

Region of Waterloo Job Description

Title: Registered Practical Nurse

Job Code: R00357

Department/Division: Community Services/Seniors' Services

Union: UNIFOR Local 1106

Reports To: Coordinator, Resident Care

Revised: November 5, 2015

General Purpose:

Delivers resident care, including the administration of non-judgmental medications (in collaboration with and under the direction of Registered Nurses at Sunnyside Home), and ensures resident care is provided in the absence of the Registered Nurse.

Duties/Responsibilities:

Assesses the resident physically, including need for multidisciplinary assessment, safety risks and health teaching needs each shift.

Provides resident care including all aspects of personal care such as nail care, bathing, dressing and toileting residents. Serves resident meals and assists with feeding, as required, supervising in the dining room.

Gives enemas and suppositories.

Dispenses all non-judgmental medications, including scheduled narcotics (with the exception of injectable narcotic drugs). Tests Visual Blood Glucose (VBG) and gives insulin injections as ordered. Signs Medication Administration Record immediately upon dispensing medications. Adheres to College of Nurses medication standards.

Ensures daily drug records are accurate and up-to-date. Ensures medication rooms and drug cart are clean and orderly.

Administers "as necessary" (PRN) medications to residents on instructions of the Registered Nurse and documents appropriately according to policy.

Participates in narcotic counts each shift, according to policy.

Participates in rounds with the Home physician, with or without the Registered Nurse. Provides resident health status information to the Registered Nurse.

Prepares for and leads shift report with entire house team.

Makes arrangements for residents to take proper medications when away from the Home by giving instructions and the necessary prescription drugs, under the supervision of the Registered Nurse. Documents appropriately.

Ensures all physician orders, including medication orders, are processed according to policy and standards. Keeps accurate day to day drug records. Checks monthly Medication Administration

Records (MARs) and medication quarterly summaries according to policy and standards.

Participates in the preparation of the multidisciplinary care plan, individual to each resident. Involves resident and family in planning their health care goals, plans and objectives. Evaluates residents' progress toward goals and updates care plan as it occurs with relevant, current, individual, multidisciplinary action items and goals.

Provides professional nursing care to residents in accordance with physician's orders, College of Nurses Standards, Ministry of Health and Long Term Care Program Standards, and Regulated Health Professions Act.

Provides safe, efficient, cost effective, professional nursing services.

Promotes and provides appropriate resident and family health teaching, incorporating the restorative care model and philosophy.

Maintains resident confidentiality. Maintains professional standards of practice, behaviour and appearance.

Documents nursing and resident information daily, according to College of Nurses standards and policy.

Assists with the completion of infection surveillance line listings in accordance with policy.

Collects specimens from residents under the direction of the Registered Nurse.

Performs clerical duties such as filing, answering the phone, or replacing staff, as required.

Assists the Recreation Therapist with resident programs, under the direction of the Restorative Care Coordinator. Actively participates in and encourages resident participation in recreational, restorative, and other resident program activities. Transports residents to programs, meals, church, and various other events.

Assists with sorting laundry at the source and providing clean beds. Makes resident beds, sorts and stores laundry and obtains supplies as required.

Provides and documents dressings and other treatments in the Treatment Administration Record, in accordance with policy.

In the absence of the Coordinator, Resident Care or Registered Nurse, assumes delegated responsibilities for the assigned unit.

Reports changes in resident condition to the Registered Nurse.

Assists in the orientation of new staff, students and volunteers.

Upgrades skills by attending in-service programs, staff meetings, care conferences and seminars. Reads and stays current with communication distributed.

Participates in quality assurance programs such as data collection for performance indicators.

When assigned to the part-time, weekend position, assists with recreational programs developed by the Recreation Therapist.

Performs other related duties, as assigned within the scope of Registered Practical Nurse practice as set out by the College of Nurses.

Responsibility for Material/Financial Resources:

Ensures the safekeeping of medication, nursing/medical supplies, and the medications cart while dispensing medication to residents. Ensures that nursing equipment such as mechanical lifts, weigh scales, pagers, phones, glucometers, etcetera are properly maintained and secured. Ensures that medical quotas are maintained and followed.

Knowledge, Skills & Abilities:

Basic knowledge, skill and judgment related to nursing methods and procedures as a Registered Practical Nurse with current registration with the College of Nurses of Ontario and current gerontological nursing experience.

