Reports to: Associate Director of Care

Approved by: Director of Care

Position Statement (Summary of Purpose):

The Registered Nurse under the direction of the Associate Director of Care and Director of Care, provides professional nursing care to residents and is responsible to supervise all other nursing staff including personal support workers in accordance with established standards, policies and procedures. Advocates improvements in policies and procedures related to resident care.

**Job Summary**

This position has a key accountability for resident safety by assessing for and noting any safety issues during the undertaking of their duties, reporting these issues as per policies and procedures, and taking steps to immediately rectify any safety issue noted where possible.

1. Responsible to the Associate Director of Care (ADOC), Director of Care (DOC), Administrator and CEO

2. Provide professional nursing care to residents to full Registered Nursing scope of practice.

3. Supervise care given by RPNs, and PSW’s within Shalom Village. Conducting and guiding the care given to residents to monitor, evaluate, and improve the quality of nursing services provided by the interdisciplinary team.

4. Demonstrate competency at the current level of knowledge for his/her practice. Seeks out assistance from supervisor to address areas of practice that he/she is unfamiliar with.

5. Collaborate with other members of the Health Care Team.

6. Required to plan, direct and co-ordinate all activities necessary for the management of the unit. She/he will work closely with the ADOC, DOC, Attending Physician, and other personnel as needed or required.

7. Ensures compliance withing the home to meet Ministry of Health in Long Term Care standards.

8. Understands and upholds all ATHOME Shalom Village policies and procedures.

9. Participates in regular mandatory staff meetings and ministry required program meetings.

Primary (ongoing accountabilities)

* **Job Specific Accountability: Clinical Focus**

Duties/Tasks related to this accountability:

* Communicates appropriate information to other members of the interdisciplinary team.
* Provides nursing care in accordance with administrative policies, physicians’ orders, established standards and nursing principles, Fixing Long Term Care Homes Act and Regulations and all other relevant legislation.
* Assesses a resident’s condition by recognizing and interpreting signs and symptoms, and where appropriate, initiates remedial health measures. Assists the physician and other community partners in diagnostic and therapeutic measures.
* Responsible for the care of acutely ill residents or those with unstable outcomes who may require more detailed assessment. Daily assess residents who had a fall, have infections, responsive behaviours or are palliative and actively reaching the end of life and documentation in PCC.
* Maintains all required registrations and annual education based on CNO and home needs.
* Ensure physician orders are correctly processed, recorded and followed through according to established policies after rounds.
* Assist in teaching residents good health habits and encourages residents to remain independent within their own capabilities.
* Communicate with other departments regarding resident needs as required.

Decision making – what decisions can be made within the scope of this role?

* Recommend changes to care
* Recommend notification to physician and order change
* Notification of Families
* Referrals
* When to call Oncall and ADOC/DOC

Measurement/Expected results – how is successful achievement of the accountability measured?

* Decrease incidences of complaints or critical incidents
* Decreased incidences of unfinished work
* Increased resident satisfaction
* Decreased skin, wound, infections, responsive behaviours, pain, falls issues or concerns.
* **Job Specific Accountability: Leadership Focus 100% of Time**

Duties/Tasks related to this accountability:

* Promotes a positive team spirit within the nursing care team and the facility
* Participates in monthly meetings and program committees
* Participates in the interdisciplinary Continuous Quality Improvement Program.
* Upholds the Resident Bill of Rights and endeavors to respect and promote it.
* Assists in maintaining a physical and psycho-social environment which meets the needs of the residents.
* Assists the ADOC/DOC in training, supervising and evaluating RPNs and PSW personnel.
* Acts as a resource nurse to home to maintain resident safety.
* Attends and initiates in service education programs and assists with nursing research where appropriate. Supports and promotes the orientation and in-service education of new staff.
* Participates in organized fire drills, annual code green education and fire measures for all personnel.
* Assumes responsibility for personal and vocational growth and development. Is accountable for his / her actions according to the Standards of Practice for Registered Nurses.
* Responds appropriately to resident, family, visitor and staff concerns.
* Conduct regular safety rounds with PSW and RPN staff and education huddles as needed or directed by ADOC/DOC.
* Notify Director of Care of ALL complaints and start assessment of the situation in collaboration with the Director of Care or On call. Complete Complaints Form and forward to Director of Care as per Complaints and Critical Incident Policies.

Decision making – what decisions can be made within the scope of this role?

* Acting upon assessed situational needs based on scope of practice, policies and procedures.
* Communication with ADOC/DOC or On Call if needed.

Measurement/Expected results – how is successful achievement of the accountability measured?

