



Job Posting

Posting #: 25-107 Original

Posting Date: May 7, 2025

Department: Nursing

Classification: Registered Practical Nurse Full Time – Permanent

Rotation: Nursing Supply & IPAC Support

Starting Day 1 of Rotation

Available: May 26, 2025

Hours of Work: 0700-1500 **7.5 hrs per shift/ 75 hrs per pay period**

M	T	W	T	F	S	S
7.5	7.5	7.5	XX	7.5	7.5	7.5
XX	7.5	7.5	7.5	7.5	XX	XX

Wages: Starting Rate \$33.41 per hour
After 489 Hours \$33.99 per hour
After 1950 Hours \$34.58 per hour

Responsibilities:

Nursing Supply Coordination

- Manage inventory and ordering of nursing and medical supplies (e.g., PPE, wound care products, medication supplies).
- Track usage trends and maintain appropriate stock levels in accordance with facility protocols and Ministry guidelines.
- Liaise with suppliers and internal teams to resolve discrepancies or urgent supply needs.
- Maintain an organized and accessible supply storage area in compliance with safety and infection control standards.

IPAC (Infection Prevention and Control) Support:

- Support the implementation and evaluation of the home's IPAC program in accordance with Public Health Ontario (PHO), Ministry of Long-Term Care (MLTC), and IPAC Canada guidelines.
- Conduct regular audits (e.g., hand hygiene, PPE use, environmental cleaning) and provide feedback to front-line staff.
- Assist in outbreak prevention, preparedness, and response, including surveillance, contact tracing, reporting, and documentation.
- Promote and model proper use of PPE and adherence to infection control protocols throughout the facility.
- Participate in the education and orientation of staff on IPAC policies, procedures, and updates.

- Monitor and support compliance with resident isolation, cohorting, and screening practices.
- Keep current with emerging infections, provincial directives, and updated IPAC guidelines.
- Support Educator with Mask Fit testing.
- Participate in providing immunizations to residents and staff.
- Manager/Designate may redeploy if required.
- Perform all other duties as assigned.

Qualifications: Current Certificate of Competence with College of Nurses of Ontario. Knowledge of electronic ordering system, basic knowledge of budgeting of supplies. Advanced education/training in wound care would be an asset. The applicant must be able to perform the essential duties of the position as detailed in the "Physical Demands Analysis" document for the position Must participate in IPAC education as required.

Promotions or transfers within the bargaining unit shall be awarded to the senior applicant able to meet the normal requirements of the job.

Applications from present staff will be accepted only if dated and received by 1445 hours, May 13, 2025. If you have any questions regarding this posting, please contact Lori Rowsell at ext. 2284.