

Region of Waterloo Job Description

Title: Registered Nurse (Sunnyside)

Job Code: R00507

Department/Division: Community Services/Seniors' Services

Union: ONA 15 (SH)

Reports To: Assistant Manager of Care (Sunnyside Home)

Revised: February 18, 2004

General Purpose:

Provides clinical expertise, leadership and ensures coordination in the delivery of professional, multidisciplinary resident care in accordance with the College of Nurses of Ontario Standards of Practice for the assigned tour of duty.

Duties/Responsibilities:

Leads and delegates all aspects of resident care in the houses assigned for the shift.

Develops and completes an individual plan of care for each resident with input from residents, families, nursing staff, and the multidisciplinary health care team regarding actions, goals, and plans.

Evaluates residents' progress toward goals and updates care plan as care requirements change with relevant, current, individual, multidisciplinary action items and goals.

On a quarterly basis, reviews and updates care plans for assigned residents and writes a quarterly summary.

Assesses residents' health status on an ongoing basis and institutes appropriate medical health care measures.

Administers medications as necessary, including medications not approved for Registered Practical Nurse (RPN) administration. Approves the use of "as needed" (PRN) medication. Informs client and/or family of any change in medication, its uses and side effects, nursing terminology, or any change in health status, as needed.

Processes pharmacy and physician orders including medications for residents on leave of absence. Ensures that resident information is accurately recorded and maintained.

Performs administrative duties such as scheduling requirements when working weekends, evenings, and nights.

Prioritizes and provides dental, optometry, foot and hearing clinic resident referrals to administrative staff for clinic scheduling.

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

Takes appropriate action and gives direction to other care team members as required regarding unstable residents.

Communicates information regarding client/resident care needs to internal and external agencies, staff, volunteers, families, and students, including information regarding assessments, education needs, treatment/intervention and evaluation of client/resident outcomes.

Acts as resident advocate; communicates significant information for family or representative.

Makes recommendations to supervisors for changes in nursing practice, policies and procedures.

Participates in waiting list and admission reviews with Social Work staff as they occur.

Acts as a resource for nursing practice. Assesses skill and knowledge of nursing staff and contributes to appraisal of staff performance.

Coordinates and participates in weekly physician's rounds and monthly care conferences.

Accepts responsibility for personal growth and development by participating in educational courses, workshops, in-service presentations, and staff meetings.

Participates in narcotic counts each shift according to policy.

Provides professional nursing care to the client in accordance with physician's orders, College of Nurses Standards, Long Term Care Home Act, and the 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.

Institutes infection surveillance line listing as per Sunnyside Home policy and ensures registered care team members complete as required. Involves the management, Staff Education & Infection Control, or Public Health staff, as required.

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

Reads and stays current with communications distributed.

Ensures the safe keeping of all medications and nursing/medical supplies and equipment. Provides leadership to the house care teams as to the appropriate maintenance and storage of nursing equipment such as mechanical lifts, weigh scales, pagers, phones, glucometers, etcetera. Ensures that medical stock quotas are maintained and followed.

Performs related duties as required.

Knowledge, Skills & Abilities:

Thorough practical knowledge of nursing methods and procedures acquired as a Registered 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.

Proven skills in leadership, clinical nursing, and coordination of multidisciplinary care.

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

Demonstrated ability to problem solve in a creative manner, role model positive behaviour, and promote team work for staff of assigned unit.

Knowledge of and ability to comply with policies, procedures, legislation, and standards (e.g., College of Nurses Standards, Long Term Care Homes Act, and the Regulated Health Professions Act).

Human relations and communications skills to provide leadership to and supervise the work of others; respond pleasantly and professionally to demands; communicate effectively with staff, residents, and families; interact with and have a good understanding of the geriatric population; communicate pertinent resident care information to families, physicians and other multidisciplinary team members; and participate as an effective team member.

Ability to develop and write residents' plan of care and revise plan as needed; to compose and write progress reports. Ability to read journals, charts, memos, reports, resident files, policy and procedures manuals, and staff schedules.

Computer skills with ability to use software such as Microsoft Office and an integrated healthcare management program (e.g., point click care).

Must provide an acceptable Police Vulnerable Sector Check (Level 3).

Ability to work day, evening, night, weekend, statutory holiday and call-in work is required.

Ability to support and demonstrate the Region's values.

Working Conditions:

Works in a long term care facility, subject to interruptions from staff, residents and their families, as well as emergency situations. Takes precautions to mitigate risks associated infectious diseases related to exposure to influenza and other bacteria and viruses, as well as human waste and bodily fluids. Has daily interactions with residents experiencing responsive behaviours.

Sensory, Mental & Physical Effort:

Work is guided by standard nursing policies and procedures; however, incumbent exercises a judgement in planning, administering, delivering and supervising the administration of care to residents. Consults with supervisor or manager on-call as outlined by policy.

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Plans and prioritizes own work and the work of the nursing staff of the unit. Continuously monitors nursing activities on the unit to ensure appropriate care is given.

Work requires frequent and on the spot decision making to solve problems such as medical emergencies.

Uses a computer approximately 20% of the time. Work involves considerable standing, moving about, bending, stooping, attention to detail, manual dexterity, and visual concentration to deliver nursing care.

Nature & Impact of Decision-making Errors:

Failure to properly administer medication to residents could have a negative impact on the residents' health, up to and including death, resulting in negative publicity, lost confidence in the service provided, loss of funds, and possible lawsuits against the Region.

Failure to coordinate multidisciplinary and nursing care could result in inadequate care which would impact negatively on the Home and the Region.

Failure to provide appropriate care could jeopardize the professional standing of both the incumbent and Sunnyside Home, negatively impacting on the reputation of the Region.

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:

Supervises and coordinates multidisciplinary care provided by approximately 35-40 staff including Registered Practical Nurses, Personal Support Workers, Resident Home Assistants, and Food Service Assistants. Monitors delivery of all aspects of clinical care. Assists in the orientation of new staff, students and volunteers. Schedules replacement staff in accordance with established policy.

Internal Contacts:

Has regular contact with staff to coordinate work and to give clinical direction. Consults with other colleagues at the Home regarding care issues. Requests information and services from Public Health. Educates staff, students and volunteers as required.

External Contacts:

Provides ongoing nursing care to residents. Requests or coordinates the exchange of resident care and medical information with doctors, laboratories, hospitals and other community agencies. Has frequent contact with residents' families regarding residents' needs. Requests information and services from the Community Care Access Centre. Educates residents and family members as required.

[Click here to view corporate training requirements.](#)

Incumbent Name, Signature & Date: _____

Supervisor Name, Signature & Date: _____

Manager Name, Signature & Date: _____

Director Name, Signature & Date: _____

Commissioner Name, Signature & Date: _____

Human Resources & Citizen Service: _____