*Disclaimer:*

*This document is provided as an example only, and is intended as a starting point for physicians to engage in discussions with their clinic partners and professional advisors (including legal and financial experts) to develop hiring resources specific to physicians’ individual needs and preferences.*

*These examples do not constitute the provision of professional advice. Doctors of BC does not provide legal or financial advice to members and is not liable in any way for use of its general informational resources. Members are encouraged to obtain professional legal and/or financial advice whenever changing their business model, including through the establishment of new positions and the process of hiring staff. Professional legal and financial advisors can support you in knowing and complying with the range of applicable laws, policies, guidelines and regulatory requirements governing your practice and your rights and responsibilities as an employer.*

**Registered Nurse (RN) Job Description**

|  |  |
| --- | --- |
| Job Title | Registered Nurse |
| Reporting to | [Insert reporting Clinic Owner/Medical Director/ Clinic Manager name/title] |
| Family practice | [Insert practice name] |
| Location | [Insert practice location] |

**Job Summary:**

A Registered Nurse (RN) works directly with specialists, family physicians, Nurse Practitioners (NP), Licenced Practical Nurses (LPN) and additional members of a health care team. Registered nurses are responsible for providing direct nursing care to patients, delivering health education programs, and providing consultative services regarding issues relevant to the practice of nursing. Responsibilities can include a mix of acute (urgent and emergent, potentially life-threatening) problems and chronic illness.

*[Physicians encouraged to add or remove duties and responsibilities, additional qualifications & skills and abilities that apply directly to their clinic needs]*

**Duties and Responsibilities:**

* Assess patients to identify appropriate nursing interventions.
* Collaborate with members of an interdisciplinary health team to plan, implement, coordinate, and evaluate patient care in consultation with patients and their families.
* Administer medications and treatments as prescribed by a physician or according to established policies and protocols.
* Monitor, assess, address, document, and report symptoms and changes in patients' conditions.
* Operate or monitor medical apparatus or equipment.
* Assist in surgery and other medical procedures.
* May supervise Licensed Practical Nurses and other nursing staff.
* May teach and counsel patients and their families on health-related issues in collaboration with other health care providers.

**Qualifications:**

* Completion of a Bachelor of Science in Nursing (BSN) degree from a university, college, or other approved registered nursing program is required.
* Additional academic training or clinical experience is required to specialize in a specific area of nursing.
* Licencing and registration with a regulatory body is required in all provinces and territories.

**Skills and Abilities:**

* Adhere to the nursing process as outlined in BC College of Nurses and Midwives Standards of Nursing Practice.
* Demonstrate clinical competence.
* Work effectively as part of a multidisciplinary team, and with patients and their caregivers/families.
* Intervene in crisis or difficult situations. Demonstrate conflict resolution, critical thinking, and problem-solving skills.
* Utilize sound judgment, good observation, assessment skills, tact, and empathy. Fact-find and seek out information and/or resources.
* Organize and prioritize service needs and delivery of service. Prioritize and organize work.
* Maintain a commitment to continuing professional development as required by the employer.
* Communicate effectively, both verbally and in writing.
* Promote positive change.
* Foster and promote good public relations.
* Operate equipment, including computers and EMR systems.
* Physically and emotionally able to carry out the duties of the position.

**Contact Information:**

**Please contact\_\_\_\_\_\_\_\_\_\_\_\_ for more information or questions regarding this job description.**

**Please submit resume and cover letter to \_\_\_\_\_\_\_\_\_\_\_\_\_**

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