



A Nurse Practitioner is an integral part of a multi-disciplinary team providing primary health care to their full scope of practice to the patients of the Polyclinic Family and Specialty Medicine physicians. A Nurse Practitioner provides support to patient care and works in partnership with all relevant stakeholders, excelling in all four domains of the practice: clinical care, leadership, education and research.

Duties & Responsibilities

- Provide care to patients with specific intermittent illnesses in accordance with standards set by governing body, and that is aligned with the overall strategic direction of the Polyclinic Family and Specialty Medicine guidelines;
- Conduct examinations and risk assessments that may include the care of at risk populations, wellness exams, pap tests and breast exams, prenatal care, well baby visits and immunizations;
- Collaborate with other multi-disciplinary team members and external partners as per Polyclinic Family and Specialty Medicine guidelines;
- Develop and conduct a broad range of health promotion and chronic disease management processes, programs, and patient education (group and individual) in collaboration with multi-disciplinary team members;
- Provide Nursing input for the development of the Polyclinic Family and Specialty Medicine program planning;
- Maintain accurate, concise and confidential EMR documentation pertaining to patient history and encounter data;
- Complete necessary Polyclinic Family and Specialty Medicine program business documentation;
- Communicate ideas and concerns to the team and participate in problem solving;
- Assist in the training and development of new staff;
- Participate in educational sessions held by other multi-disciplinary team members;
- Provide timely administrative data and reporting, e.g. activity statistics;
- Assist with administrative overflow and special projects from other departments as needed;
- Prepare weekly and monthly reports as required;
- Manage supply orders and maintain appropriate quantities in reception stock room;
- Provide coverage to other departments during vacations and absences as required;
- Other duties as assigned.

Qualifications and Requirements:

- Masters Degree in Nursing from a recognized Post-Secondary institution;
- A minimum of 3 years working experience in a primary care setting;
- Current registration with the College of Nurses of Ontario as a Nurse Practitioner – Primary Health Care;
- Excellent health assessment/clinical skills;
- Health promotion skills including population health;
- CPR Certification required.

Additional Skills

- Able to partner and work collaboratively as part of a multi-disciplinary team;
- Excellent written and verbal communication skills, including facilitation skills;
- Intermediate knowledge of MS Word, Excel and EMR
- Able to work flexible hours in order to meet patient and health team needs which may include evenings and or weekends.
- Second language would be an asset i.e. Russian

Job Type: Full-time

Required education:

- Master's

Required experience:

- Primary Care: 3 years
- Program and Health Promotion: 3 years
- EMR: 3 years
- Working with a multi-disciplinary team: 3 years

Required licenses or certifications:

- Nurse Practitioner - Primary Health Care
- Registration with CNO