

Medical Clinic Nurse

Job Types: Temporary Part time (1 Year)

Hours of Work: 3 days a week, 20 hours a week, some flexibility required and occasional extra days

Expected Start Date: March 15, 2020

Wages: \$26.00/hour

Location: Arthur, Ontario

Application Deadline: January 15, 2020

Please forward all resumes and cover letters to arthurfamilypractice@gmail.com

Only successful candidates will be contacted for interviews

Job Summary:

Seeking motivated individual to work as a part time nurse at a busy medical clinic. Successful candidate must be self-motivated, organized and have strong time management skills, have excellent communication skills, and willing to grow with our practice.

Job Duties:

Vitals, immunizations, EKG's, phlebotomy, and assisting physicians with procedures when needed

Answering all incoming calls promptly, accurately, and professionally

Updating and use of the TELUS EMR system

Sorting and distributing all incoming faxes and scanned reports into the EMR

Directing patient flow within the office

Transcription of physician notes

Following COVID precautions, ensuring cleaning and disinfecting of patient care areas

Qualifications:

Registered Practical Nurse Diploma or BScN Degree

Phlebotomy Course or willing to obtain

Previous experience working in a medical clinic an asset

Experience with electronic medical records an asset

Experience with OHIP billing an asset

Competencies:

Strong Critical thinking skills, decisive and able to prioritize

Able to take direction from physicians, office manager, head nurse and receptionist

Excellent multi-tasking, organizational skills and time-management skills

Strong written and communication skills

Able to maintain confidentiality

Requirements upon hiring

Proof of current standing with the CNO

Proof of immunity for Hep B, Varicella, MMR

Current CPR certification

Police Check Vulnerable Persons