



ÉQUIPE SANTÉ FAMILIALE  
ELLIOT LAKE  
FAMILY HEALTH TEAM

# EXTERNAL POSTING

## **OTN Telemedicine Coordinator - Elliot Lake Family Health Team**

### **Organization Name**

Elliot Lake Family Health Team

### **Position**

OTN Telemedicine Coordinator

### **FTE Type**

1.0, Contract

### **Address**

31 Nova Scotia Walk  
Elliot Lake, Ontario  
Canada

### **Closing date**

Until filled.

The ELFHT provides primary health care, including chronic disease management, health promotion and disease prevention, to a rostered and unattached population of patients in the local community and surrounding area. The ELFHT employs an interprofessional team of health care providers who work in a collaborative model of care.

The ELFHT is currently seeking a 1.0 FTE Contract OTN Telemedicine Coordinator (37.5 hrs/week) to join its growing team of health care professionals. The position is for 5 days a week.

You will work independently and in collaboration with specialists and our multidisciplinary team to provide patient/family nursing care using OTN to patients across Elliot Lake and area. You will deliver treatment with an emphasis on assessment, education, prevention, maintenance, and restoration of health in a supportive manner. This is a one-year contract.

## **JOB DESCRIPTION**

- Carry out the Telemedicine program, meeting its clinical, educational, and administrative goals
- Providing patient-centered clinical nursing to patients and evaluating outcomes
- Ability to manage multiple OTN studios as per schedule
- Ability to manage OTN schedule via NCOMPASS program
- Maintain accurate, concise, and confidential EMR documentation pertaining to patient history and encounter data
- Tracking statistics and generating reports for program evaluation
- Develop expertise in the use and care of the equipment
- Troubleshooting minor technical problems with OTN software
- Self directed work as required
- Assist other interdisciplinary team members as required
- Assist patients in navigating the local and regional healthcare system
- Collaborate with family, caregivers, specialists, multidisciplinary team members and external partners as needed
- Participate in ongoing quality monitoring and improvement
- Assess patients and collaboratively determine their healthcare needs while accounting for physical, mental, social factors
- Educate and support patients in navigating the healthcare system
- Identify needs, barriers, and gaps in care and work with the patient and care team to address them
- Protect patient privacy and confidentiality as per PHIPA
- Other duties as assigned within scope of practice

## **QUALIFICATIONS**

- Knowledgeable of the local and regional healthcare system
- Registration in good standing with the College of Nurses of Ontario as a Registered Nurse (RN), or Registered Practical Nurse (RPN) and valid professional liability insurance
- CPR certification, and current driver's license
- Excellent clinical assessment skills and the ability to think critically and problem solve

## **QUALIFICATIONS CONTINUED**

- Demonstrated ability in utilizing the nursing process in planning, implementing, and evaluating patient care
- Knowledge and proficiency in current, evidence-based methods and practices of primary care delivery, with an emphasis on health promotion, risk reduction and chronic disease management
- Leadership, organization, time management, and interpersonal skills
- Ability to prioritize, manage time effectively and be flexible in a highly active and constantly changing work environment
- Proficiency in the use of computers and information technology is required including the use of electronic medical records (EMR)
- Ability to speak and write in English and French preferred

## **HOW TO APPLY**

Qualified applicants are asked to forward their cover letter and resume to:

Attention: Nancy Ewen, Executive Director

[n.ewen@elfht.ca](mailto:n.ewen@elfht.ca)

*While we appreciate all applications, only those selected for an interview will be contacted.*