* Decreased Complaints and Critical Incidents
* Active Participation, forming and meeting goals within program meetings
* Personal growth goals met using SMART goals and performance review with ADOC/DOC.
* **Job Specific Accountability: Documentation/MDS Focus**

Duties/Tasks related to this accountability:

* Develops, maintains and audits individual resident care plans through interdisciplinary care conferences and care planning to ensure up to date documentation is provided.
* Maintains accurate and complete clinical records on all residents according to established documentation policies and procedures and ensures the confidentiality of these records.
* Complete RAI documentation (RAPS, Coding, and Care Plans) as per schedule.

Decision making – what decisions can be made within the scope of this role?

* Changes to Plan of Care/MDS/Care level
* Notify/Implement changes with RPN and PSW team based on assessment
* Regular communication with residents and POA for any changes in status or need for care plan, or changes in goals of care, recommending care conferences with interdisciplinary team members.

Measurement/Expected results – how is successful achievement of the accountability measured?

* Decreased incident reports and missing entries
* Accurate documentation as per MOHLTC and CNO standards
* **General Accountability: Audit Focus**

Duties/Tasks related to this accountability:

* Complete audits as assigned by ADOC or DOC or designate.
* Gathers data in follow up to audits.
* Look at trends and gaps
* Propose solutions based on findings

Decision making – what decisions can be made within the scope of this role?

* Implementation of new interventions immediately

Measurement/Expected results – how is successful achievement of the accountability measured?

* Decrease in audit/clinical related concerns
* **General Accountability: Health and Safety Focus**

Duties/Tasks related to this accountability:

* Assists in maintaining adequate standards of cleanliness.
* Is responsible for auditing proper care of equipment used in providing care to residents.
* Monitoring staff to ensure that safe techniques are used, observing that equipment used, is in good working order and that the environment of the unit is kept safe for all residents & staff.
* Ensure that staff maintain resident dignity at all times by ensuring that healthy therapeutic communication is utilized, that privacy is provided during all resident care.
* Is aware of the employee responsibilities and follows all health and safety policies and procedures as outlined in policies and procedures for the home.
* Work safely to reduce the risk of injury to self, co-workers and residents.
* Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
* Does not operate or use faulty equipment.
* Wears personal protective equipment (or clothing) as required by task, M.S.D.S or home policy.
* Promptly reports personal injury to supervisor and seeks first aid as needed or gives first aid to other staff members.
* Participates in fire safety demonstrations/drills, and know the facility fire and disaster plan
* Ensure that staff are following guidelines on hand washing and PPE
* Proper disposal of dirty laundry (not lifting over filled bags), continent products is being followed
* Hallways/rooms are kept tidy and clutter free
* Ensure incident / accident reports are completed according to policy. Registered Nurse is responsible to assess injured worker and complete incident report.
* Registered Nurses are responsible for proper care and auditing of equipment used in providing care to residents.

Decision making – what decisions can be made within the scope of this role?

* Corrective action required – ie fix in the moment, remove, teach, communicate
* When to call Oncall and ADOC or DOC and communication with concerns.
* Direct action upon identified issues to reporting staff members and members of interdisciplinary team.

Measurement/Expected results – how is successful achievement of the accountability measured?

* Decrease in incident and WSIB reports
* **General Accountability: Staff Focus**

Duties/Tasks related to this accountability:

* Supervise RPN’s and PSW’s as required for safe, resident based cares.
* Staff Performance -If concerns related to the staff arise, report to ADOC or DOC for follow up.
* Manages staffing numbers and personal on each floor to best meet resident needs.
* Monitors and evaluates unit staff compliance with facility policies and procedures.
* Address staff concerns report to ADOC or DOC as needed
* Establishes and maintains good working relationships with all personnel in the Home. Deal tactfully and courteously with staff, residents, family and visitors.

Decision making – what decisions can be made within the scope of this role?

* Change in assignment (after hours, consult ADOC or DOC during regular hours)
* When to call Oncall and ADOC or DOC based on incidents, complaints or compromised resident care.
* Intervene in staff conflict and manage professionally, reporting any high risk items to ADOC or DOC
* Deciding outcomes in conjunction with ADOC/DOC.

Measurement/Expected results – how is successful achievement of the accountability measured?

* No complaints or Critical Incidents
* Harmonious working environment within interdisciplinary team
* Increased resident satisfaction.

**Appendix**

**KEY DUTIES (including but not limited to)**

Receive in person report from outgoing RN:

* updates staffing etc. Replace sick calls if needed. Replace sick calls as required for all departments.
* Manages sick call phone after hours and on weekends as indicated in policy.
* Receives and follows up on outstanding nursing related resident concerns, illnesses, monitoring, outstanding investigations, infections, etc.

Transfer of Accountability:

* Be present at each report and provide direction to staff as required – alternating units – follow up with nurse on alternate areas for updates for report not present for.

