

THUNDER BAY DISTRICT HEALTH UNIT

POSITION DESCRIPTION

Title: REGISTERED PRACTICAL NURSE
Division: Health Protection and Clinical Services
Union Affiliation: CUPE Local 1759
Reports to: Manager of Infectious Disease

Position Summary:

The Registered Practical Nurse (RPN) is responsible for providing support and assistance to the Registered Nurses and the Public Health Nurses in the Sexual Health and Vaccine Preventable Disease Programs.

DUTIES AND RESPONSIBILITIES:

1. Works within the RPNs Scope of Practice from the College of Nurses of Ontario.
2. Assists in the planning, setting up and general flow of the Sexual Health and Vaccine Preventable Disease Clinics.
3. Maintains competence relevant to current practice and participates in continuing education opportunities.
4. Participates in program meetings for Sexual Health and Vaccine Preventable Disease
5. Participates in program operational planning and in the development and review of the objectives and procedures of the Sexual Health and VPD programs.
6. Assists in the compilation and maintenance of daily, monthly and annual clinic and program statistics.
7. Other duties as assigned

Program : Sexual Health

1. Prepares the clinic, interview, and prep rooms to ensure a smooth functioning clinic.
2. Assists the physician and Registered Nurse with medical procedures as required.
3. Labels laboratory specimens, completes laboratory requisition forms and prepares specimens for transport to Lab.
4. Draws up and administers Hepatitis A, B and Depo Provera as per Program Procedures and observes clients for adverse reactions.
5. Performs venipuncture as per Program Procedures and observes clients post procedure.
6. Maintains/orders supplies and may repackage large-volume clinic stock medications into smaller containers for Village Clinic and other community clinics under the delegation of the Clinical Physician as required.
7. Takes blood pressure, height, weight, does pregnancy testing and urine dips.
8. Assesses clients and dispenses oral contraceptives as per medical authorization.
9. Enters reportable diseases on iPHIS database.
10. Provides support to female clients during the clinical procedures.

11. Provides clients with test results for BV, yeast, and normal test results by phone.
12. Other duties as assigned.

Program: Vaccine Preventable Disease (VPD)

1. Assists the RN with immunization clinics in the community and at the Health Unit.
2. Prepares the Clinical area at the Health Unit, in the community and in the schools.
3. Participates in the planning, organization and implementation of the school, health unit and community immunization programs
4. Assesses school based immunization records
5. Distributes, collects and checks immunization consents to ensure consents are complete..
6. Draws up and administers influenza, pneumococccal, meningococcal, hepatitis b, DPTp, MMR and Tdap vaccines according to procedure.
7. Observes the clients post vaccination for any adverse reactions
8. Enters immunization information using the IRIS (database) program.
9. Verifies data from all immunization clinics (school, travel and weekly clinic) that has been entered in IRIS
10. Interprets Tuberculin Skin Tests that were administered at the Health Unit Clinic.
11. Assists with the annual fridge inspections.
12. Assists with the return of expired vaccines to Government Pharmacy.
13. Other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

1. Current Certificate of Competence from the College of Nurses of Ontario.
2. Graduation from an approved program for Registered Practical Nurses.
3. Evidence of previous nursing experience preferably in a related field.
4. Demonstrated communication and observational skills.
5. Proven ability to work with children, adolescence and seniors.
6. Basic computer and word processing skills.
7. Works within the policies of the Thunder Bay District Health Unit.
8. May be required to provide the use of a personally owned vehicle.
9. May be required to work irregular hours.
10. Valid Ontario Driver's License.
11. Current CPR Certificate.
12. May be required to travel periodically in the district.

PREPARED BY: **Manager of Infectious Disease/ Manager of Clinical Services**
APPROVED BY: **Director, Health Protection and Clinical Services**
AUTHORIZED BY: **Management Committee**
DATE (R) : **April 2006**