

NURSING

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ISSUED BY: C. Saxby, DRC

APPROVED BY: B. Kerwin, Administrator

POSITION DESCRIPTION – REGISTERED PRACTICAL NURSE (FLOOR)

DEPARTMENT: Strathmere Lodge, Nursing Dept.

REPORTS TO: Director of Resident Care (DRC) or designate (Registered Nurse [RN] or Nursing Coordinator [NC])

POSITIONS SUPERVISED: Personal Support Workers (PSWs,) Health Care Aides (HCAs,) and Nursing Assistants (NAs)

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

POSITION SUMMARY: As a member of the nursing team and under supervision of the direct Registered Nurse, the RPN is involved in the planning, implementation and evaluation of resident care in accordance with the current Standards of Nursing Practice specified by the College of Nurses of Ontario (CNO,) the policies and procedures of Strathmere Lodge, and the Long-Term Care Homes Act (LTCHA, 2007.).

MINIMUM QUALIFICATIONS:

- ❖ Current certificate of registration as a Registered Practical Nurse (RPN) with the College of Nurses of Ontario (CNO,)
- ❖ Current Drug Administration Certificate,
- ❖ Current CPR certificate,
- ❖ Ability to meet the physical requirements of the job as specified in the Physical Demands Analysis,
- ❖ Basic computer skills, with education/experience in Microsoft Office Suite preferred, and
- ❖ Proven written and verbal communication ability.

PRINCIPAL RESPONSIBILITIES:

1. Providing nursing care in accordance with Strathmere Lodge policy & procedures, with CNO standards, and within the guidelines of the LTCHA (2007.).
2. Administering medications and treatments to residents as ordered by physician under the supervision of a Registered Nurse,
3. Ensuring the safekeeping of all medications (esp. narcotics and cytotoxic medications,)
4. Acting as a member of the nursing team by contributing to the nursing process at all levels (i.e., Assessment, Nursing Diagnosis, Planning, Implementation and Diagnosis,)
5. Providing guidance, direction and instruction to PSWs/HCAs/NAs,
6. Collecting data from residents and other health care team members and reporting to the RN, as required,
7. Participating in the development & review of resident Care Plans,
8. Carrying out resident care by competently performing all skills as outline by the College of Nurses of Ontario in the Compendium of Standards of Nursing Practice for Registered Nurses and Registered Practical Nurses and by being recertified annually,
9. Completing RAI assessments as directed by RAI co-ordinator/back-up co-ordinator or designate,
10. Providing understanding, compassion and moral support to residents, as required,
11. Evaluating and documenting resident conditions and response to nursing care, and with assistance and guidance from the Registered Nurse, adjusting resident care as necessary to respond to the resident's changing condition,
12. Recognizing and reporting symptoms indicative of adverse reactions to medication/treatments and reporting such symptoms/events to the Registered Nurse,
13. Demonstrating professional knowledge and skill in daily practice by responding quickly to unexpected changes in work volume, emergencies, staffing and scheduling changes,
14. Communicating concisely, accurately and appropriately with all members of the health care team,
15. Participating as a team member by supporting, assisting, relieving and covering for other staff members promptly, when required,
16. Maintaining knowledge of current nursing practices and keeping informed of current trends & new developments in the field of nursing by attending educational programs and in-services both inside and outside of the Lodge,
17. Accompanying physicians on rounds and processing physician orders,
18. Keeping physicians abreast of changes in residents' medical conditions,
19. Keeping families and POAs abreast of changes to medication and treatment regimens, and to notify such parties of significant changes in the status of applicable residents,
20. To provide foot care to residents when the RPNs clinical background/education permits,
21. Providing direct resident care by performing duties such as: feeding residents, lifting and transferring residents, ambulating, admitting residents, positioning and removing residents from toilets, commodes, urinals and bedpans,

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stripping beds of soiled linen and making beds, and also after-death care of the body. (Note: care that may *only* be performed by a member of the registered staff takes precedence over all other direct-care activities. That is, registered staff members should only perform those duties mentioned above - duties normally accomplished by a Personal Support Worker - when all other strictly nursing duties (such as medication and treatment administration, charting, etc.) are complete. The registered staff member reserves the right to decide which clinical duties are most important at any given time.)

22. Provides advice, guidance, instruction, and direction to PSWs as necessary, consulting the RN if greater theoretical knowledge is required.
23. Performs all other duties as assigned.