**TITLE:** Registered Nurse – Outpatient Clinic  
Code 1911 Group 125  
**DEPARTMENT:** Outpatient Clinic (#6302)  
**RESPONSIBLE TO:** Outpatient Department Nurse Manager  
**STATUS:** Availability (On-Call)  
**EFFECTIVE DATE:** May 20, 1999  
**REVISION DATE:** August 19, 2014

**JOB SUMMARY**

The Outpatient Department Nurse functions within the organizational structure of the ambulatory health care services. The staff nurse assumes the responsibility of practice as a professional nurse using the nursing process as a frame of reference and provides nursing interventions and therapeutics.

**RESPONSIBILITIES**

- Conducts nurse-client interviews and nursing diagnosis, identifying priority client needs
- Declares all risk situations, near misses or accidents that are witnessed or discovered
- Has attitudes and behaviours which assure the provision of safe care and services
- Assumes responsibility in ensuring the environment is exempt of risks for clients and employees

**DUTIES**

- Identifies his/herself by name and explains his/her role, demonstrating a caring approach
- Assesses clients’ needs regarding care
- Provides nursing interventions such as health teaching, medication teaching, life style counselling, coping enhancement and anxiety reduction
- Provides nursing therapeutics such as medication administration, dressings and irrigations
- Provides information, resources and/or personnel to assist clients
- Anticipates procedure requirements based on knowledge of the plan of treatment and on the condition of clients
- Assists in the transport of cardiac clients with intravenous therapy
- Promotes physical comfort and safety
- Reports and records data required for hospital, client and nursing care records and statistics
- Prepares and labels specimens for examination, records information and stores specimens as per established procedures for department
- Follows physicians’ prescriptions as to administration of medication and other therapeutic procedures
- Sets up for minor surgery, following the rules of aseptic technique and the established procedure for handling instruments
- Supervises and assists the attendant in stocking the designated room with equipment and supplies
- Ensures emergency equipment is available and ready for use
- Sends damaged equipment for repair and alerts other team members
- Assists other team members and/or nurses as required
- Directs and teaches team members who participate in client care
• Acts as a liaison as necessary, between other departments, clients and/or physicians
• Conducts crash cart inspections, daily in-stock inventory and defibrillator inspections as assigned by the Outpatient Department Nurse Manager
• Participates in department meetings
• Participates in hospital and nursing in-service education programs
• Requests charts and updates pertinent data on clients’ files in accordance to department recording and reporting procedures
• Processes and attends to emergencies
• Collaborates with other team members for adequate coverage of the unit
• Screens doctors’ phone calls and provides follow-up as necessary

The employee shall perform the duties outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time

QUALIFICATIONS/REQUIREMENTS

Education and/or Experience:
• Bachelor’s Degree in Nursing from a recognized and approved school of professional nursing
• Current licence with the Ordre des infirmieres et infirmiers auxiliaries du Quebec (OIIAQ)

Language Skills:
• Ability to analyze and interpret general professional journals, technical procedures and governmental regulations
• Ability to write reports
• Ability to effectively present information and respond to questions from managers and clients
• Excellent communication skills

Mathematical Skills:
• Basic mathematical skills

Reasoning Ability
• Ability to define problems, collect data, establish facts and draw valid conclusions

Physical Demands:
• Regularly required to sit, stand and walk
• Frequently lift and/or move varied client weights and occasionally lift and/or move equipment up to 20 pounds

Other Qualifications:
• Ability to use a computer, e-mail, Word and Excel
• Ability to communicate in French is an asset
• Knowledge of the Mohawk language is an asset
• Demonstrate excellent interpersonal skills
• Recognize the importance of teamwork within the interdisciplinary team
• Enjoy working in a changing and challenging environment