PERTH AND SMITHS FALLS DISTRICT HOSPITAL
ONA-2026-301

DATE POSTED:	**November 13, 2026**
DEPARTMENT:	Nursing
POSITION:	PATIENT FLOW COORDINATOR/DISCHARGE PLANNER PERMANENT PART-TIME (0.8)

SUMMARY OF JOB:

As the patient's treatment in hospital progresses, the Patient Flow Coordinator/Discharge Planner will work with the patient/family and/or caregiver to support a successful transition back home and helps to prepare the support that the patient may need in the community to return home safely.
Works in collaboration with the interdisciplinary teams and Ontario Health at Home to ensure that barriers to discharge are removed or minimized and that bed utilization is optimized.

The Patient Flow Coordinator/Discharge Planner will be responsible for facilitating the timely transfer of admitted patients from the ED to the most appropriate in-patient unit to meet their care needs as well as coordinating repatriations and inter-facility transfers.

The Patient Flow Coordinator/Discharge Planner is a flexible, resourceful and autonomous Registered Nurse accountable for the planning, implementation, coordination and facilitation of appropriate discharge planning that begins upon admission.

Key Responsibilities

- Complies with personnel policies and hospital safety policies.
- Maintains confidentiality when interacting with patients, families, personnel, and the public.
- Maintains compliance with professional practice guidelines and standards.
- Promotes discharge planning services to facilitate a timely discharge to a safe and healthy environment.
- Reviews information on patients necessary to facilitate discharges in a timely manner.
- Participates in continuing education relevant to the field of expertise of current practice and other pertinent and appropriate learning experiences to maintain and increase personal and professional growth.
- Facilitates patient\family conferences to ensure goal setting, problem solving and understanding of discharge plan.
- Attends patient rounds and various meetings pertinent to role.
- Facilitates and attends daily bed management rounds to assess access and flow for the hospital
- Plans/expedites safe repatriation of PSFDH patients.
- Maintains clinical competency in discharge planning/case management.
- Begins initial discharge planning assessment within 24 hours of admission.

- Using scoring from initial assessment, determines the degree of discharge planning risk on an individual basis for each patient.
- Ensures coordination among all departments within the hospital in furthering the mission of the facility.
- Knows and follows infection prevention and control (IPAC) guidelines.

QUALIFICATION REQUIREMENTS

- Registered Nursing Diploma - BScN preferred
- Current Certificate of Registration - College of Nurses of Ontario in good standing
- Minimum of five years of experience in an acute care hospital setting.
- Good verbal and written communication skills to interact effectively with patients, families, interdisciplinary teams, and community stakeholders.
- Knowledge of available community resources and services to support patients' post-hospitalization needs.
- Experience in discharge planning, including coordinating post-discharge care and services.
- Strong analytical and critical thinking skills to assess patient needs and develop appropriate discharge plans.
- Strong multitasking abilities and experience with high stress, complex situations
- Demonstrated ability to identify and address complex patient care issues and challenges.
- Compassionate and empathetic approach towards patients and their families during the discharge planning process.
- Awareness and sensitivity to diverse cultural backgrounds and their impact on healthcare decisions and preferences.
- Compliance and commitment to adhering to regulatory requirements, hospital policies, and professional standards in all aspects of discharge planning.
- Demonstrated interdisciplinary team leadership skills
- Demonstrated ability for independent action, initiative, problem solving, organization and prioritization
- Technology competence in database, data analysis and presentation packages

ASSETS

- Previous discharge planning/patient flow experience
- Understanding of ALC and the Home First philosophy
- Experience collaborating with Ontario Health at Home
- Understanding of the following:
  - Public Hospitals Act
  - Hospital Care Consent Act
  - Long Term Care Act
  - Consent and Capacity
  - Bill 7

- Understanding of the Operational Direction for Ontario’s Repatriation Process
- Understanding of the role of the Public Guardian and Trustee

SALARY:

$41.15
$42.18
$43.24
$45.18
$47.21
$49.57
$52.05
$54.65
$58.98

CLOSING DATE: November 20th, 2026

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.