PCC Reports:

* Review EVERY DAY the 24 – 72 hours of progress notes in PCC for residents, emails, and calendar for any communication updates. Read emails and Secure Conversations as required.

Daily assess:

* Residents who had a fall, infections, incidents or are palliative and actively reaching the end of life and documentation in PCC as per CNO Standards of Practice. Registered Nurse call families with resident change of condition, new doctor’s orders, appointments.

Rounds:

* Huddles AM, PM, and as needed- lead and attend etc
* Assist on unit as necessary for meals, falls, incidents, PSW's RPN's.
* Post fall huddles and document on post fall huddle form in PCC for each fall.
* Ensure specimens (urine/stool/sputum) and lab procedures (U/S, ECG etc) are obtained/completed as per physicians orders.
* Ensure the units have supplies and government stock as necessary. Ensure bulletin boards in med rooms have current and updated information. Remove old unnecessary information.

Supervise:

* Answer queries of all PSWs and RPNs regarding resident care (consult as required)
* Completes audits as assigned by ADOC/DOC or designate (IPAC, falls, weights, PASDs, bed entrapment audits, wounds, food and fluid intake, documentation, narcotics, fridge temp, glucometer etc.)
* Check admission checklist for completion - complete if not done to meet timelines
* Ensure all PSW and RPN documentation is completed
* Infection control, ensure all isolation rooms have proper signage on door and totes stocked with PPE. Completing daily surveillance for infections. NP swabs and specimen collection as needed.
* Check with RPNs to ensure all labs and INRs all processed
* Ensure all vital signs and weights have been entered and are accurate by the 8th of the month. Ensure RD referrals for weight discrepancies
* Report ALL wound/skin issues to the Wound care lead prior to putting in the doctor’s book
* Address staff concerns report to ADOC/DOC as needed
* Ensure correct use of mechanical lifts is being followed. Two staff at all times.
* Check that restraints are correctly in place and that residents using restraints are checked hourly and restraints released, resident repositioned and restraints reapplied Q2 hourly for comfort.

Check MD orders:

* First checks to be prioritized to urgent orders and follow up as needed with remaining first checks.
* Collaborate with RPN regarding checks day to ensure completion of first and second check.

Care Plan:

* Update quarterlies, admission physicals, annual physicals.
* Weekly Care Plan Audits to be completed with RAI MDS nurse.
* Complete MDS for significant changes and admissions as well as weekly assigning including care planning.
* Annual AIS testing
* Responsible for admission and readmissions as per checklist. Complete medication reconciliation as well as ensure ALL required admission vaccines are given.
* Prepare for care conferences, Assessment for completion (PCC). Lead Care conferences

PCC:

* Check alerts daily in PCC, BMs etc and follow up with RPN and PSW staff.
* Recording daily vaccine fridge temperatures.
* Update POA of any concerns
* Contact hospital for update of condition of hospitalized residents and document in Point Click Care

Physician Visits:

* Summarize Physician request from RPN's and call Dr list once, except if acute/emergency.

Quality Measures:

* Committee Meetings: (Skin and Wound Care, pain, falls, palliative, restraints, continence, infection control, lift and Transfers) as assigned
* Monitor dining room rounds daily. Monitor conversations in dining rooms
* No discussions of personal or work issues among peers at meal times. Ensure all residents at the table have correct meals in the dining room. Ensure the meal is served when resident is seated at their table.
* English must be spoken in resident home/care areas and around where residents and staff that primarily speak English are present.
* Complete staff incident report according to policy and ensure departmental manager is notified and report is left completed for review or follow up.
* Complete and report any complaints as per Complaints and Critical Incident Policies.

Accountability for Meetings – Regularly Scheduled and as Needed

List the Shalom Village team meetings and the community meetings you are accountable for attending and identify the job accountability that is served by your attendance at the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Frequency | Time Taken | Job Accountability served by attending the meeting |
| Infection Control |  |  |  |
| Falls/Restraints |  |  |  |
| Continence |  |  |  |
| JHSC |  |  |  |
| Skin & Wound Care |  |  |  |
| Pain and Palliative |  |  |  |
| Lifts and Transfers |  |  |  |
| Medication Management |  |  |  |
| Nursing Restorative Care |  |  |  |

Secondary (accountabilities/goals with a defined timeframe)

List the strategic goals or projects that this role works on. This list would be updated annually.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.M.A.R.T. Goals** | | | | |
| **What** | **Measured How** | **Related SV Objective** | **Timing**  **(start & end)** | **Support/Constraints** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

To Apply send resume to [Breanna.Martin@shalomvillage.ca](mailto:Breanna.Martin@shalomvillage.ca)