



## MacLeod Group Health Services Ltd JOB DESCRIPTION

<b>Classification :</b>	Registered Nurse
<b>Department :</b>	Nursing
<b>Position:</b>	RN
<b>Bargaining Unit:</b>	NSNU
<b>Date Reviewed :</b>	March, 2017

### **SECTION B: Reporting Structure**

The RN is the supervisor on Duty when the DFRC (Director of Facility and Resident Care) is not in attendance

Performance management is performed by Director of Facility and Resident Care

Your Supervisor's Title: Director of Facility and Resident Care

His/Her Supervisor's Title: General Manager of Nursing

Other positions that report to your immediate supervisor:

- Licensed Practical Nurse
- Personal Care Worker
- Continuing Care Assistant

### **SECTION C: Program/Functional Area**

Services provided to residents of long term care include involvement in an multi-disciplinary approach to care. Resident needs vary as a result of their diagnosis and general status. Each unit is unique to the changing population it serves and care is coordinated through team care plan development.

### **SECTION D: Position Summary**

Registered Nurses are a part of the health care team that provide resident's with medical oversight as a result of physician direction. Registered Nurses are responsible to co ordinate all aspects of a residents care plan to ensure that needs are met as defined in the care goals.

### **SECTION E: Major Responsibilities**

All duties performed will follow optimal safety standards to ensure the comfort and safety of residents and safety of staff and visitors

Develop, implement and utilize the care plan process and document to set priorities and plan daily care and duties

Update pertinent care information on documentation records and update RN at end of shift



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Ensure that all residents needs are met through oversight of LPN and PCW/CCA responsibilities. Responsible to ensure resident status is maintained and coordinate medical oversight of status changes with physician and family.

Participate in the overall management of resident care and the environment which may include but not be limited to : OH&S Committee, Infection Control Committee, Interdisciplinary Care Committee, etc

Promotes resident's optimal functioning by encouraging residents to make choices and remain as independent as possible. The RN ensures that this is reflected in the resident care plan.

Demonstrate competency in safe work procedures and general safety program which include but are not limited to : safe transfer techniques, proper use of personal protective equipment, fire safety procedures, WHIMIS, evacuation procedures, etc

### **SECTION F: Minimal Formal Education**

Currently a Registered Nurse of the Province of Nova Scotia.

Minimum of two (2) years experience in nursing, preferably in a Long Term Care setting.

Experience in supervision, with good leadership skills:

- Good communication skills
- Able to delegate efficiently and effectively
- Able to evaluate nursing performance
- Able to accurately assess resident needs/programs
- Able to set goals and measure outcomes
- Able to do his/her job with minimal supervision
- Able to attend work on a regular and consistent basis

Knowledgeable of resident rights and resident need for autonomy

Must maintain a yearly CPR/First Aid recertification.

Alzheimer and Related Dementia course an asset.

Good health, able to attend work regularly on a consistent basis.

Applies current knowledge by attending in services, workshops, and reading related articles.

WHMIS Training.

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### **SECTION H: Special Knowledge and Skills**

The Registered Nurse is responsible for the over all care for residents and supervision of staff when the Director of Nursing is not in the building. Strong leadership skills are essential with an ability to problem solve and co ordinate resources among the care team. Clinical skills and knowledge of Geriatric care are essential.

### **SECTION I: Judgement and Initiative**

The Registered Nurse is expected to create a calm and collaborative working relationship with residents, families and co workers. Good judgement is required to recognize changes in the residents status and co ordinate changes to the medical care plan with the physician.. As part of the Nursing Care Team, the RN is expected to be enthusiastic and take initiative to provide meaningful activity in the course of the workday. Involving LPN/PCW and CCA participation in the care plan process is essential.

### **SECTION J: Type and Level of Supervision Exercised**

The Registered Nurse should require little to no supervision on a shift to shift basis. Collaboration with the Physician is required when the medical status of residents change. Consult with the Director of Nursing and/or the Administrator is required for incidents that include but are not limited to: Adverse or sentinel event, fire, fan out, etc.

### **SECTION K: Working Environment/Unavoidable Hazards**

Each workplace environment has unique characteristics that are important for employees to be aware of and understand. When residents transfer to Long Term Care the family unit can experience mixed emotions with this transition. It is important for the RN to recognize how this impacts the family unit and may require the RN to establish a plan of care that involves interventions to promote support for the resident/family unit.

Each workplace has inherent risks associated with the work being performed or unavoidable hazards. Residents with Dementia Type illness can present with unpredictable and challenging behaviours. This requires the RN to exercise good judgement and skills to develop a plan of care that promotes the safety of residents and staff .

