

# Eastholme – Home for the Aged

## JOB DESCRIPTION



<b>Position Title:</b> Registered Nurse (RN)	<b>Reports to (Direct):</b> Director of Nursing and Personal Care
<b>Department:</b> Nursing	<b>Classification:</b> Non-union
<b>Hours per Week (regularly scheduled hours):</b> 40 hours per week – Full-time Less than 30 hours per week – Part-time	<b>Schedule:</b> Days, Evening and Nights, including weekends
<b>Effective Date:</b> February 2021	

### Position Synopsis and Purpose

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

Reporting to the Director of Care, the Registered Nurse (“RN”) provides professional nursing care to the Residents and directs and supervises the nursing care given by the Registered Practical Nurse and the non-registered staff.

The RN ensures nursing practice is consistent with current legislation and the standard of practice defined by the College of Nurses of Ontario and shall promote the residents’ health through the assessment of, the provision of care for, and the treatment of health conditions by supportive, preventative, therapeutic, palliative and rehabilitative means in order to attain and maintain optimal function.

The RN shall take charge and ensure the staff functioning of the Home on the evening shift, night shift and all shifts on weekends and statutory holidays.

### 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.

- Co-ordinate appropriate nursing care using the nursing process:
  - Assess resident’s needs, plan care for residents, implement plan of care and evaluate the plan of care.
  - Perform computerized data entry, charting and operational procedures (i.e., generating reports, RAP’s) related to the RAI-MSDS systems, medication administration and other computer programs required in the nursing department.
  - Initiate and maintain effective communication with appropriate members of the Health Care Team regarding residents’ condition and effectiveness of the care plan.
  - Maintain effective liaison with the medical director and attending physician(s) to ensure continuous medical services for residents (initiating contact with the medical director and attending physician(s), receive and process orders, co-ordinate, implement and evaluate the effectiveness or orders).
  - Arrange and co-ordinate other professional services, support services and external agencies including pharmacy services.
  - Provide personal nursing care to the residents, as required.
  - Review and maintain records according to established policies and according to the College of Nurses of Ontario’s Nursing Documentation Standards.

- Arrange/co-ordinate resident's appointments, transfers, admissions and discharges and participate in interdisciplinary team conferences.
- Participate and co-operate as a member of the Health Care Team.
- Ensure family members are informed of significant changes in physical or mental conditions of the resident and assist in palliative care.
- Assist in the development and implementation of the Home's policies.
- Monitor infections/ outbreaks.
- Ensure staffing for the oncoming shift is adequate.
- Know, interpret and enforce the Home's policies and the standards of nursing practices.
- Ensure the safe and efficient functioning of the Home in the absence of the Administrator and Director of Nursing and Personal Care.
- Prepare, investigate and submit reports regarding staff/ resident incidents and staff discipline incidents.
- Provide for the safety of residents and staff by identifying, removing and reporting unsafe equipment.
- Attend in-services and staff development programs.
- Promote and support staff development and continuing education, provide in-service and ongoing training in respect to new procedures and practices.
- Comply with and ensure that staff comply with the Fire and Health and Safety Regulations and attain proficiency in the methods of sounding the fire alarm, fire evacuation procedures, proper use of fire extinguishing equipment and other procedures designed to ensure the security and protection of residents of the Home.
- Comply with the current and relevant long-term care legislation and regulations.
- Participate in programs to monitor, evaluate and improve the quality of nursing services provided by the Home.
- Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures, and legislation. This shall include wearing appropriate PPE as required.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other related duties as required

#### **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)

- University degree in Bachelor of Science in Nursing, or equivalent
- Registered Nurse (RN) in good standing with the College of Nurses of Ontario.
- Previous experience and knowledge of nursing and health care practices and techniques in long-term care are considered assets.
- Capable of supervising and scheduling staff, and taking charge of the Home on evenings, nights and weekends.
  - Experience supervising a unionized team would be an asset.
- Knowledge of the current and relevant long-term care legislation and regulations, Occupational Health and Safety practices and Employment Standards Act principles and legislation, and any other applicable legislation.
- Must be courteous and tactful when dealing with residents and family members, staff members and visitors.
- Must be able to demonstrate proficiency in verbal and written communication skills in English. Other languages are considered an asset.
- Ability to demonstrate technological proficiency.
- Adept at working independently and as part of a multi-disciplinary team.

- Must be willing to work the hours necessary to ensure the effective operation of the facility and be prepared to respond to emergent situations.
- Prepared to assume responsibility for continual professional development.
- Must provide a complete and current Vulnerable Sector Check (including a Criminal Background Check).
- Must be fully vaccinated or be willing to obtain any required immunizations as set out by legislation or regulations.

**Leadership, Supervision and Functional Advice:**

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

**The RN** supervises the nursing care given by the Registered Practical Nurse and the non-registered staff, under the direction of the DOC.

The RN shall take charge and ensure the staff functioning of the Home on the evening shift, night shift and all shifts on weekends and statutory holidays, escalating issues to the on-call Nursing Management staff, as appropriate.

**Position Classification**

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

