

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
ONA-2025-269**

DATE POSTED: November 28th, 2025

DEPARTMENT: Nursing

POSITION: PATIENT FLOW COORDINATOR
TEMPORARY PART-TIME

SUMMARY OF JOB:

The Patient Flow Coordinator 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 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 is a flexible, resourceful and autonomous registered nurse accountable for the planning, implementation, coordination and facilitation of appropriate discharge planning that begins upon admission.

EDUCATIONAL REQUIREMENTS MANDATORY

- Registered Nursing Diploma - BScN preferred
- Current Certificate of Registration - College of Nurses of Ontario
- Current knowledge of Clinical Nursing Practice and College of
- Nurses Standards of Practice
- Nursing Specialty Certificate
- Active membership in professional nursing and other professional organizations
- Demonstrated ability to carry out relevant clinical practice skills
- Demonstrated interdisciplinary team leadership skills
- Demonstrated superior interpersonal communication skills
- Demonstrated analytic and conceptual skills
- Demonstrated ability for independent action, initiative, problem solving, organization and prioritization
- Technology competence in database, data analysis and presentation packages

ASSETS

- Graduate Degree

SALARY: \$41.15 - \$42.18- - \$43.24 - \$45.18 - \$47.21 - \$49.57 - \$52.05 - \$54.65 - \$58.98

CLOSING DATE: December 5th, 2025

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.