

Position Title: Registered Practical Nurse

Department: Long Term Care

Reports To: Director of Care

Purpose

Reporting to the DOC, the Registered Practical Nurse (RPN) is accountable to provide professional nursing care to residents and supervise care given by 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 Practical 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 RPN;
- Utilizing sound nursing practice principles, the RPN 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 on the assigned home area(s) 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;
- 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;
- Actively participates in the annual educational program.

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.

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.

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, dietitians, 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:	DOC		
Department:	Long Term Care Nursing	Position:	RN/RPN		
Date of Analysis:	August 2008	Revision date:			
JOB SUMMARY	Position Description	Registered Nurse/ Registered Practical 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, weight 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								
Strength	Physical Demands	Required	Side	FREQUENCY 1 2 3 4 Sel Low Mod High				Maximum force	Average force	COMMENTS Explain task performed
	Lifting – floor to knuckle	X	B		X			7kg	5kg	Supplies
	Lifting-knuckle to waist	X	B/E		X			7kg	5kg	Supplies
	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, 02 portable.
	Pushing-upper extremity	X	B			X		50kg		Wheelchair, carts, mechanical lifts, BP monitor equipment
	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		50kg		As noted above
	Reach-shoulder or above	X	E		X			Supplies, charts, filing, repositioning resident, mechanical lift use		
	Reach-above shoulder extended	X	E		X			Supplies, charts, filing. Repositioning resident, mechanical lift use		
	Reach – below shoulder	X	E		X			Supplies. charts, filing		
	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, glucometers injections			
	PHYSICAL DEMANDS	Required	Side	FREQUENCY 1 2 3 4 Sel Low Mod High				COMMENTS Explain task performed		
Postures and Mobility	Neck Flexion	X		X				Resident care		
	Neck Rotation	X		X				Resident care		
	Neck Extension	X		X				Resident care		
	Throwing	X								
	Sitting	X			X			Computer use, filing, documenting, during breaks		
	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During treatment routines
	Kneeling/crawling	X	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During treatment routines
	Balancing	X	B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing, providing treatments
	Repetition hands	X	B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer use, medication administration, filing, crushing meds, assisting resident at meals
	Repetition other body parts.	X	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medication administration
	Dynamic postures	X		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During cleaning, treatments
	Static postures	X	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medication administration
Perception	Hearing conversations	X		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resident, family & staff conversations ongoing
	Hearing other sounds	X		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarms, pagers, phones
	Vision- Near	X		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer, report reading, documentation review, policies, procedures and routines review, Temp
	Vision – Far	X		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visual check of residents down hall
	Vision – colour	X		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessing skin conditions, filing
	Perception - spatial	X		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Perception - form	X		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Perception - depth	X		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Feeling	X		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Palpation. Pulse reading
	Reading	X		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports, documentation, routines, instruction
	Writing	X		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports, documentation
	Speech	X		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resident, family & staff, physicians, etc.

Work Environment	PHYSICAL DEMANDS	Required	Side	FREQUENCY				COMMENTS Explain task performed
				1	2	3	4	
				Sel	Low	Mod	High	
	Work indoors	X		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indoor work only
	Work outdoors	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hot conditions >25 c	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cold conditions <10 c	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Humidity	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Dust	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fumes	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Machines	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moving objects	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carts, wheelchairs, mech. lifts
Noise	X		<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Phones, chair alarms, call bells, pagers
Electrical hazards	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric equipment used
Sharp tools	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Syringes, scissors, lancets, razors
Slippery conditions	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unnoticed wet floors
Chemical irritants	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medications, cleaners
Medical waste	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling of soiled materials , needles of glucometers, Sharps.
Blood products	X		<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Handling of soiled materials, needles of glucometers, etc.
Congested work area	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some residents rooms, storage areas
Lighting- Direct	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting – Indirect	X		<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting-florescent	X		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
Lighting-incandescent	X		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work alone	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operate equipment or machinery	X		<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Medical equip as required, computers, copiers, office equipment
Public Interaction	X		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	Ongoing interaction with visitors, residents, staff, community and corporate