

**JOB OPPORTUNITY
 REGISTERED PRACTICAL NURSE, REGULAR CASUAL**

Date Posted: January 1, 2022	Expiry Date: December 31, 2022
Job Number: ONA-00-2022 RPN	Department: Nursing
Position: Registered Practical Nurse	Status: Casual
Current Salary: \$28.98 – \$38.24 per hour	Union: ONA

The Ottawa fertility Centre is a state-of-the-art modern fertility treatment center that provides comprehensive diagnostic and treatment services to its patients. The Ottawa fertility Centre is accredited by Accreditation Canada and pursues standards of excellence in all areas of its operations. We are an equal opportunity employer and encourage staff growth and development.

Reporting to the Clinical Manager, the RPN participates as an important member on a multidisciplinary team to deliver comprehensive, high quality patient focused fertility care at the Ottawa Fertility Centre (OFC). The RPN's role may involve working alongside nurses in the recovery room to prepare patients for procedures and care for patients post procedure. As an ambulatory out-patient clinic, OFC manages high volumes of patient phone calls requiring medical guidance on assessment or treatment related questions. Flexibility in training to all roles available for nurses at the OFC is required.

The nurse contributes to the Centre's vision of being an innovative centre in fertility care and assisted reproductive medicine to help build families as well as participating in ongoing quality initiatives to improve nursing services, procedures and standards and participates in educational activities of the Centre.

Responsibilities and Duties

- Working alongside nurses in the recovery room to prepare patients for procedures and care for patients post procedure
- Assisting physicians during procedures and preparing the room between procedures
- Meeting & educating patients as they begin fertility assessments or treatment
- Collection of patient histories and physical exams
- Performing consenting consultations
- Scheduling into IUI or IVF treatment
- Performing intrauterine inseminations
- Answering telephone inquiries from patients being seen in the Reproductive Endocrinology and Infertility (REI) physicians' offices

Qualifications and Experience

- Diploma as a Registered Practical Nurse
- Current BLS certification
- Registration with College of Nurses of Ontario (CNO)
- Minimum 4 years' experience working as an RPN
- Previous experience working in a family physician's office preferred
- Previous experience in Gynaecology, Women's Health or Fertility an asset
- Previous experience in a surgical or recovery room environment an asset
- Bilingualism (French and English) preferred

The Ottawa Fertility Centre is committed to accessible and equitable employment practices. If you require an accommodation to participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs. All requests for accommodation will be considered in a fair and objective manner, ensuring that all applicants are treated with respect and dignity.



Knowledge, Skills and Abilities

- Knowledge of computer software applications such as MS Word, Excel or an electronic medical record system;
- Performs nursing/medically delegated procedures and documentation in accordance with standards of care and within the scope of practice of the College of Nurses;
- Demonstrates critical thinking abilities;
- Knowledge of Infection Prevention and Control concepts and Ontario Public Health standards;
- Strong patient safety focus in order to reduce likelihood of errors;
- Ability to stand or sit for periods of time over the course of the shift;
- Coordinates testing and other appointments as requested by the physician;
- Ability to complete pelvic examinations and physical assessment through delegated acts and the nursing process;
- Advocacy to protect and promote patient's rights to autonomy, respect, privacy, dignity, and access to information;
- Communicating effectively to properly communicate necessary information with the patient's physician as well as with other members of the healthcare team to promote team building
- Keen desire to learn about infertility
- Ability to organize and prioritize and be flexible
- Ability to manage conflicting demands
- Ability to communicate, both verbally and in written format
- Strong interpersonal skills and ability to work in a team environment
- Medication administration and management

*** please note, internal applicants will be considered first***

Please submit your letter of application and up-to-date resume to Human Resources quoting the job number before the expiry date and send to dgroulx@conceive.ca. We thank all applicants for their expressed interest; however, only applicants selected for an interview will be contacted.