

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Assistant Director of Care (ADOC)	Reports to (Direct): Director of Care (DOC)
Department: Nursing	Classification: Management
Salary Band Classification: Management	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: August 2022	Supersedes: December 2021

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 assisting in the management and oversight of all nursing care within the Home to ensure the safe and effective delivery of resident care in accordance with the current/ relevant acts, regulations and legislation related to Long-Term Care Homes, the Residents' Bill of Rights, applicable legislation and regulations, Eastholme's Policies & Procedures, and in accordance with individual plans of care for residents.

The ADOC will provide effective supervision of front-line clinical staff by maintaining an active presence on the units, to ensure care meets compliance requirements. As a member of the management team, the ADOC will assist in identifying areas of improvement for staff development and work with the DOC to ensure overall effectiveness of training.

This role will also aide the DOC in providing supervision and guidance to the RAI-MDS Coordinator.

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.

- Maintain, develop and implement department plans, policies, procedures and manuals in accordance with relevant acts, regulations and legislation. Adhere to standards in respect to nursing ethics, quality assurance, infection control, emergency procedures and occupational health and safety.
- Assist in the supervision and motivation of nursing staff.
 - Participate in orientation for new employees.
 - Monitor and evaluate performance to assure a high level of productivity, the best use of capabilities, and to ensure the facility's nursing objectives are being met.
 - Counsel, guide and mentor staff performance in areas of non-compliance, ensuring issues are reviewed, addressed and resolved effectively and efficiently, working with the DOC and Administrator to implement progressive discipline when necessary
- Participate in establishing staffing patterns and job routines; monitor and make changes as necessary, responding to staff needs and encouraging teamwork.

- Provide electronic policies and record training for new employees in learning management system (surge), monitoring compliance and follows up to ensure completion.
- Review resident applications and monitor new admission transitions.
- Maintain direct resident contact and involvement in resident care
 - Assist RN/RPN supervisors/nursing staff in developing and implementing resident care plans.
 - Review resident reports/records and make rounds on a regular basis.
 - Ensure that resident and family needs are addressed, and any concerns are handled and brought to the attention of the DOC.
 - Liaise and consult with inspectors and professionals in relation to the needs/care of residents.
- Assist in monitoring the Continuous Quality Improvement program and evaluate nursing and related services to improve quality of resident care based on existing best practices.
- Liaise with electronic health record software vendor when necessary (PCC).
- Monitor compliance through audit of the home, care assessments, resident charts, care plans, MARS/TARS & other types of documentation.
- Ensure department records, reports and statistics are maintained for both residents and department personnel in accordance with long-term care requirements and facility policies (including CIS and Coroner reports).
- Co-chair nursing meetings and maintain minutes.
- Chair and/or participate on committees related to resident care, infection control, and overall leadership to contribute positively to the overall operation of the facility.
- Collaborate with the consulting pharmacy provider and oversee the medication management program.
- Review/audit, in collaboration with the DOC and RAI Coordinator, all Resident Utilization Groups for accuracy and maximum potential prior to data submissions to CIHI.
- Work collaboratively with the DOC on special projects, reviews, investigations, policy and procedure development and implementation.
- 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.
- Act as the back-up to the Manager IPAC on infection control practices and related staff education, assisting with pandemic planning, as required.
- Assume responsibility for the nursing department in the absence of the DOC.
- Participate in the management “on call” rotation, as necessary, to ensure staff have adequate access to management outside regular working hours, this includes working varying shifts including weekends, as well as being on-call for phone inquiries from the Charge Nurse, as required
- In exceptional circumstances, may be called upon to cover Registered Nurse (RN) shifts.
- 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)

- University degree in Bachelor of Science in Nursing, or equivalent
- Registered Nurse (RN) in good standing with the College of Nurses of Ontario.
- Minimum of three (3) years managerial experience in a health care setting.
- Comprehensive knowledge of nursing and health care practices and techniques in long-term care.
- Knowledge of current and relevant acts, regulations and legislation for long-term care homes, Occupational Health and Safety practices and Employment Standards Act principles and legislation, and any other applicable legislation.

- Demonstrated skills in leadership, team building, coaching and organizational development
- Excellent customer service and communication skills with exceptional organizational, problem solving and decision-making skills
- 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.
- 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 willing to obtain any, and all, vaccinations that may be mandated by the MOHLTC.

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 ADOC is expected to use their knowledge of nursing best practices to assist in maintaining the standard of care that has been established while adapting to new circumstances. The duties of this job are complex in nature and involve the coordination of activities within and outside of the organization.

The work of this role requires exceptional problem-solving skills, the ability to think and adjust on-the-fly and respond effectively to critical situations, and the knowledge of when to escalate matters to senior management in the Home.

Errors made by this role would have an impact on staff well-being, the care of residents and the Home's reputation and may lead to ineffective performance overall. Work is overseen by the Director of Care and is highly regulated, but a heavy reliance is on this role for their knowledge base and expertise.

Financial Responsibilities:

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

The ADOC will provide input to senior management for budget sections but is not directly responsible for compilation of a budget. The ADOC will ensure appropriate utilization of all supplies and equipment, which includes identifying issues to ensure an adequate inventory of nursing supplies at all times, and addressing unit supply issues promptly.

Leadership, Supervision and Functional Advice:

(Who this role has 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 act as the back-up to the DOC, as well as the Manager IPAC, in their absences so is required to have a strong knowledge of the staff and work routines of the nursing staff, as a whole.

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): Rotational on-call schedule to be shared with other Nursing management staff	<input checked="" type="checkbox"/>
Over-time (How often? Expand below): This is a management job and is not eligible for overtime pay but is expected to work additional hours, as needed.	<input checked="" type="checkbox"/>

** 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Multiple time demands	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odours	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disease/ Infection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing • 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):				
<ul style="list-style-type: none"> • Mask • N95 based on point of care assessment • Gown, gloves, mask and goggles 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				

<ul style="list-style-type: none"> • Computer equipment • Phone • Tablet - at point of care • Keys for resident rooms • Cart • Chart Rack 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<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)

