

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Registered Practical Nurse (RPN)	Reports to (Direct): Director of Nursing and Personal Care
Department: Nursing	Classification: Non-union
Hours per Week (regularly scheduled hours): 40 hours per week – Full-time Less than 30 hours per week – Part-time	Schedule: Days, Evening and Nights, including weekends
Effective Date: February 2022	Supersedes:

Position Synopsis and Purpose

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

Reporting to the Director of Care, and indirectly to the Assistant Director(s) of Care (ADOC), the Registered Practical Nurse (“RPN”), is required to perform nursing duties in accordance with the standards established by the College of nurses of Ontario, which includes, preparing, administering and recording medications and treatment provided to our residents.

The RPN will take responsibility from the RNs in the Home, when Management staff are not on shift.

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.

- Perform all duties and responsibilities of the nursing department.
- Assess, report, and document changes in residents' physical and emotional conditions.
- Maintain records that reflect residents' needs, behaviours and care provided.
- Assist with meal serving, feeding, and ensuring that residents requiring assistance receive it.
- Perform personal care and selected nursing functions to promote the comfort and safety of the resident.
- Provide palliative care, including post-mortem care when necessary.
- Take residents to and from activities, appointments, and co-operate in providing assistance with social, religious, and recreational activities.
- Share the responsibility for the care of equipment in the facility and personal belongings of the residents.
- In the absence of the Director of Care, ADOC and Registered Nurse, take charge and supervise shift. i.e., Supervise care provided by Nursing Aides/Orderlies (“Personal Support Workers”) and others to ensure that departmental policies and procedures are being met.
- Provide for the safety of residents and staff by identifying, removing and reporting unsafe equipment.
- Attend in-services and staff development programs and nursing meetings.
- 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. When required, assume the role of Fire Control Officer.

- Comply with the current and relevant long-term care legislation and regulations.
- Show others how to perform tasks and duties.
- 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 and in the event of an emergency perform other duties as may be 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)

- Ontario Secondary School Diploma required.
- Must be registered with the Ontario College of Nurses and must have the Pharmacology course.
- Previous experience working in Nursing in a Long-term Care setting.
- Ability to satisfactorily operate nursing equipment.
- Must be courteous and tactful when dealing with residents and family members, staff 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.
- Ability to work any of the scheduled shifts – 600 AM – 200 PM, 200 PM – 1000 PM, or 1000 PM – 600 AM, including weekends – other shift patterns may be required to ensure operational coverage in the Home.
- 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.

Position Classification

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

