around key health issues such as cardiovascular disease and diabetes.

### **Interprofessional Collaboration**

- Develop and hone collaborative community relationships to facilitate patient access to services upon physician/health care team request.
- Communicate ideas or concerns to the health care team. Participate in problem solving to enhance patient care. Participate in RN team meetings to share change ideas and learnings gleaned from attendance at continuing education, and to facilitate team cohesion.
- Assist in the training and development of new staff and occasionally students and residents.

### **Qualifications**

- Completion Nursing degree with, ideally, two or three years of clinical experience.
- Must possess a license with the College Nurses of Ontario.
- Knowledge of and working experience with electronic medical record systems.
- Honed patient assessment and triage skills.
- Excellent verbal and written communication skills.
- Ability to work co-operatively as member of the FHT.

The above responsibilities are not to be considered all inclusive; the individual may be assigned other related duties in the interest of efficient operations of the clinic.

Compensation is based on experience RN's will range from \$37.04 - \$40.19/hour and RPN's will range from \$25.75 - \$27.94.

Thank you for your interest in the South East Toronto Family Health Team. Only those candidates selected will be contacted for an interview. ***No telephone or email inquiries, please.*** SETFHT supports a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process and candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.

**Applicants should quote Job:** RN or RPN Part-Time/Casual

**Contact by:** e-mail only

**Job Contact Information**

Human Resources

South East Toronto Family Health Team

e-mail: [humanresources@setfht.on.ca](mailto:humanresources@setfht.on.ca)

Please forward cover letter and resume by August 5, 2022