



PERTH FAMILY HEALTH TEAM

Position Summary

Position Title: Registered Practical Nurse (RPN)
Reports To: Interprofessional Healthcare Providers Manager (IHP Manager)
Effective Date: Aug 21, 2026

Position Summary

Within Perth Family Health Team (PFHT), the RPN is a key member of the Primary Care Team. The RPN will deliver nursing care in accordance with the regulations set out by the College of Nurses of Ontario and PFHT policies and procedures. The RPN will initiate and perform nursing duties within their full scope of practice, or through the authority of medical directives and encouraged to seek opportunities to improve their levels of service, ensuring the nursing needs of PFHT are met.

Duties and Responsibilities

Clinical Duties:

- Assess patient health care needs, discuss test results, and respond to questions pertaining to health promotion and disease prevention. Redirect calls when necessary.
- Maintain accurate, concise, and confidential documentation pertaining to patient history and encounter data.
- Collaborate with the Nurse Practitioner Lead with reviewing of nursing and nurse practitioner schedules.
- Collaborate with Medical Office Assistants in the building of intake charts for the nurse practitioner clinic, unattached clinic and specialty clinics.
- Maintain and monitor vaccine inventories, cold chain and report adverse storage conditions as required.
- Perform, under the authority of medical directives, clinical procedures such as injections, pap testing, suture removal, skin and wound dressings, TB testing, and ear syringing.
- Provide nursing support to established specialty clinics offered by PFHT, including waitlist management.
- Assist with Infection Prevention and Control initiatives within the clinic.
- Participate in ongoing research related to patient groups of the FHT.
- Demonstrate the nursing process through documentation.
- Provide teaching to Family Medicine Residents, Medical and Nursing students, and inter-professional team members within scope of practice where it would help in their practice.
- Perform autoclaving activities for clinics.
- Perform related duties as assigned, within your scope of practice.

Referrals/Collaboration:

- Collaborate with the patient and the inter-professional team in planning appropriate care.
- Arranges consultation if illness or treatment is out of RPN's scope of practice.
- Communicate ideas or concerns to the health care team. Participate in problem solving to enhance patient care.

- Provide health education in health promotion, and disease prevention and management across the life span, including through the Community Health Promotion Program
- Participate in RPN/RN/NP team meetings to share ideas and important takeaways from attendance at continuing education, and to facilitate team cohesion.
- Other responsibilities as assigned by the IHP Manager, the NP, Lead, and/or the Executive Director

PFHT Specialty Clinics (as assigned)

- Collaborate with specialty clinic physician to complete patient health assessment, treatment, referrals, health teaching and education.
- Collaborate with Administrative Lead to set up EMR schedules, appointments, clinic workflows and referral and waitlist management plans.
- Collaborate with Medical Office Assistants to manage referrals and waitlist, intake and follow up appointment booking.
- Perform other duties as assigned within the context of a specialty clinic and scope of practice.

Patient Advocate for PFHT (as assigned)

- Act as a liaison between patients, families, and the healthcare team to support communication, care coordination, and navigation of complex diagnoses and healthcare systems.
- Help patients and families understand their conditions, chronic disease management, healthcare team roles, and their rights related to care.
- Support patients and families in resolving concerns with healthcare providers, prioritizing patient safety.

Education, Skills, and Experience

Education/Training/Certifications:

- College diploma in Registered Practical Nursing

Previous Related Experience:

- At least one year experience in a primary care or community health setting.

Registrations/Membership Requirements:

- Current registration, in good standing, with College Nurses of Ontario as a Registered Practical Nurse

Additional Skills and Attributes:

- Honed patient assessment and triage skills
- Excellent interpersonal, critical thinking and organizational skills
- Positive attitude, good judgement skills, diplomatic, team player
- Ability to multi-task and set priorities while managing high volume daily interactions.
- Creative, innovative, and enthusiastic.
- Adaptive and responsive to changes in work volumes, responsibilities, and scope of practice.
- Computer literacy.
- Excellent verbal and written communication skills
- Ability to work autonomously and co-operatively as member of the FHT.

- Experience with Electronic Medical Record systems
- Proficient at Microsoft Office

Regular Contacts

- Patients and families
- Health professional staff
- Other PFHT staff

Review/Approval

Signature		Date:	
Acting Executive Director	Ginette Denford		May 19, 2026