

Position Title: Registered Nurse

Department: Long Term Care

Reports To: Director of Care

Purpose

Reporting to the DOC, the Registered Nurse (RN) is accountable to provide professional nursing care to residents and supervise care given by Registered Practical Nurses (RPN) and Personal Support Workers (PSW). Primary functions include assessment and planning of resident care needs; delivery of skilled procedures according to the College of Nurses of Ontario Standards of Practice; medication administration; and documentation.

The Registered Nurse is required to perform their duties in a manner that is consistent with the Core Values of the home that supports the 'Colour It' resident led philosophy of care to ensure resident safety, and demonstrate customer service excellence.

Responsibilities

General

- Provides for nursing care in accordance with established policy, physician's orders, the resident plan of care and within the scope of practice of a RN;
- Utilizing sound nursing practice principles, the RN will ensure delivery of excellent nursing and personal care on the assigned home area(s);
- Develops and sustains a plan of care to meet residents' assessed need;
- Responsible for safekeeping of drug and narcotic keys in accordance with professional standards and County of Grey policies;
- Responsible for maintaining accurate and complete records of nursing care delivered;
- Demonstrates a professional working knowledge of all equipment used in the delivery of nursing care;

- Follows all corporate policies and procedures; contributes to the development of site specific nursing policies as indicated.

Care Coordination

- Follows established job routines for all nursing personnel on a daily basis;
- Adjusts job routines as necessary to meet resident care needs;
- Effectively participates in conferences with the interdisciplinary team providing care to the residents;
- Liaises with medical staff, nurse specialists, and consultants and supports effective clinical care for all residents;
- Utilizes evidence based nursing practice and that will enhance resident care delivery;
- Ensures that care provided is documented as required in a timely manner.

Quality Management

- Participates in all aspects of the Quality and Risk management program as it pertains to nursing and contributes to the development of recommendations for corrective action;
- Maintains personal accountability for completion of monthly audits as assigned;
- Participates in Nursing Practice meetings on a regular basis and contributes to discussion and planning.
- Ensure all documentation is accurate and timely.

Financial Accountability

- Ensures appropriate utilization of all supplies and equipment;
- Ensure that staffing is replaced according to current scheduling practices and notifying Director of Resident Care and/or Associate Director of Care for over-time approval prior to initiating;
- Identifies issues to ensure an adequate inventory of nursing supplies at all times;
- Addresses unit supply issues promptly;
- Ensures the supply, control and safe keeping of drugs and narcotics, ensures protocols are followed on all assigned shifts.

Human Resources

- Participates in an effective orientation, and performance management process in accordance with County of Grey standards for all employees within the nursing department;
- Identifies nursing department learning needs and communicates to leadership within the home;
- Models positive working relationships with the union and employee representatives.

Occupational Health & Safety

- Advises supervisor or designate immediately of all staff incidents that may result in an Occupational Accident Claim, any concerns with the physical plant, incidents or injuries and completes required reports;
- Follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, co-workers, and residents;
- Wears personal protective equipment as designated;
- Maintains a clean, safe environment for residents utilizing infection control principles;
- Maintains a sound working knowledge of their roles and responsibilities during all emergency situations when working different shifts;
- Participates in drills to prepare for emergencies and attends all education sessions in relation to emergency preparedness.

Family & Resident Relations

- Contributes to positive customer service with residents and families in day to day work;
- Conducts ongoing communication with families to inform them of changes in resident health status.

Ministry of Health Compliance

- Contributes to good working relationships with relevant persons within the Ministry of Health and Long Term Care (MOHLTC);
- Knows and interprets MOHLTC legislation, regulation and process;

- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis.

Charge Nurse Responsibilities

- Provides leadership for all components of resident care in the absence of the ADOC or designate;
- Initiates the emergency plan as necessary;
- Responds to all emergencies immediately; acts as the emergency manager until relieved by the ADOC, DOC or Administrator;
- Initiates enhanced infection control procedures as indicated;
- Responds to resident and family concerns and reports to DOC or designate in a timely manner;
- Ensures the safety of all staff and residents in the home during the assigned shift.

Working Conditions

- Modern facility, temperature controlled, smoke free environment;
- Hours of work include scheduled shifts and call-ins, and may include day, evening, night shifts, weekdays and weekends. There is a requirement to work statutory holidays;
- Work is in a home-like medical care area and requires interaction with residents and their families. The workplace is fast paced, with frequent disruptions and distractions, while meeting preset deadlines. Must be flexible to changing needs of the residents, staff and operational issues, as they are presented.

Contacts

Internal Working Relationships

Director of Care, other Managers, Dietitian, front line staff, OT/PT, Residents.

External Working Relationships

Families, MOHLTC Inspectors, Public Health, Physicians, contract service providers.

Knowledge and Skill

- Must possess current Registration with the College of Nurse of Ontario;
- Experience in rehabilitation or long-term nursing preferred;
- Proficiency in interpersonal communication skills, both written and verbal;
- A caring and empathetic attitude is crucial;
- Strong leadership skills;
- Demonstrated organizational and time management;
- Proficiency with WORD, email, internet use and computerized documentation.

Impact of Error

Errors may lead to ineffective performance and may result in injury to self, others and residents. Furthermore, errors may result in a loss of public confidence, credibility and create a liability to the corporation.

