

North Bay Nurse Practitioner-Led Clinic

524 Lakeshore Drive (West Ferris site) and
179 Main Street East (Downtown site)

Position:
Registered Practical Nurse
Full Time – 35 hrs./week

Reports to Clinic Director

Position Overview

North Bay Nurse Practitioner-Led Clinic (NBNPLC) provides primary health care, including chronic disease management, health promotion and disease prevention, to people living in North Bay and surrounding area. The NBNPLC employs an inter-professional team of health care providers who work in a collaborative model of care.

The Registered Practical Nurse (RPN) will play an integral role in the care of the patients of North Bay Nurse Practitioner-Led Clinic. They will assist the NBNPLC in achieving its vision, mission and values. The RPN will support patient care and the delivery of programs including chronic disease and geriatric care, infant and maternal health, and mental health & addictions. The RPN will assist in the identification, provision and management of resources and strategies to improve patient health.

Roles and Responsibilities

Supportive Care and Treatment:

- Assessment of stable patients of the NPLC and in the community (i.e., Outreach locations)
- Interpret patient health records and record patient outcomes/encounters.
- In collaboration with the Nurse Practitioner and other IHPs, implement and discuss appropriate individualized care plans with the patient/family caregivers based on best practices.
- Provide nursing care and treatment as directed by the nurse or Nurse Practitioner in clinic.
- Document using patient electronic health records.
- Refer to other members of the health team and arrange follow-up as required.
- Provide therapeutic foot care to patients when referred by nurse practitioners.
- Help patients to identify and use health resources effectively.
- Involve patients in decisions about their own health.
- Encourage patients to take action for their own health.
- Maintain current knowledge of policy manuals, reading minutes of meetings and keeping up to date with organizational requirements/changes.
- Contribute to the efficient functioning of the organization and the attainment of goals.
- Base practice on sound theoretical knowledge.
- Arrange priorities as necessary to perform tasks.
- Provides phlebotomy and obtains lab specimens in our in-house lab during work hours
- Provides clinical support including re-stocking supplies in clinic rooms/patient resources/lab and waiting area

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- Contributes to patient flow and quality care

Organizational:

- Participate as a clinical team member in the development and delivery of targeted programs including but not limited to palliative care, cancer care, case management, chronic disease, mental health and addictions, reproductive and child health
- Collection of data as required for statistical/reporting purposes
- Provide timely and informative reports as requested by the Clinic Director
- Participate in team building, program development, and improvement activities.
- When required, assist in the development and implementation of the clinical model and guidelines for collaborative care
- Comply with established personnel policies, procedures, standards and guidelines for operation.
- Identify gaps and needed modifications in services provision.
- Knowledge of Occupational Health and Safety Guidelines.

Education, Community Relations and Advocacy:

- Participate in building creative supportive environments for NBNPLC staff and for patients
- Represent the mission, values and philosophy of the NBNPLC in the community, including networks, meetings or presentations, as requested.
- Assist in the training and supervision of students and/or volunteers as requested by the Clinic Director
- Help patients to identify and use health resources effectively
- Involve patients in decisions about their own health
- Support patients in learning how to self-manage care
- Initiate and support health education activities
- Identify community needs and resources

Other:

- Participate in established performance evaluation process and professional development goals.
- Perform activities to ensure smooth function of the clinical aspects of the clinic; autoclaving, stocking medical supplies, ensuring medical equipment is in working order, ensuring the safe maintenance of emergency supplies and the immunization fridge
- Attend relevant conferences, workshops and other in-service events as approved.
- Participate in community meetings as required.
- Perform other related duties as assigned by Clinic Director

Qualifications and Requirements:

- College Diploma – Registered Practical Nursing Program.
- Current registration with the College of Nurses of Ontario as a Registered Practical Nurse required.
- Current Membership with RNAO and evidence of liability insurance.
- Demonstrated experience in Community and/or Primary Care Setting
- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Experience with phlebotomy considered an asset
- Experience with crisis de-escalation, mental health and substance use disorders and with harm reduction and trauma informed care as an approach to the provision of care.

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- Ability to navigate the health care system, work as a strong advocate for patients and ensure appropriate health system responsiveness.
- Knowledge of patient-centered philosophy, change management, basic principles and practices of community service delivery, short term treatment options and chronic disease management models.
- Knowledge of community resources connected to the provision of health promotion and illness prevention related services.
- Demonstrated skills in assessment, program planning, implementation and evaluation.
- Proficiency in the use of the computer hardware and software, particularly in Microsoft Word, Excel, Outlook and TELUS PS Suites.
- Bilingual – French and English – an asset.
- Excellent verbal and written communication skills.
- Excellent interpersonal 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.

Submit cover letter and resume by:

12:00 pm on September 30, 2025

To Stephanie Brooks, Administrative Lead

sbrooks@nbnplc.com