JGH – Division of Rheumatology
Divisional Nurse – Job Description

About the Division

The Division of Rheumatology at the Jewish General Hospital (JGH) University Health Centre comprises eight full-time physicians and provides outpatient care to several thousand patients annually.

Many of our patients have complex chronic conditions that require ongoing monitoring and specialized management. Treatment often involves frequent medication adjustments and therapies associated with significant potential adverse effects, including an increased risk of infections. Many of these medications must also be self-administered by patients through subcutaneous injections, requiring appropriate education, training, and ongoing support.

In addition, many of these treatments are costly and require coordination with reimbursement programs, including the completion of supporting documentation to facilitate treatment coverage.

Several members of the Division are also actively involved in observational and interventional clinical research, providing opportunities for the divisional nurse to contribute to both clinical care and research activities.

Position Overview and Key Responsibilities

The Division of Rheumatology at the JGH is looking for a full-time nurse. The divisional nurse plays an integral role in supporting the clinical and research activities of the Division. Responsibilities include patient care, education, treatment coordination, administrative support, and research-related activities.

The anticipated weekly allocation of time across the principal responsibilities is outlined below:

Key Responsibility	Estimated Hours/Week
Vaccination: Ordering, coordinating, and administering vaccines to patients receiving immunosuppressive therapies	5
Patient education: Providing education regarding disease management, treatment options, medication safety, and potential adverse effects	5
Injection training: Teaching patients how to safely and effectively self-administer subcutaneous medications	2.5
Medication reimbursement coordination: Completing reimbursement forms and supporting documentation, including assisting patients with disease activity and functional assessment questionnaires (e.g., HAQ, BASDAI, BASFI)	5
Telephone triage and follow-up: Responding to patient calls, addressing clinical concerns within the nursing scope of practice, and ensuring appropriate follow-up and coordination of care	2.5
Phlebotomy: Performing blood draws for clinical monitoring and patient care	5
Clinical research support: Assisting with research activities, including obtaining informed consent, collecting blood samples, and processing specimens (e.g., centrifugation)	10
Total	**35**

Note: The allocation of hours is approximate and may vary depending on clinical and research needs.

Desired Skills and Attributes

- Strong interpersonal and communication skills, with a patient-centred approach to care.
- Excellent organizational skills and attention to detail.
- The ability to work independently while functioning effectively as part of a multidisciplinary team.
- Strong problem-solving skills, initiative, and adaptability.
- The ability to prioritize competing responsibilities and manage multiple tasks efficiently.
- An interest in chronic disease management, patient education, and clinical research.

Qualifications and Education Requirements

- Hold a DEC or a BSc in Nursing and maintain active registration with the OIIQ.
- Have experience or demonstrated proficiency in navigating electronic medical records and provincial health-related platforms (e.g., PIQ).
- Be bilingual in French and English, with strong written and verbal communication skills.
- Hold current Good Clinical Practice (GCP), Health Canada Division 5, and other relevant research certifications, or demonstrate a willingness to obtain these certifications.

Salary

Salary will be determined based on the individual's education and experience.

Benefits

- Vacation
- RREGOP
- Group Insurance

Why Join Our Team?

This position offers an opportunity to work within a dynamic academic rheumatology division, providing specialized care to patients with complex chronic diseases while contributing to innovative clinical research. The successful candidate will play an important role in improving the patient experience, facilitating access to advanced therapies, and supporting the Division's clinical and academic missions.

Please send your CVs to:

marie.hudson@mcgill.ca