

## Registered Practical Nurse (RPN)

**Hiring organization**  
Teds Healthcare

### Description

The Registered Practical Nurse demonstrates competence at the current level of knowledge for his or her practice, seeks help and guidance when unable to perform competently, refrains from practicing beyond his or her competence, and is accountable for his or her own practice.

### Responsibilities

#### Job Duties

- Complete brief history of clients, anticipate and ensure equipment for client visit is set up in room.
- Triage client's needs, either by telephone or in person.
- Screen and assess clients with minor episodic illnesses according to established protocols.
- Perform basic nursing skills (e.g., dressing of wounds, injections, suture /clip removal and assisting with other procedures as requested).
- Perform necessary clinical functions to facilitate delivery of comprehensive primary care and patient flow (e.g., assist providers with prescription ordering; clean equipment).
- Perform non clinical duties such as the ordering and distribution of supplies.
- Maintain accurate health records and up to date clinical notes in accordance with College of Nurses Standards and Teds Healthcare policies.
- Participate in case conferences to ensure co-ordination of services to client.
- Assist with the planning, implementation and evaluation of other health promotion/disease prevention services for individuals and client populations as determined by Teds Healthcare.
- Ensure all supplies are stocked sufficiently and consistently.
- Order medical supplies and maintain sufficiently.
- Maintain contact with pharmaceutical company representatives and maintain a current inventory of pharmaceutical samples.
- Organize printed resources such as client education materials, diagnostic and other
- Work during both regular and extended hours (evenings/weekends) and in locations determined by Teds Healthcare.
- Work in a manner that preserves confidentiality.
- Work in a manner that ensures client safety and minimizes risk to clients
- Work in a manner consistent with the Teds Healthcare Vision, Mission and Guiding Principles.
- Work in a manner that demonstrates self-reflection and personal accountability for work performance.

#### **Provides direct nursing care as defined by the Standards of Nursing Practice (CNO) including:**

- administration of medications through oral, subcutaneous, topical, natural

body orifices, intracutaneous, tubing routes.

- transcribing medical orders as given by physicians in writing or by telephone.
- administration of routine medications including narcotics.
- Administration of routine p.r.n. medications and identify when the order needs to be adjusted.
- maintains security of medication system and storage.
- orders medications as required and maintains MAR system.
- Collaborate with registered nursing staff in the administration of nonroutine p.r.n. medications
- Adhere to all Teds Healthcare policies.

## **Qualifications**

### **Ideal Qualifications:**

- Graduate of a recognized program for Registered Nurses or Registered Practical Nurses.
- Holds a current general certificate of registration from the College of Nurses of Ontario.
- Current BCLS.
- Minimum one year experience as Nurse Preferred
- Strong ability to multi-task and shift priorities as the need arises.
- Strong communication skills, both written and verbal.
- Computer literacy in a Windows environment, utilizing Word, Excel and Outlook at an intermediate level.
- Proven attendance record.
- Demonstrates understanding and complies with patient and staff safety policies and procedures that foster a safe and inclusive environment for all.
- Ability to perform the essential duties of the job.
- Effectively uses empathy in interactions with others and demonstrates Caring behaviors.
- Commitment to providing an exceptional experience for staff and clients within a challenging and exciting health care environment.
- Must be available to work days, evenings, weekend shifts and at some homes overnights when needed
- Demonstrated flexibility in taking shifts
- Desire and proven ability to work as an effective team player
- Strong communication skills (written and verbal)
- Ability to carry out behaviour modification and/or medical procedures as required
- Computer skilled
- WHMIS Certification within the preceding 12 months
- Valid G licence (preferred)
- Punctual and reliable Current CPR and First Aid certification is a definite asset
- Must be available to work on the weekends or rotational weekends

## **Contacts**

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