

Registered Practical Nurse (RPN)

2.0 Full Time, Permanent

Annual Salary: \$48,459 - \$54,594

Hourly Rate: \$24.69 - \$27.26

The RPN is part of the interdisciplinary team, assists in the healthcare functions and participates in the development, implementation, monitoring and evaluation of the services.

TAFHT is an approved employer under the Community Commitment Program for Nurses (CCPN)

Eligible nurses may receive:

- CCPN grant of \$25,000.
- Education grant of \$1,500.
- Northern Top-Up grant of \$10,000.
- Northern Relocation grant of \$10,000.

To be eligible, nurses must:

- Not have been employed as a nurse in Ontario in the six months prior to being hired.
- Hold a Certificate of Registration in good standing from the College of Nurses of Ontario.
- Begin their 2-year commitment between April 1, 2026, and March 31, 2027.
- Commit to two-years of employment at a full-time work schedule offered by the employer.
- Not simultaneously receive funds from the Ministry of Health for the Tuition Support Program for Nurses.
- Not be hired through the Nursing Graduate Guarantee program.
- 2-year commitment required to be eligible incentives and grants.

Primary Responsibilities

- Strong physical assessment skills to support patients during appointments.
- Coordinate and book appointments with patients.
- Performs nursing procedures including immunizations, injections, wound care, ear irrigation, point-of-care testing, specimen collection, suture and staple removal, and other procedures.
- Provide patient education while delivering care.
- Advocate for patients as warranted and facilitate connections between patients and community supports.
- Maintain clinical records and documents, patient assessment findings, goals, treatment plans and interventions in accordance with the TAFHT policies and procedures and as per guidelines established by the College of Nurses.
- Protects patient confidentiality in accordance with legislation, TAFHT policies and standards established by the College of Nurses.
- Collect and report statistical data required.

Education, Qualification and Skills

- Current registration, and in good standing, as a Registered Practical Nurse (RPN) with the College of Nurses of Ontario.
- Strong nursing assessment, patient navigation, and program development skills.
- Strong leadership and organizational skills.
- The ability to manage workload, set priorities, solve problems, and think critically.
- The ability to work independently and as part of a team.
- Strong verbal, written, and interpersonal communication skills.
- A commitment to working well with patients and other health care professionals.
- Experience using an Electronic Medical Record (EMR). Experience with Practice Solutions is an asset.
- Experience using Microsoft Word, Excel, and Outlook is an asset.
- Strong knowledge of nursing practice.
- French and English communication skills, both spoken and written, are a strong asset.

Additional Job Requirements

- Must follow all TAFHT policies and procedures.
- Must be legally entitled to work in Canada.
- This position is in Timmins ON, the position requires working in office and on site.
- As a condition of employment, proof of COVID-19 vaccination and required immunizations must be provided.

- Must be able to travel within the community for work-related purposes using a personal vehicle. Travel expenses will be reimbursement by the employer.
- Current Ontario Driver's License.

The above responsibilities are not to be considered all inclusive; and may be assigned other related duties in the interest of efficient operations of the Family Health Team.

Why Join Our Team:

- **Comprehensive Benefits Package:** Health and dental benefits to support your well-being.
- **Pension Plan (HOOPP):** Access to the Healthcare of Ontario Pension Plan (HOOPP) to help plan for your future.
- **Generous Vacation Package:** A competitive vacation allowance to support work-life balance.
- **Paid Time Off:** Illness and personal days, float days, and paid time off between December 25 and January 1st.
- **Exclusive Perks:** Access to discounts and special offers through Perkopolis.
- **Professional Growth:** Work with a supportive team that values learning and professional development.
- **Meaningful Work:** Make a difference in patient care and community health in a primary care setting.

Position Details

This position reports directly to the Clinical Director.

These positions are new positions.

The position may be located at 123 Third Avenue (Suite 200, 250, or 300), Algonquin West, 101 Mall, Algonquin East, Fifth Avenue, Toke Street, or any other location within Timmins. The employer reserves the right to modify the assigned location or site based on operational requirements.

These are bargaining unit positions represented by OPSEU/SEFPO.

How to apply:

Qualified applicants are asked to forward their cover letter and resume to humanresources@tafht.ca.

For more information on our team and for a copy of the job description please visit our website at www.timminsfht.ca

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

The TAFHT is committed to a fair and transparent hiring process. We do not use artificial intelligence (AI) or automated decision-making tools to screen, assess, or select candidates. All applications are reviewed by qualified members of our team to ensure a thoughtful and equitable evaluation.

TAFHT supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal persons and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.

