

**PERTH & SMITHS FALLS DISTRICT HOSPITAL
INTERNAL JOB POSTING
CUPE 2025-213**

DATE: September 8, 2025

DEPARTMENT: NURSING – EMERGENCY DEPARTMENT

POSITION: PERMANENT PART-TIME – RPN SMITHS FALLS

SUMMARY OF DUTIES:

The Registered Practical Nurse will provide patient care as per knowledge, skill and ability within the professional scope, conduct and demeanour of practice of an R.P.N. and the standards of care as approved by the College of Nurses of Ontario, while ensuring that the CNO ethical guidelines for behaviour and CNA Code of Ethics is adhered to.

DUTIES AND RESPONSIBILITIES:

- Inputs data to maintain payroll as per Patient Care Managers direction
- Adjusts scheduling and staffing as per Patient Care Unit Managers direction.
- Order entry input as per Physicians orders.
- Assessment and care for of stable & predictable ED patients and identifies and communicates when patient's acuity level has expanded past scope
- Liaison with the family members of the ED patient in a respectful, professional manner at all times.
- Apply nursing theory and Nursing assessment to every ED patient under their care.
- Provide primary nursing to patients in the ED per unit procedure.
- Initiate patient transfer forms, i.e: CCAC sheets, discharge information, ambulance MT numbers, arranges non-urgent patient transfer via quality system.
- Patient chart maintenance.
- Photocopy chart information as required
- Communicate internally and externally to relevant stakeholder re: patient condition and transportation.
- Ensures all information is faxed/directed to appropriate referral services.
- Assists with inventory management and ordering of non-inventory medical/surgical supplies as directed by the Patient Care Manager.

MINIMUM REQUIREMENTS/QUALIFICATIONS MUST HAVE:

- Registered Practical Nurse Diploma from an accredited community college.
- Current Certificate of Registration with the College of Nurses
- Current BCLS
- 2 years recent RPN experience in an Emergency Department required
- Previous experience in patient education, suture removal, dressing changes and assisting with minor procedures; immunization experience is an asset
- Demonstrated proficient critical thinking skills
- Demonstrated ability to function effectively in emergency situations.
- Demonstrated clinical assessment and patient/family teaching skills.
- Current RPN Medication Administration Course

SALARY: \$35.371 - \$36.064 - \$36.558 - \$37.049

SHIFTS: Evenings, Nights and Weekends (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement).

CLOSING DATE: September 15, 2025 - 4:00 pm

How to apply: Please email HR@psfdh.on.ca, stating the job number in the subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.