

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Part-Time (0.4 FTE) opportunity as a **Registered Nurse (Competition #242.17)** exists in the Gynecology Department reporting to the Clinical Manager.

Summary of Duties, but not limited to:

- Organizes the daily activities of the Clinics for the provision of patient care.
- Prepares and ensures proper set up of examination rooms, equipment, supplies, applicable consent forms and related details associated with the reason of the patient encounter.
- Assists in the provision of procedural care for patients undergoing, colposcopy, urodynamics, laser and general gynecological procedures.
- Receives calls that require nursing assessment, talks directly to patients on the telephone and provides pertinent instructions or information within scope of practice.
- Confirms the reason for the office visit (chief complaint), and prepares the patient/caregiver for examination.
- Obtains and documents vital signs, health, and social histories as indicated or requested.
- Provides routine nursing support as directed by physicians and approved as standard practices (e.g., procedural tests, positioning, assistance, specimen identification).
- Educates patients to ensure comprehension of physician orders (e.g., prescriptions) and interpretation of treatment.
- Assures continuity of care as patients transition across the continuum through appropriate discharge planning, patient education and coordination of services.
- Identifies, prioritizes and responds to patient's problems and obtains patient's history.
- Informs patients of procedure results as delegated by physician (e.g. lab, radiology or other investigative procedures) as required and organizes necessary follow-up arrangements.
- Responds to and triages patient phone calls, gives advice as appropriate.
- Responds to patient problems raised in absence of physician. Using solution-focused approach assists patients to make realistic short and long term goals.
- Provides direct nursing care and participates in teaching medical students and nursing students within the Gynecology clinics.
- Documents encounters according to nursing standards of practice and policy.
- Assist faculty physicians to ensure a meaningful educational experience relative to the academic mission for residents and medical students.
- Ensures delivery of excellent customer service.
- Assist with quality improvement projects as requested.
- Liaises with physicians, other nurses, secretaries, health records staff, aide and other staff to ensure interdisciplinary team functions efficiently and effectively and ensures continuity of patient care.
- May be required to work in other areas of the Surgical Program.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

EMPLOYMENT OPPORTUNITY

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Current registration with the College of Nurses, Baccalaureate in Nursing preferred
- Current BCLS certificate required
- Current work experience in an ambulatory gynecology setting.
- Colposcopy (laser/Leep) experience and a sound nursing knowledge of women's health.
- Previous experience in gynecology surgery an asset.
- Laser certified preferred.
- Membership in the Gynecology Nursing Association is an asset.
- Proficient in Microsoft Word and PowerPoint and experience with Electronic Medical Record (ERM).
- Work effectively as a strong team player
- Excellent attendance record
- Demonstrated commitment to continuing education, professional growth and maintenance of clinical competency is required
- Exceptional written/verbal communication and patient teaching skills.
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: Tuesday, December 12, 2017

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.