TAFHT is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act. If you require a specific accommodation during the application, interview or recruitment stage, please contact our office at 705-267-1993, or by email at humanresources@tafht.ca noting Accessibility Inquiry in the subject line, for appropriate accommodations to be made.

REGISTERED PRACTICAL NURSE (RPN) JOB DESCRIPTION

Approved by: Executive Director

Effective Date: May 2012
Reviewed Date: August 2026

Position Summary

The Registered Practical Nurse (RPN) at Timmins Academic Family Health Team (TAFHT) provides primary care and collaborates with an Interprofessional Healthcare Team (IHP) to deliver health promotion, disease prevention, and chronic disease management throughout the patient's lifespan. The RPN is responsible for safely implementing approved medical directives, maintaining required competencies and authorizations, and adhering to TAFHT medical directive policies and quality monitoring processes.

Reporting Relationship

This position reports directly to the Clinical Director, and/or their designate.

DUTIES & RESPONSIBILITIES

Assessment:

- Review and prioritize patient referrals.
- Consult with patients to gather information and assess health needs.
- Analyze health assessment findings and interpret patient records.
- Observe, record, and triage patient care based on needs and expected outcomes in accordance with the College of Nurses Documentation Standard.

Treatment/Management/Planning:

- Work with physicians, nurse practitioners and healthcare professionals to develop personalized care plans.
- Provide nursing care, including complementary therapies and counseling.
- Document patient care, arrange follow-up appointments, and collaborate on program goals and evaluations.

Education/Advisory:

- Help patients find and use health resources.
- Engage patients in their health decisions and encourage proactive health management.
- Develop and deliver health education programs and resources for patients and the community.
- Mentor RPN students who are placed at the TAFHT.

Referrals/Collaboration:

- Work with other healthcare providers to ensure comprehensive patient care.
- Refer patients to appropriate TAFHT services or community resources.

Other Responsibilities:

- Stay updated on policies and organizational changes.
- Implement approved medical directives as an authorized implementer, following TAFHT policies, clinical guidelines, and documentation standards.
- Contribute to the organization's efficiency and goal achievement.
- Follow work procedures and prioritize tasks effectively.
- Ensure compliance with PHIPA and other applicable laws and legislation.
- Promote TAFHT services.
- Engage in professional development and quality assurance activities.
- Prepare reports as required and requested.
- Communicate effectively with team members, patients, families, and community partners.
- Knowledge and proficiency in current, evidenced-based methods and practices in primary care.
- Engage in professional development and quality assurance activities.
- Actively participate in meetings, clinical projects, committees, research and special events as needed.

- Demonstrated ability to be open and non-judgmental.
- Perform occasional local travel within the community for business-related purposes.
- Perform other associated duties as required.
- Perform occasional local travel within the community for business-related purposes.

CORE COMPETENCIES

- Results-oriented and accountable.
- Strong problem-solving and organizational skills.
- Adaptable and collaborative team player.
- Maintain confidentiality.
- Effective presentation and teaching skills.
- Knowledgeable about primary care practices, health promotion, and disease prevention.
- Proficient in assessment, therapy, and counseling techniques.
- Strong communication and leadership skills.
- Understanding of social determinants of health and primary care settings.
- Ability to manage responsibilities effectively.
- Preferably strong written and spoken communication skills in both official languages.

EDUCATION & EXPERIENCE

- Registered Practical Nurse with current registration, and in good standing, with the College of Nurses of Ontario.
- Experience in community and/or primary care settings.
- Experience with Microsoft Office (Word, Excel, SharePoint, OneNote, Outlook and Electronic Medical Records (EMR), preferably Telus Practice Solutions.
- Valid Ontario Driver's License.

WORK ENVIRONMENT

TAFHT – Sites

TAFHT strives to provide well-lit, well-ventilated clinical areas that are furnished ergonomically. Personal office space may be shared. The environment may vary depending on location. Ergonomics, health and safety will be a priority.

In Home Visits

This position may be required to provide primary care within the confines of a patient's home. These environments are not assessed beforehand, and it is the responsibility of the employee to assess the environment for health and safety risks. It is the policy of the TAFHT that no employee work in an environment they feel is detrimental to their health and/or safety.

Other Locations

This position may require you to work at multiple sites or be transferred between sites. Due to the collaborative nature of this position, the employee will be required to attend meetings at other locations. Travel may be required between sites and patient homes. Travel related to this job description will be reimbursed.

Equipment Used

Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including video projection unit, hand-held, assessment tools, various teaching aids.

Other Reporting Relationships

This position collaborates with the leadership team, employees, physicians and members, and community partners to provide efficient, appropriate primary care to TAFHT patients.