PHYSICAL DEMANDS ANALYSIS

Company:	County of Grey	Supervisor/Manager:	Director of Care
Department:	Long Term Care Nursing	Position:	Registered Nurse
Date of Analysis:	September 2008	Revision date:	
JOB SUMMARY	Position description	Registered Nurse	
	Work Schedule		
	Breaks	½ Lunch 2-15 min	
	Personal protective equipment	Gloves, (gowns/masks/goggles as needed) closed toe sturdy shoe.	
	Equipment or tools used	Glucometer, Mechanical Lift, Med Cart, Treatment cart, Sphygmomanometer, stethoscope, oximetry monitor, weigh scale	
See Job routines and job description for specific tasks and responsibilities			

LEGEND

Frequency	Sel =seldom not daily <5% of shift	Low= low daily activity <1 to 3 hours = 33% of shift	Mod= moderate daily activity 3 – 6 hours = 66 % of shift	High= high daily activity > 6 hours =100% of shift
Required column	Identifies physical demands that are bona fide essential duties of the job.			
Side column	Refers to the limb used to perform the task E-either side D – dominant side B – both sides R or L = Right or Left side			

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
Strength	Lifting – floor to knuckle	X	B		X			7kg	5kg	Supplies, baskets
	Lifting-knuckle to waist	X	B/E		X			7kg	5kg	Supplies, baskets
	Lifting-waist to shoulder	X	B		X			10kg		Supplies
	Lifting – over head	X	B/E	X				3kg		Supplies, charts
	Carrying – with handles	X	B		X			10kg	5kg	Supplies
	Carrying without handles	X	B		X			7kg		Supplies, O2 portable

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
	Pushing-upper extremity	X	B			X		50kg		Wheelchair, carts, mechanical lifts, BP monitor equip
	Pushing- leg/hip assist	X	B			X		50kg		As noted above
	Pulling – upper extremity	X	B			X		50kg		As noted above
	Pulling – leg/hip assist	X	B			X		50 kg		As noted above
	Reach-shoulder or above	X	E		X					Supplies. charts, filing, repositioning resident, mech lift use
	Reach above shoulder extended	X	E		X					Supplies. charts, filing
	Reach – below shoulder	X	E			X				Supplies. charts ,filing, resident care
	Reach-below shoulder extended	X	E		X					Supplies. charts, filing, resident care
	Handling	X	E			X				Supplies. charts, filing, resident care
	Gripping	X	E			X				Slings, medical instruments, dishes
	Fine Finger Movements	X	B			X				Computer use, filing & Med package handling, glucometer, injections
Postures and Mobility	Neck Flexion	X		X						Resident Care
	Neck Rotation	X		X						Resident Care
	Neck Extension	X		X						Resident Care
	Sitting	X			X					Computer use, filing, documenting, during breaks
	Standing	X	B			X				On carpet & vinyl flooring
	Walking	X	B				X			Throughout building ongoing
	Climbing	X	B	X						Stairs
	Bending	X	B		X					To access supplies, storage, floor items, during treatment & care routines
	Crouching	X	B	X						During treatment routines

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
	Kneeling/crawling	X	D	X					During treatment routines	
	Balancing	X	B	X					Standing, providing treatments	
	Repetition hands	X	B			X			Computer use, medication administration, filing, crushing meds, assist resident at meals	
	Repetition other body parts.	X	D		X				Medication administration	
	Dynamic postures	X		X					During cleaning, treatments	
	Static postures	X	B		X				Medication administration	
Perception	Hearing conversations	X			X				Resident, family & staff conversations ongoing	
	Hearing other sounds	X			X				Alarms, pagers, phones	
	Vision- near	X			X				Computer, report reading	
	Vision – far	X						X	Visual check of residents down hall.	
	Vision – colour	X			X				Assessing skin conditions	
	Perception-spatial	X				X				
	Perception-form	X				X				
	Perception- depth	X				X				
	Feeling	X		X					Palpation, pulse reading	
	Reading	X			X				Reports, documentation, routines, instructions	
	Writing	X	E		X				Reports, documentation, routines, during filing	
Speech	X			X				Resident, family & staff, physicians, etc		
Work Environment	Work indoors	X						X	Indoor work only	
	Work outdoors	N/A								
	Hot conditions >25 c	N/A								

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
	Cold conditions<10 c	N/A								
	Humidity	N/A								
	Dust	N/A								
	Fumes	N/A								
	Hazardous machines	N/A								
	Moving objects	X			X					Carts, wheelchairs, mech lifts
	Noise	X			X					Phones, chair alarms, call bells, pagers, 02 machines, etc
	Electrical hazards	X		X						Electric equipment
	Sharp tools	X			X					Syringes, Scissors, lancets, razors
	Slippery conditions	X		X						Unnoticed wet floors in resident rooms
	Chemical irritants	X			X					Medications, Cleaners
	Medical waste	X			X					Handling of soiled materials, needles of glucometers, Sharps
	Blood products	X			X					Handling of soiled materials
	Congested work area	X			X					Some residents rooms
	Lighting-direct	X		X						
	Lighting – indirect	X			X					
	Lighting-florescent	X		X						
	Lighting-incandescent	X		X						
	Work alone	X		X						Does not work alone in building but at times covers two floors on own
	Operate equipment or machinery	X				X				Medical equip as required
	Public Interaction	X			X					Ongoing interaction