### **SECTION L: Examples of Routines**

#### **Resident Care**

Responsible for the day to day supervision of the nursing department during each assigned shift. This is accomplished through the nursing process, the development of therapeutic relationships and in cooperation with the other disciplines within the Nursing

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Home. The R.N. participates in planning, development, implementation and evaluation of quality resident care.

Meets with resident and family upon arrival to the nursing home.

Starts a chart, kardex and nursing assessment on each resident. Ensures resident profile has been completed on each resident admitted on the nurse's assigned shift within 2 weeks of admission.

Meets with other members of the care team to initiate a nursing care plan. Ensures nursing care plans are current and have been completed for each resident.

Provides assistance and/or carries out bathing, perineal care, skin care, mouth/denture care, hair care, eye care, nail care, dressing and undressing of residents on each shift according to work assignment on each shift.

Supervises, assists, and/or feeds residents as required. Observes and assesses the eating habits and intake of residents and addresses changes and concerns. Monitors elimination and ensures bowel protocol is followed.

Carries out Gastrostomy Tube feedings according to established procedures

Carries out clinical assessments and procedures such as TPR, B/P, dressings, uses

Department of Health evidence based wound care management protocol, creams and ointments, oxygen concentration therapy, tracheotomy care, catheter / colostomy, medication administration, venipuncture etc. according to established policy and procedures. Delegates when appropriate.

Regularly monitors and accesses all residents with integument impairment. Ensures appropriate protocols for treatment are followed.

Respects resident's rights to autonomy.

Assists with physician rounds as required. Ensure physicians' orders are carried out.



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Receives and transcribes orders from physicians; notifies pharmacist of new or changed orders, also notifies staff members of any changes relating to resident care.

### **Supervision of Staff**

Supervises and directs care given by LPNs and PCWs.

Participates in performance appraisal of staff she/he supervises and addresses performance concerns when they occur. Prepares and delivers performance appraisals to LPNs and PCWs.

Assists with orientation of new R.N's, LPN's and PCW's or other staff when requested to do so.

### **Documentation**

Documents all appropriate information on residents chart as required and ensures other nursing staffs have entered appropriate documentation on the chart.

Completes monthly progress notes as assigned and oversees the charting on all residents on a regular basis.

Ensure that nursing care plans and kardex are current, complete and correct.

Completes necessary forms and documentation when a resident is transferred to another institution.

Prepares daily report for each shift worked.

### **Continuity of Care**

Organizes nursing conferences at the beginning and end of each shift to exchange appropriate information on residents.

Ensures information regarding changes or alerts is communicated to staff

Completes Infection Control report as required.

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Attend committee meetings which include: Pharmacy, Multidisciplinary, Health and Safety, Infection control and Staff meetings.

Participates in in service training for staff if requested to do so.

Make appointments for residents who require consultations with other disciplines.

In the absence of the ward clerk, make arrangements for transportation of residents to appointments.

Passes on information via the communication book and ensures staff read the communication book.

Follows shift routines for days, evenings and nights.

### **Administration of Medication**

In the absence of the LPN administers all medications and treatments. Assesses residents needs and monitors response to medication and treatments, documents on an ongoing basis. Administers all IM medications and sets up Intermittent SC sites.

Documents administration of medication at the time of administration.

Receives and transcribes orders from physicians. Notifies pharmacists' new and changed orders and transcribes changes to MARS sheet.

Reviews medication with physician as required.

Ensures that drugs are checked and replenished in proper bins when received from drug store.

Ensures medications are re-ordered.

Attends Pharmacy Committee Meeting

### **Communication**

Ensure families are kept informed of any changes in resident's condition.

Work to promote to provide good working relations among nursing staff members, cooperates and maintains good interpersonal relations with other departments.

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Develop and maintain good relationships with residents and families.

Develops and maintains good relationships with all those who visits the Home on business or socially.

### **Leadership**

Maintains a professional presence and displays a calm and responsible manner.

Familiar with and able to explain policy and procedures to staff as required.

Knowledge of the EMO plan and participates in exercises as required. Responds immediately, to emergency situations

Familiar with the responsibilities of the other departments within the Home.

Reports potential hazards, malfunctioning equipment or unsafe areas to environmental department also reports to Director of Facility Care as required.

Ensures equipment cleaning routines are carried out

Participates in developing and supporting quality improvement activities.

Maintains confidentiality and stresses importance of same to staff he/she supervises.

Scheduling and replacement staff in the absence of the ward clerk / Director of Care.

Follows universal precaution guidelines and workplace hazardous material information system.

### **Education**

Attends in services, workshops and reads etc. to further professional development and keeps abreast with current trends and issues in geriatric nursing.

Acts as a role model. Participates in the process of ongoing self-evaluation and identifies goals / areas for development or improvement in performance.



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Adheres to the job performance standards for Registered Nurses.

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