

QUEEN'S UNIVERSITY SUPPORT STAFF POSITION SUMMARY

DEPARTMENT: Department of Family Medicine

POSITION NUMBER: 30709-001

INCUMBENT:

TITLE: Registered Nurse

GRADE: 8

GENERIC POSITION CLUSTER:

JOB SUMMARY:

The incumbent will provide primary care health services to enrolled patients as part of a Team of primary care health professionals. The incumbent may also be required to provide preventative care and health education clinics to groups of patients on a regular basis. Registered Nurses will interview patients to obtain health data and provide continuity of care for patients. The incumbent will act as liaison between physicians and patients, provide health education to patients and their families, co-ordinate arrangements of referrals, tests and advise patients of preparation for tests, and coordinate ordering of medication from pharmacy and reorder prescriptions. The incumbents will also orient residents & medical students.

Registered Nurses perform clinical skills where appropriate as nursing measures, or in accordance with medical directives. This includes but is not limited to recording vital signs, maintaining the accuracy of medication lists, immunization, allergy shots, venipuncture, syringing ears, hearing and vision tests, hemoglobin checks, ECG's, pregnancy tests, pulmonary function tests, suture removal, wound care, and stool collection for occult blood. The incumbent assists physicians with medical and surgical procedures, and making appointments for patients.

KEY RESPONSIBILITIES: (list the main duties and responsibilities)

- Communicates and collaborates with clients, families and all members of the health care team, as appropriate, in the development of the interdisciplinary plan of care.
- Is a resource person and acts as a liaison for clients, families and other members of the health care team.
- Initiates referrals to appropriate personnel based on knowledge of the scopes of practice of other health care team members.
- Delegates activities to appropriate personnel and evaluates client outcomes.
- Provides care to clients and significant others either independently or in collaboration with other members of the health care team.
- Maintains privacy, confidentiality, and security patient information.
- Ensures informed and voluntary consent to care, treatment and participation in teaching and research.
- Is accountable for his/her decisions and actions even when acting interdependently in consultation and collaboration with other members of the health care team.
- Uses resources effectively and efficiently and maintains a safe working environment.
- Provides direct care to clients.
- Acts as a resource person to clients and families.
- Assists in the development, maintenance and evaluation of processes that promote desired client-centered outcomes.
- Fosters the establishment and continuous improvement of clinical practice to support client outcomes that provide direction for continuity of care, and that are attainable with available resources.
- Makes clinical decisions and exercises judgment about the care provided to clients.
- Supports effective information processes and technologies that facilitate evaluation of effectiveness and efficiency of decisions, plans and activities in relation to client-centered care.

Each employee is also accountable for:

- Following safe working practices;
- Carrying out duties in a way that embody the mission and values of the Department of Family Medicine; and
- Working cooperatively with fellow Team members to the benefit of patients.

REQUIRED QUALIFICATIONS: (formal training, experience, special skills)

- Baccalaureate Degree in Nursing from an Ontario University or equivalent
- CNA Certification or equivalent where appropriate for clinical area
- Current Registration Certificate as a Registered Nurse in the Province of Ontario
- BCLS Certificate
- Recent related experience
- Proven good attendance
- Proven effective interpersonal and communication skills
- Capable of coping in a physically and mentally demanding work environment
- Able to function independently as well as interdependently
- Current CPR Certificate

SPECIAL SKILLS:

- Excellent oral / written skills
- Strong clinical skills
- Flexible
- Autonomous
- Ability to work effectively with all members of the health care team
- Ability to work in an interdisciplinary team environment
- Ability to prioritize, manage time effectively and be flexible in a very active work environment
- Competency in computer based programs (Electronic Medical Records, Microsoft Programs - Access, Word, Excel)

DECISION MAKING:

- Makes decisions regularly regarding patient care within the legal scope of practice of the profession, including but not limited to:
 - providing wellness care, including health screening activities such as monitoring hypertension and infant growth and development;
 - treating minor illnesses such as ear and bladder infections under a physician's supervision;
 - treating minor injuries such as sprains and lacerations under the supervision of a physician; and,
 - monitoring people with stable chronic disease, such as hypertension.

1. Is this position technical in nature in a lab or lab-related area? Yes No
2. Does this position support a research project?
- If yes, name of project _____
3. Does this position report directly to a Principal Investigator (PI)?
- If yes, name of Principal Investigator _____

SUPERVISORY RESPONSIBILITIES:

Do you have any supervisory responsibilities?

YES NO

If you responded yes to the above question, which of the following duties do you perform for employees who report to you?

You have the right to hire or you make the effective recommendation to do so.

YES NO

You have the right to fire or you make the effective recommendation to do so.

YES NO

You are responsible for handling disciplinary matters including issuing written warnings.

YES NO

You are responsible for conducting performance appraisals.

YES NO

You are responsible for delegating work and ensuring that it is satisfactory.

YES NO

SIGNATURES:

Incumbent

Supervisor

Department Head

Date: