

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Manager, Occupational Health, Safety and Infection Prevention and Control	Reports to (Direct): Director of Care
Department: Nursing	Classification: Management
Classification: Management/ NU Class 9	Hours per Week: 40 hours per week Shift and weekend work is required of this role Participates in the management on-call rotation
Effective Date: November 2021	Supersedes: NEW

Position Synopsis and Purpose

(An overview of the job and how it connects to the big picture)

Under the direction of the Director of Care (DOC), this role is responsible for leading the Occupational Health, Safety (OHS) and Infection, Prevention and Control (IPAC) programs within the Home.

OHS responsibilities will entail managing the day-to-day health and safety (H&S) programs for our employees, promoting and developing H&S initiatives, disability management including safe return to work plans, and WSIB claims management.

IPAC responsibilities will be to lead the planning, development, implementation, coordination and evaluation of an organized infection prevention and control program that keeps our residents safe, meets regulatory requirements and is aligned with the Provincial Infection Disease Advisory Committee (PIDAC) standards.

As the Home's safety subject matter expert, the Manager OHS/IPAC will be a member of the Joint Health and Safety Committee and the IPAC Committee.

Major Responsibilities (include but are not limited to):

(What does this job do and how is the time allocated)

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

- Act as subject matter expert to senior management, staff, and volunteers on H&S, IPAC and related risk management issues, identifying and reporting on H&S hazards for residents and staff members

OHS specific responsibilities:

- Assess H&S program needs, recommend policies, procedures and other written measures that include but are not limited to: safe work practices, safe working conditions, proper hygiene practices, the control of infections, and immunization and inoculation against infectious diseases.
- Complete the annual review of all measures and procedures that have been established.
- Identify, develop, and promote staff education related to H&S needs, including the proper use of personal protective equipment (PPE), ensuring compliance with mandatory H&S Awareness training completion.
- Serve as the lead for the general orientation program in H&S for all new hires.

- Investigate employee incidents in conjunction with department manager to determine cause and recommend corrective action.
- Review incident reports to identify problem areas and incident trends and monitor progress and effectiveness of remedial and corrective measures.
- Process and monitor all WSIB Claims including completing all reports and correspondence, and working with the WSIB adjudicator, employees and departmental manager.
- Monitor all Disability Management issues for the safe return to work for all employees.
- Work with department managers to implement and monitor any modified work programs.

IPAC responsibilities:

- Provide expertise on infection prevention, control and management programs, policies and best practices, and coordinate on-going education to Eastholme staff on IPAC principles and practices.
- Lead surveillance and screening activities and work collaboratively with the management team to ensure infection control is compliant with the Long-Term Care Homes Act (LTCHA), government guidelines and IPAC principles.
- Develop infection control standards and techniques by reviewing procedures and advising on appropriate measures concerned with the prevention and control of infection.
- Investigate any outbreak or clusters of infection in residents or staff by assessing and reviewing the epidemiological variables and make recommendations on appropriate procedures to control these.
- Contribute to the provision of a safe environment for residents and staff by ensuring the efficiency and effectiveness of the comprehensive isolation procedures at the Home.
- Follow guidelines for reporting communicable diseases to the appropriate government agencies.
- Compile and review monthly infection reports and prepare statistical data for review at the IPAC Committee meetings.
- Present data analysis and trending to the senior management team.
- Make recommendations concerning environmental sanitation in the Home.
- Lead the annual evaluation of the IPAC program to reassess Eastholme's needs and determine which elements are required to continue to meet the goals of the program.
- Ensure compliance of the immunization status of all employees in accordance with the Long-Term Care Homes Act (OReg 79/10, 229(10)4) and any other applicable legislation.
- Promote, educate and administer the annual influenza immunization program for staff and residents.
- Audit hand hygiene in the Home; present data to staff, management and the joint health and safety committee; facilitate corrective action as needed.
- Contribute to and participate in the Continuous Quality Improvement (CQI) Program by assisting to implement changes as required to improve services and enhance efficiency.
- Assist in supervising the nursing care provided by the registered and non-registered staff members.
- Accountable for the safety and security of employees and facilities and ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by Eastholme.
- Actively participate as a member of the management team in decision making, particularly in matters related to health and safety, resident care and human resources management.
- Participate in the management "on call" rotation, as necessary, to ensure staff have adequate access to management outside regular working hours.
- In exceptional circumstances, may be called upon to cover Registered Nurse (RN) shifts.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other duties as assigned.

Skills, Experience and Qualifications:

(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications) Experience, Knowledge, Skill, and Ability)

- Registered Nurse (RN) in good standing with the College of Nurses of Ontario.
- Diploma or certification in Occupational Health & Safety and/ or Certification in Occupational Health Nursing.
- Certification from the Certification Board of Infection Control and Epidemiology (CIC) or a commitment to complete within two (2) years of employment
- Minimum of two (2) years' experience in infection control in the Long-Term Care or Acute Care sector
- Member of National Infection Control Association (IPAC Canada) is an asset
- Joint Health & Safety Committee certification preferred, or a willingness to obtain within one (1) year of employment
- Knowledge of relevant legislation, PIDAC best practices standards, the College of Nurses professional standards, guidelines and practices to coordinate IPAC programs and services and best practices to monitor infections and outbreaks, and provide occupational health advice
- Excellent communication skills with exceptional organizational, problem solving and decision-making skills
- Strong planning, interpersonal, facilitation, team building and coaching skills.
- Adept at working independently and as part of a multi-disciplinary team.
- Knowledge of the Long-Term Care Homes Act, Occupational Health and Safety practices and Employment Standards Act principles and legislation, and any other applicable legislation.
- Must be willing to work the hours necessary to ensure the effective operation of the facility and be prepared to respond to emergent situations.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one.
- Must be vaccinated in accordance with MOHLTC directives

Scope of Duties & Initiative Required:

(What decisions will this role be responsible for, what issues or situations will they be dealing with on a regular basis, how do they use their judgment and when do they need to escalate to a supervisor for direction or resolution?)

The Manager OHS/ IPAC is expected to use their expertise to ensure a proper IPAC program is in place and being followed in the Home and that proper H&S protocols are in place for staff.

The duties of this job are complex in nature and involve short and long term planning, and the coordination of activities within and outside of the organization.

Although work is highly regulated, this role needs to ensure compliance and identify risks to senior management in a timely manner.

The work of this role is highly technical which requires exceptional problem solving skills to make recommendations on new methods or procedures to be undertaken in the Home.

Errors made by this role would have an impact on finances, staff well-being, the care of residents and the Home's reputation. Work is overseen by the Director of Care but this role is seen as the subject matter expert.

Financial Responsibilities:

(What responsibility or accountability will this role have for budgets, spending, etc.)

The Manager, OHS/ IPAC will provide input to senior management for budget sections but is not directly responsible for compilation of a budget. The Manager will be responsible for approving expenses and making purchases within approved spending limits.

Leadership, Supervision and Functional Advice:

(Who will this role have responsibility or accountability to oversee, coordinate the work of, or provide functional guidance to)

This role will assist the other Nursing management staff with the oversight of the nursing care provided to residents by registered staff (RNs and RPNs) and unregistered staff (PSWs and Resident Care Aides/ General Help).

This role will be the Home's subject matter expert on both occupational health and safety matters and infection prevention and control and will provide functional advice, direction and training to all staff, including management on these topics.

Communication and Influence:

(Description of the nature of people interactions)

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Internal:

Constant interaction with other staff members of the Home including senior management for the purpose providing information or direction, training/ teaching, and obtaining direction.

Frequent contact with residents to obtain or supply factual information.

External:

Regular contact with families of residents to obtain or supply factual information.

Regular contact with outside parties and regulatory bodies and/ or reporting agencies, including inspectors.

Frequent contact with physicians, hospitals, and other specialists relating to all medical needs of the residents.

Work Conditions/Physical/Mental Effort

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work (check all boxes that will apply to the **typical** hours of work for this job)

Regular (830 AM – 430 PM) **	<input checked="" type="checkbox"/>
Day Shift (600 AM – 200 PM) **	<input type="checkbox"/>
Evening Shift **	<input type="checkbox"/>
Registered Staff (200 PM – 1000 PM)	
Non-registered Staff (200 PM – 1000 PM or 230 PM to 1030 PM)	
Night Shift (1000 PM – 600 AM)	<input type="checkbox"/>
Weekdays (Monday to Friday) **	<input type="checkbox"/>
Weekends (Saturday/ Sunday) **	<input type="checkbox"/>
Statutory Holidays	<input type="checkbox"/>
On-Call (How often? Expand below):	<input checked="" type="checkbox"/>
Rotational on-call schedule to be shared with other Nursing management staff	<input checked="" type="checkbox"/>
Over-time (How often? Expand below):	<input checked="" type="checkbox"/>

This is a management job and is not eligible for overtime pay but is expected to work additional hours, as needed.

**** Management roles acknowledge and agree that the Home is a 24/7 operation, and as such, may be required to work shifts (outside of the Regular shift) and/ or weekends and statutory holidays to ensure onsite management support to the staff and residents.**

2. Work Environment

	Constant	Frequent	Regular	Occasional
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time spent travelling or at offsite meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with irate/aggressive individuals (residents, family members, employees)/ exposure to emotionally charged situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Multiple time demands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bodily fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Odours	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disease/ Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emotional Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Repetitive movement (i.e., keyboarding)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects up to 35 lbs:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PPE worn on a regular basis (list type):				
• Mask	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• N95 based on point of care assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Gown, gloves, mask and goggles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
• Computer equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tablet - at point of care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Keys for resident rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Cart	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Chart Rack	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

