

We require an experienced cardiac RN to administer and monitor cardiac testing and processing patients for consultation/review by physicians.

**Duties:**

- Prepare patients for seeing physician and/or testing and assist with testing where required.
- Explain testing procedures to patients and have patient sign consent, if required.
- Input/update patient medications and information into Cerebrum. Correct inputting of data is of utmost importance. Information on requisitions must be referred to when inputting data to avoid errors.
- Drawing and injecting medication must be done as per Kingston Heart Clinic (KHC) protocol.
- Monitor, record and report symptoms and changes in patient's condition to covering physician.
- Stocking of rooms as required.
- Ordering of medical supplies and clinic supplies by designated nurses.
- Maintaining of equipment (monitors, etc.) and notifying Office Manager when servicing is necessary.
- Ensures that nursing licence is up-to-date, and a copy given to Office Manager yearly.
- Attend educational training as provided (CME, CPR, ACLS, conferences, etc.).
- Other duties as assigned.

**Job complexities:**

- Confidentiality must be always maintained, and results of testing must never be discussed with patients.
- Must maintain a calm, friendly, and professional attitude and appearance at all times when dealing with both patients and staff.

Work remotely

- No