



# Arthur Family Practice



**Position:** Registered Practical Nurse

**Job Type:** Permanent Part Time

**Location:** Arthur, Ontario

**Wage:** 26/hr.

**Posting Date:** January 2023

Interested candidates are invited to submit a resume to [arthurfamilypractice@gmail.com](mailto:arthurfamilypractice@gmail.com)

Please note that we will continue to accept resumes until the position has been filled.

## **Position 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.

## **Responsibilities:**

- Vitals, immunizations, suture and staple removal, dressing changes, assisting physicians with procedures when needed
- Answering incoming calls promptly, accurately, and professionally
- Updating and use of the TELUS EMR system
- Sorting and filing incoming faxes and scanned reports into the EMR system
- Directing patient flow in the office
- Transcription of physician notes
- Use of Ocean to track and manage patient referrals
- Management of quality improvement projects
- Use of medical directives to assist in the management of chronic diseases such as COPD, Heart failure, and diabetes

## **Qualifications:**

- Registered Practical Nurse Diploma or BScN Degree
- Previous experience working in a medical clinic an asset
- Experience with electronic medical records 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 practice insurance, RPNAO/RNAO insurance preferred
- Proof of immunity for Hep B, Varicella, MMR
- Current CPR certification
- Police Check Vulnerable Persons