



**CARSWELL
CENTRE**
1871 Danforth Ave
Toronto, ON M4C 1J3
Tel: 416-699-7775
Fax: 416-699-7766

COXWELL SITE
#105-840 Coxwell Ave
Toronto, ON M4C 5T2
Tel: 416-469-6464
Fax: 416-469-6164

TAYLOR MASSEY
4 The Market Place
Toronto, ON M4C 5M1
Tel: 647-251-8195
Fax: 1-844-329-6384

Registered Nurse (RN) Temporary, Full-Time

Company Description

South East Toronto Family Health Team (**SETFHT**) is an academic primary care clinic affiliated with the University of Toronto. Our organization is comprised of a variety of Interdepartmental Healthcare Professionals (**IHPs**) that include: physicians, medical residents, nurse practitioners, registered nurses, social workers, registered dietitians, patient care coordinators, pharmacists, physician assistants and chiropodists, all supported by an exceptional administrative team.

SETFHT is a proud partner at the Health Access Taylor Massey (**HATM**) clinic, which enhances the primary care and interprofessional resources within the Taylor Massey community. SETFHT also leverages existing community supports, services, and partnerships in the community to improve access to comprehensive, equitable, and integrated primary and social care for local residents.

Position Profile

We are seeking a dedicated and skilled Registered Nurse (**RN**) to join our team on a temporary basis. The successful candidate will play a vital role in delivering quality nursing care in accordance with SETFHT policies and professional practice standards as well as according to the regulations set out by the College of Nurses of Ontario. The RN will perform routine nursing duties and ensure that the nursing needs of SETFHT patients and physicians are met.

This position provides nursing support across all three clinics, including the two SETFHT clinic locations at *840 Coxwell Avenue* and *1871 Danforth Avenue*, as well as the HATM clinic at *4 The Market Place*.

Employment Term

This is a temporary, full-time position funded for **an open-ended period**, subject to funding availability and operational needs. Continuation of this position is not guaranteed.

Accountability

The RN reports and is accountable to the Chief Executive Officer (CEO) of SETFHT. All clinical decision-making outside the RN's scope must be done in consultation with a SETFHT Nurse Practitioner and/or physicians of SETFHT.

Authority

The RN does not direct the activities of staff or function without direction from SETFHT's decision makers. The RN must comply with the practice standards set by their regulatory college.

Decision Making

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

HEAD OFFICE

4th Floor - 1871 Danforth Avenue Toronto, ON M4C 1J3 T: 416-423-8800 F: 416-423-8803



**SET
FHT**

South East Toronto
Family Health Team

Role & Responsibilities

The RNs are encouraged to operate within their full scope of practice. They are required to work co-operatively with all staff at SETFHT in the promotion of patient health and prevention of disease.

- Accurately document confidential patient information, treatment plans and outcomes accurately and in a timely manner
- Perform clinical procedures including, but not limited to, pap tests, suture removal, skin and wound dressings, TB testing, wart treatment, and ear-syringing
- 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, etc.)
- Perform BP checks, assessing response to medications, educating patients and promoting health through BP management
- Work collaboratively with the IHP team in the development, implementation and monitoring of chronic disease management programs around key health issues such as cardiovascular disease and diabetes
- Develop and hone collaborative community relationships to facilitate patient access to services upon physician/IHP team request
- Participate in RN team meetings to share ideas, experiences and learnings gleaned from attendance at continuing education events/programs to facilitate in overall team collaboration and cohesion
- Maintain a safe and clean working environment, adhering to IPAC protocols and ensuring equipment is properly sterilized and maintained
- Assist in the training and development of new staff and, occasionally, residents/students

Skills & Qualifications

- Current and valid license as a Registered Nurse (RN) with the College of Nurses of Ontario (CNO)
- Proven experience as an RN, preferably in a primary care setting, with 2 -3 years of clinical experience
- Proficiency using electronic medical record (EMR) systems
- Experience in wound care assessment and management is an asset
- Honed patient assessment and triage skills
- Commitment to providing compassionate and patient-centric care

Other Requirements

- Exceptional oral, written, and presentation skills
- Strong interpersonal, communication, and time-management skills
- Demonstrated flexibility and able to thrive in a dynamic, high-volume environment
- Ability to maintain a positive attitude in a high-pressure environment



**SET
FHT**

South East Toronto
Family Health Team

- Excellent conflict management and resolution skills
- Experience working with low-income, multi-racial, multi-lingual newcomer communities
- Commitment to anti-oppression, anti-racist, LGBTQ+ positive framework
- Ability to work effectively within a diverse and multi-disciplinary team
- Available to work evenings and weekends, as required

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 SETFHT.

Hours of Work

The successful candidate must be available to work weekdays, primarily between 8:30 AM – 4:30 PM with the possibility of evening and weekend shifts

Compensation

- The rate of pay is based on experience and will range from \$38.15 - \$41.40 per hour
- This position includes enrollment in SETFHT's Health Benefits Plan
- This position includes enrollment in the Healthcare of Ontario Pension Plan (HOOPP)
- This position includes paid time off

Additional Information

Please note that the South East Toronto Family Health Team does not use artificial intelligence (AI) to screen, assess, or select applications for this position. All hiring decisions are made by people.

We thank all applicants for their interest but only those selected for an interview will receive acknowledgement. Please note that a criminal background check will be conducted for this position.

SETFHT supports a respectful and inclusive work environment for everyone and is committed to Anti-Oppression principles. We encourage qualified applicants of all ages, races, colour, ethnic origins, religions, abilities, gender identities and sexual orientations as well as persons with disabilities to apply for this position as it reflects the broad diversity of communities we work with.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), accommodations will be provided throughout the hiring process upon request.

SETFHT maintains a scent-free environment. All employees, students, volunteers, and visitors are to refrain from wearing fragrances and other scented personal care products (eg. perfumes, lotions, hairspray, etc.) while on the premises.

Job Contact Information

Human Resources

South East Toronto Family Health Team

E-mail: humanresources@setfht.on.ca

Subject: RN