



## External Posting

### Registered Practical Nurse, Primary Health Care

**Full-Time Permanent Position: 35 hours per week**

**Expected Start Date: As soon as possible**

**Salary: \$45,476.88 to \$54,227.50 per year (\$24.99 to \$29.80 per hour)**

**Proof of Vulnerable Check required prior to hiring**

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

#### Job Summary

Reporting to the Manager, Clinical Programs, the Registered Practical Nurse (RPN) is accountable for the provision of high-quality nursing care to clients as per the standards of the regulated profession, and in keeping with licensed requirements of the College of Nurses of Ontario. The RPN will also provide other appropriate service to clients as assigned which may include (but not limited to): administrative tasks, performing a range of medical and laboratory procedures as appropriately delegated, maintaining equipment and medical, laboratory and pharmaceutical supplies.

#### Primary Responsibilities

- Performs medical and diagnostic procedures such as venipuncture, electrocardiogram, spirometry, immunization, allergy injections, urine BHCG, ears irrigation and throat swabs on as needed basis working as a part of a busy team of Physicians and Nurse Practitioners. Documents these activities accordingly in the client electronic chart.
- As delegated appropriately, conducts health assessments, including history and/or partial well adult/child exams.
- Assists with referral questions, including emergency referrals and follow-up appointments for medical specialists or the Emergency Room (ER). Supports external and internal communications, collects required medical and diagnostic documentation and communicates according to privacy code.
- Maintains accurate and timely records and encounter data in patient electronic medical record (EMR). Participates in chart and case review. Educates clients and provides information about available community resources.
- Triage (urgent) clinical phone calls as needed, collects and communicates information to assigned provider and performs timely follow-up with the caller. Responsible for matching client needs to available services.
- Does home visits for clients in need by checking vital signs, performing injections or providing education as needed/assigned.

- Disposes of biohazardous waste, including regular check and replacement of biohazardous waste equipment in PHC exam rooms and offices, maintains efficient communication with Stericycle regarding biohazardous waste pick-up and MSDS and safety literature supply.
- Preserves confidentiality of clients' private information.
- Identifies complex client cases, participates in decision-making processes based on (Primary Health Care) team discussions.
- Books clients for providers taking under consideration provider availability and complexity of client needs.
- Acts as a resource for intake processes and orientation to LAMP CHC for new clients.
- Stocks and maintains medical and laboratory supplies in exam rooms, including ordering pharmaceutical samples and making orders from suppliers and/or Public Health on an as needed basis.
- Orders and maintains up to date supply of current medical literature for educational, preventative purposes. Takes an active role to educate clients and promote client self-care.
- Builds and maintains strong business relationships with partner organizations, participates in outreach to promote LAMP's philosophy and is mindful of future partnership opportunities.
- All other tasks and duties as assigned by the Manager

### Required Qualifications

- Registered Practical Nurse Diploma
- Registered and in good standing as Registered Practical Nurse with the College of Nurses of Ontario.
- Minimum of two (2) years nursing experience working in community or public health environment or preferably a primary care setting.
- Thorough knowledge and understanding of medical/laboratory and charting procedures.
- Excellent interpersonal skills necessary to work effectively across all levels of the organization's diverse workforce.
- Excellent communication skills, both verbal and written, with the ability to clearly convey information and ideas.
- Positive attitude and dependable with strong initiative and the ability to work both independently and in a team oriented atmosphere.
- Demonstration of knowledge, understanding and practicing of current infection control and prevention (IPAC) guidance.
- Recognizes LAMP's culture, values and philosophy when dealing with clients with different backgrounds and perspectives.
- Open minded, eager and willing to constantly learn and improve oneself.
- Current Driver License is an asset.
- Knowledge of LAMP Community Health Centre, the South Etobicoke and/or East Mississauga community, and/or a second language that is reflective of the community being served are all preferable assets.

### Proficiency in the Following Computer Skills

- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Strong skills and experience using Microsoft applications (Word, Outlook, Excel, PowerPoint & Publisher).
- Strong skills and ability to easily navigate the internet/intranet environment.
- Experience and accuracy using database applications (i.e. Electronic Health Records)
- Ability to learn new software quickly and willingness to continuously develop technology skills.

### Working Conditions

- Fast pace environment of busy team of doctors, nurses, counsellors, allied health and health promotion team.
- Paperless work operation with internal and external electronic communication.
- Flexible working hours from 9 am to 8 pm during week, weekends, evenings and statutory holidays as assigned.
- Travelling to multiple locations on regular basis for attending meetings, trainings, workshops, outreach and home visits.
- Ability to effectively understand and apply guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice as part of daily work.

### Physical Requirements

- Frequent data entry, with extended periods of time sitting stationary in front of a monitor while keyboarding.
- Ability to balance all job requirements in a busy atmosphere, including responding promptly to all communication.
- Frequent standing for extended periods of time and some occasional lifting may be required.
- Demonstrates good and safe work habits, and maintains a clean working environment.

As part of our mandate for inclusivity, reasonable accommodations can be made for all incumbents to perform the described physical functions of the aforementioned job.

*LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.*

Please send your resume with a cover letter to **Human Resources:**

**Email Address** | **recruiting@lampchc.org**

**Subject** | **Job Opening for Registered Practical Nurse, PHC**

***We thank all applicants for their interest. However, only those selected for interviews will be contacted.  
No phone calls please.***