



Position Summary

Position Title: Nurse Practitioner
Reports To: NP Lead & Primary Care Manager
Effective Date: September 22, 2025

Position Summary

As a key member of PFHT, the Nurse Practitioner (NP) will deliver care in accordance with PFHT policies, medical directives and professional practise standards, and regulations set out by the College of Nurses of Ontario (CNO). The NP will ensure that the primary care needs of patients under their care are met. The full-time position will allow the NP to work autonomously, with a strong focus on primary care.

Duties and Responsibilities

- Build and establish a practice
- Provide care on a rotational basis in our Unattached Patient Clinic
- Provide full scope practice including but not limited to:
 - Complete a comprehensive health history and assessment; formulate and communicate a diagnosis – identifying a disease, disorder, or condition, taking differential diagnosis into consideration; treat injuries; provide preventative, prenatal care; perform physicals.
 - Recommend and arrange for specialist referrals and appointments
 - Engage the patient/family/caregiver as full participants and partners in their care plan with attention to self-care to the extent that the patient is willing and able to participate
 - Prescribe medications (including controlled drugs and substances) and renew medications
 - Order and interpret diagnostic tests
 - Provide counselling and education
- Use care pathways to ensure the right provider sees patients at the right time
- Participate in a broad range of health promotion and chronic disease management processes, programs, and patient education (group and individual) in collaboration with multidisciplinary team members (as needed)
- Maintain accurate, concise, and confidential EMR documentation pertaining to patient history and encounter data
- Participate in ongoing quality monitoring and improvement

- Build a safe and inclusive environment that recognizes each patient's history, honours diversity, and different values
- Communicate ideas and concerns to the team and participate in problem-solving
- Perform other duties as required.

Education, Skills, and Experience

Education/Training/Certifications:

- Master of Science in Nursing (MScN)
- Bachelor of Science in Nursing (BScN)
- Registration in good standing with the College of Nurses of Ontario (CNO) as an RN-EC
- CPR Certification
- Satisfactory Criminal Record and Vulnerable Sector Check

Experience:

- Proficient in computers and information technology is required, including electronic medical records (EMR)
- Experience in a Community and/or Primary Care setting is an asset
- Experience using PS Suites is an asset
- Knowledge and proficiency in current, evidence-based methods and practises of primary care delivery, with emphasis on health promotion, risk reduction, and chronic disease management

Additional Skills and Attributes:

- Excellent health assessment, clinical skills, analytical, and problem-solving abilities
- Demonstrated ability in utilizing the nursing process in planning, implementing, and evaluating patient care
- Superior time management, communication, and interpersonal skills
- Ability to prioritize, manage time effectively, and be flexible in a highly active, constantly changing work environment
- Excellent interpersonal and organizational skills
- Positive attitude, good judgement skills, diplomatic, team player
- Ability to multi-task and set priorities while managing high volume daily interactions
- Adaptive and responsive to changes in work volumes, responsibilities, and scope of practice

The Nurse Practitioner is to practise within the scope and according to the standards of practice as outlined in the following documents:

- College of Nurses of Ontario's "Practice Standards" (www.cno.org)
- Nursing Act (1991)

Regular Contacts

- Patients and families
- Health professional staff
- Other PFHT staff

Review/Approval

Signature		Date:	
Acting Executive Director	Ginette Denford		