

## NURSING MANUAL

POLICY: NMJ002

DATE: 1985.06

REVIEWED: 1986.01, 1997.01, 2004.01.14, 2006.02.11, 2008.02.01, 2009.04.20, 2009.11.30, 2010.01.26

APPROVED: J. Gillies, DRC

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### JOB DESCRIPTION - REGISTERED NURSE

DEPARTMENT: Nursing

REPORTS TO: Director of Resident Care or Designate

SCHEDULED SHIFTS: 0700-1500, 1500-2300, 2300-0700 or as assigned

HOURS PER WEEK: 37.5

POSITIONS SUPERVISED: RPN's, HCA/PSW's, NA's.

#### JOB SUMMARY

Shall provide professional care to residents and supervise care given by Registered Practical Nurses, Health Care Aides, PSW's, Orderlies and Nursing Assistants on the Unit.

To plan, direct and co-ordinate all activities necessary for the management of the Unit.

To work closely with the Director of Resident Care, Attending Physicians, Adjuvants and all other auxiliary personnel.

To maintain confidentiality, including privacy of all residents in the Home.

#### QUALIFICATIONS

##### Education

Diploma from a recognized school of nursing.

Possesses a current Ontario Certificate of Competence.

Completion of a course in geriatric nursing such as Nursing Unit Administration preferred

Current CPR certificate

##### Employment

Experience in a geriatric, rehabilitation or long term nursing setting.

Possess basic computer skills.

##### Personal Aptitudes

Good leadership, organizational and managerial qualities.

Mature individual having good physical and mental health and excellent rapport with the elderly.

#### RESPONSIBILITIES

1. Provides nursing care in accordance with administrative policies, physician's orders, established standards and recognized principles of the College of Nurses.
2. Ongoing assessment of resident's conditions through recognizing and interpreting signs and symptoms and instituting remedial health measures where appropriate.
3. Accompanying physicians on their rounds and processing physician's orders.
4. Keeping physicians informed of unstable conditions of any residents.
5. Assists the physician in diagnostic and therapeutic measures.
6. Is responsible for the nursing care of all residents on their unit.
7. Administers medications and treatments as prescribed.
8. Ensures safekeeping of all medications and narcotics.
9. Observes, reports and records symptoms and conditions of residents.
10. Responsible for maintaining accurate and complete records of nursing observations and care.
11. Responsible for proper care of equipment used in providing care to residents.
12. Completes RAI assessments & RAP's as directed by RAI co-ordinator/back-up co-ordinator or designate.
13. Assists in developing and maintaining up to date Resident Care Plans.
14. Completes all resident assessments as per Strathmere Lodge policy & procedures.
15. Ensures that incident / accident reports are completed, families are notified.
16. Assists in maintaining a physical and psycho social environment which meets the needs of the residents.
17. Assists in teaching residents good health habits.
18. Assists in maintaining adequate standards of cleanliness.
19. Deals tactfully and courteously with residents, residents families and visitors.
20. Studies trends and developments in nursing practice and evaluated their adaptability and where appropriate assists with nursing research.
21. Attends in-service programs. Assists with in-service education of nursing personnel.

22. Assists in training and supervision of nursing service personnel.
23. Assists with annual evaluations of all nursing staff.
24. Establishes and maintains good working relationships with all personnel in the Home.
25. Performs all other duties as assigned.

**EVALUATION:**

Job description to be reviewed annually by Administration.