



Clinic Nurse (RN/RPN) for Family Practice in Wellington, ON

SANDBANKS MEDICAL CENTRE is looking for a Clinic Nurse to join our team.

About Sandbanks Medical Centre:

- a long-established family practice serving patients from Prince Edward County and surroundings
- a dedicated, collegial team of 4 family physicians, office staff and clinical assistant
- part of the Prince Edward County Family Health Team
- patient population ranges from newborn to elderly, with the majority middle-aged - senior adults

Responsibilities

Your primary role is to work with our physicians and office staff to ensure patient visits are carried out efficiently and thoroughly with a focus on patient-centred care.

You will enjoy a wide-range of responsibilities, including but not limited to:

- initiating the patient encounter with history taking and vital signs assessment, with documentation in EMR
- directing patients to exam rooms
- well baby checks
- immunizations, allergy and other injections
- venipuncture, urine tests, ECGs, ear syringing
- monitoring INR blood work results and advising patients as per protocol
- general assessment symptom review
- cognitive testing
- visual acuity testing
- applying and changing wound dressings
- staple/suture removal
- maintaining the vaccine fridge
- preparing instrument/supply trays for minor medical procedures
- sterilizing and maintaining medical instruments
- calling patients with information and messages as per directives from physicians
- monitoring emergency drug and anaphylactic kits for adequate supply and expiry dates
- specimen preparation, lab requisition and preparation for lab collection and delivery
- maintenance, organization, stocking and cleaning of work areas and examination rooms

Qualifications, Experience and Skills

- current license with the College of Nurses of Ontario
- family practice office experience, minimum 1 year preferred
- current CPR or BCLS certificate
- compassionate, patient, friendly attitude with emphasis on patient care
- flexibility to adapt to and manage shifting clinic priorities
- strong computer skills with experience in EMR charting (Accuro preferred)
- excellent interpersonal and communication skills
- excellent organizational and time management skills
- problem solving and conflict resolution skills
- exercises confidentiality in accordance with relevant policies and regulation

Employment Terms

- permanent part-time, 30 hours/week (8:30am-4pm, 4 days/week)
- weekends and statutory holidays off
- 12 days paid vacation + time in lieu
- compensation commensurate with experience/credentials

To apply, please send your resumé and cover letter to careers@pefht.com.

Sandbanks Medical Centre is an equal opportunity employer. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.