A tuberculosis (TB) test and annual influenza immunization are required.

Practices in support of the Restorative Care Philosophy with a focus on team work.

Certification in medication administration from an approved community college. Certification in advanced foot care techniques from an approved community college, or equivalent training and experience, or willingness to obtain within a reasonable time frame.

Knowledge of Regional policies and procedures established for Sunnyside Home as well as Standards of Nursing Practice (College of Nurses of Ontario), and Ministry of Health and Long Term Care standards.

Human relations and communication skills in order to respond pleasantly and professionally to demands; to communicate effectively with staff, residents and families; to interact with and have a basic understanding of the geriatric population; and to participate as an effective team member.

Ability to participate in the development of resident care plans, document on progress notes, medication records, requisitions, flow sheets, treatment records, and shift reports as delegated; to document nursing and resident information according to College of Nurses of Ontario standards of Practice and Home Policy; to transcribe medications orders, write reports, and complete forms.

Ability to read policy and procedure manuals, medications information, and resident charts.

Communicates in a clear and effective manner, orally and in writing

Organizational skills to plan resident care.

Ability to operate mechanical lifts and transfer devices in accordance with established policy.

Must provide an acceptable Police Vulnerable Sector Check-Level 3.

Ability to travel to various locations within Waterloo Region.

Ability to support and project values compatible with the organization.

Nature & Impact of Error:

Failure to properly administer medication to residents could adversely affect residents' health, up to and including death, resulting in negative publicity, loss of confidence in the services provided, and possible legal action against the Region.

Failure to deliver appropriate nursing care in the unit would have a negative impact on the residents' health and could cause loss of confidence in the services provided by the Home.

Failure to ensure that proper infection control procedures are followed when dealing with residents with communicable infections could cause infection to spread and adversely affect the health of residents and staff.

Responsibility for Supervision of Staff & Others:

As delegated, provides guidance to two to ten Personal Support Workers, Resident Home Assistants and Food Services Assistants. Explains work procedures and guides new employees and volunteers. Ensures the safety and well-being of residents while providing resident care, dispensing medication and transporting residents from place to place.

Contacts & Human Relations:

Internal:

Has daily contact with other nursing staff in the Nursing unit and with the physicians regarding resident care. Also has contact with dietary staff to discuss resident diets; with Laundry staff regarding linens and clothing; with Administration staff to exchange information; with Recreation staff regarding resident activities; with Maintenance staff regarding equipment repair needs; with the Switchboard/Receptionist, Admissions and Social Work Services, Accounting staff, and Restorative Care staff regarding resident needs.

External:

Has daily contact with residents to provide nursing care. Has daily contact with pharmacies to order medications and with doctors, clinics and outside agencies, regarding resident care and appointments. Also, has contact with residents' families regarding needs and condition of residents.

Effort (Mental, Physical):

Work is performed in accordance with the policies and procedures established for Sunnyside Home and Social Services, Standards of Nursing Practice (College of Nurses of Ontario), and Ministry of Health and Long Term Care standards. Performs acts requiring basic knowledge, skill and judgment in planning, implementing and evaluating nursing care.

Plans and prioritizes own work on the unit during assigned tour of duty to ensure the delivery of appropriate nursing care. Work is checked regularly by the Team Leader, Resident Care or delegate and is audited regularly by peers. Reports unusual occurrences to the Registered Nurse but deals immediately with emergency situations before reporting.

Distribution of medications requires attention to detail and accuracy. Work involves considerable standing and moving about to deliver nursing care. Transfers residents in accordance with Sunnyside Home “no lift” policy, and pushes medication cart, laundry cart, wheelchairs and Geri-chairs. Also carries and delivers medical supplies. Prolonged sitting, manual dexterity and heavy visual concentration are required 20% of the time to use a personal computer.

Working Conditions:

Work is performed in a long term care facility, subject to occasional deadlines for the administration of medication and interruptions from staff, residents and visitors making requests or asking questions. Work potentially exposes incumbent to infectious diseases such as influenza and other bacteria or viruses, as well as human waste and bodily fluids. Deals with residents who may exhibit challenging responsive behaviours.

Works day, evening, night, weekend, statutory holiday and call-in hours.

