

The **North Simcoe Family Health Team (NSFHT)** provides education, supportive and clinical services to children and adults with chronic illness in a primary care setting. We strive to promote healthy living and prevention of complications by enhancing self-management practices and care. Offering a dynamic and supportive working environment, NSFHT is currently seeking candidates for the following positions:

**Advanced Foot Care Nurse (RPN) - .80 FTE Temporary  
Contract to March 31,2022 with possibility of renewal  
Rate: \$30.59/hour**

- The Advanced Foot Care RPN is to practice within their scope of care and competencies, adhering to the standards of practice.
- Strong assessment skills during medical visits and supporting patients while they are provided proper footcare health teaching.
- Maintain clinical records and documents, patient assessment findings, goals, treatment plans and interventions in accordance with the NSFHT policies and procedures and College of Nurses.
- Establishes a therapeutic relationship with patients, their family members/caregivers to build trust and effectively deliver appropriate care.
- Registration in good standing with the College of Nurses and a certificate in Advanced Foot Care.
- 3-5 years of current advanced foot care nursing practices preferred.

Qualified applicants should email a cover letter and resume to:  
Tammy Johnston, Executive Assistant at [tjohnston@nsfht.ca](mailto:tjohnston@nsfht.ca) by **Friday October 29th, by 4:00pm**

The NSFHT offer's in lieu of benefits and vacation.

Proof of full COVID-19 vaccination required per NSFHT policy, or receipt of an accommodation under the OHRC, including a medical exemption.

NSFHT recognizes that everyone is a unique and valued member of the community and will therefore be treated with fairness and openness.

## **Advanced Foot Care Nurse - Job Description**

The Advanced Foot Care Nurse (RPN) as part of the interdisciplinary team, assist in the primary care functions and participates in the development, implementation, monitoring and evaluation of programs and services of the North Simcoe Family Health Team (NSFHT) for the individuals, families, and the community with diabetes.

### **ACCOUNTABILITY:**

The Advanced Foot Care Nurse (RPN) must practice within their full scope of practice, care, and competencies, adhering to the standards of practice as outlined in the following documents:

- College of Nurses of Ontario's "Practice Standards" ([www.cno.org](http://www.cno.org))
- Nursing Act
- Regulated Health Professions Act
- A member within good standing with the appropriate college

### **ROLES & RESPONSIBILITIES:**

#### **Assessment**

- Conduct foot assessments continually, provide foot care treatment.
- Recognizing patients having conditions beyond the positions scope of practice and refer to other appropriate health care professionals.
- Analysis of the finding of a health assessment.
- Interpret patient health records and observe and record outcomes within the EMR.

#### **Treatment/Management/Planning**

- In collaboration with other Allied Health Professionals implement and discuss appropriate individualized care plans with the patient/family caregiver based on best practices.
- Provide nursing care and delegated treatment.
- Document according to NSFHT & College of Nurses policy & procedures.
- Refer to recommended programs and services, arranging follow-up as necessary.

#### **Education/Advisory**

- Help patients to identify and use health resources.
- Involves patients in decisions about their own health.
- Encourage patients to act for their own health.
- Supports health education and other activities that assist, promote and support patients as they strive to achieve the highest level of health.
- Advocate for the rights and needs of patients and their caregivers.

#### **Administrative:**

- Prepare monthly or as required statistical reports for the Ministry of Health and Long-Term Care or as required by NSFHT and follow processes to ensure accurate data collection.
- Maintaining current knowledge of policy manuals, reading minutes of meetings, and keeping up to date with organizational happenings.
- Contributing to the efficient functioning of the organization and the attainment of goals.
- Arranging priorities as necessary to perform tasks.
- Complete administrative procedures.
- Promotes awareness of the NSFHT services and programs.

- Actively participates in staff, team, and committee meetings.
- Participates in the development planning and evaluation of treatment, education, counseling, and health promotion activities of the NSFHT.

### **Confidentiality**

- Ensures adherence to the freedom of information and protection of privacy.
- In accordance with the Personal Health Information Protection Act, 2004 (PHIPA), keep personal health information confidential and secure, while allowing for the effective delivery of healthcare.

### **Professional Development**

- Maintains and develops professional competence through ongoing professional development. Fully participates in the Quality Assurance Program of the College of Nurses of Ontario
- Stays current and aware of opportunities to implement new, evidenced-based methods of patient assessment, treatment and programming
- Participates in self-directed learning to ensure that practice remains relevant by attending professional conferences, e-learning and review scholarly articles
- Participates on interdisciplinary committees to promote professional/interpersonal development
- Participates in clinical projects / studies as required

### **Communication**

- Communicates effectively with health care team members to create a cohesive team and seamless services to the community
- Communicates effectively with all patients, families, peers, other health care professionals and community partners
- Participates in interdisciplinary meetings as required

### **Related Duties**

- Models the values and philosophy of the North Simcoe Family Health Team
- Exhibits a commitment to life-long learning
- Maintains confidentiality of team, personnel and patient information
- Facilitates appropriate in-house and external education sessions
- Assists with planning and attends special events
- Performs other associated duties as required

## **QUALIFICATIONS**

### **Education/Experience:**

- College Diploma, Registered Practical Nursing (RPN) Program
- Certificates in Advanced Foot Care and Diabetic Foot Care required.
- Registered and in good standing with the College of Nurses of Ontario.
- A medication administration certificate from a Community College as recognized by the CNO (preferred).
- Demonstrated experience in a Primary Care Setting.

### **Skill/Abilities:**

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.

- Superior leadership, organization, research, evaluation, time management, communication, and interpersonal skills.
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook, and Electronic Medical Record (EMR).
- Desire and ability to update knowledge and skills through various means including technology-based opportunities, courses, workshops and conferences.
- Multi-tasking skills related to the delivery of efficient primary care including the ability to share information and teach while treating a patient.
- Excellent verbal and written communication skills.
- Exhibit an ability to be open and non-judgmental.
- Knowledge of the goals and structure of the organization, the policies and procedures and the programs