POSTION DESCRIPTION

Position:	Registered Practical Nurse - VPD	Number of Positions:	1
Classification:	FULL TIME CONTRACT: (September 2026 – February 22, 2027)	**FTE:**	1.0 = 35 HOURS PER WEEK
Division:	Health Protection	**Union Group:**	CUPE (Canadian Union of Public Employees)
Location:	Thunder Bay	**Anticipated Date of Hire:**	September, 2026
Reports to:	Manager of Vaccine Preventable Diseases	**Position Vacancy:**	THIS POSITION IS A REPLACEMENT FOR AN EXISTING VACANCY
Salary Range:	$31.36 - $34.35 HOURLY	**Posting Date:**	August, 2026
Competition Number:	CU-26-11	**Deadline to Apply:**	September 18, 2026
Criminal Record Check:	Required ☒ YES ☐ NO	**Vulnerable Sector Screening:**	Required: ☒ YES ☐ NO
NOTE: Artificial Intelligence (AI) will not be used during the hiring process.			

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 Vaccine Preventable Disease Program.

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 Vaccine Preventable Disease Clinic.
3. Maintains competence relevant to current practice and participates in continuing education opportunities.
4. Participates in program meetings for Vaccine Preventable Disease.
5. Participates in program operational planning and in the development and review of the objectives and procedures of the Vaccine Preventable Disease program.

6. Assists with immunization clinics in the community and at the Health Unit.
7. Prepares the clinical area at the Health Unit, in the community and in the schools.
8. Participates in the planning, organization and implementation of the school, health unit and community immunization programs.
9. Assess school-based immunization records.
10. Distributes, collects and checks immunization consents to ensure consents are complete.
11. Draws up and administers Influenza, Pneumococcal, Meningococcal, Hepatitis B, Hepatitis A, DPTP, MMR, Td, HPV and dTAP vaccines according to procedure.
12. Observes the client's post-vaccination for any adverse reactions.
13. Enters immunization information into Panorama.
14. Verifies data from all immunization clinics (school, travel and weekly clinic) that has been entered in Panorama.
15. Administers Tuberculin Skin Tests (TBSTs) and interprets TBSTs that were administered at the Health Unit Clinic.
16. Assists with the annual fridge inspection.
17. Assists with the return of expired vaccines to Government Pharmacy.
18. Other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Current Certificate of Competence from the College of Nurses of Ontario.
- Graduation from an approved program for Registered Practical Nurses.
- Evidence of previous nursing experience preferably in a related field.
- Demonstrated communication and observational skills.
- Proven ability to work with children, adolescents and seniors.
- Basic computer and word processing skills.
- Works within the policies of the Thunder Bay District Health Unit.

- May be required to provide the use of a personally owned vehicle.
- May be required to work irregular hours.
- Valid Ontario Driver's License.
- Current CPR Certificate.
- Will be required to travel within the district.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.

The Thunder Bay District Health Unit is an equal opportunity employer.

Upon request, accommodations due to a disability are available throughout the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.