

**COUNTY OF RENFREW**

**PERFORMANCE MANAGEMENT**

<b>COUNTY OF RENFREW Job Description</b>	<i>Job Title:</i> <u>Registered Practical Nurse (R.P.N.)</u>	<i>Page #</i> <u>1 of 3</u>																		
<i>Location:</i> <u>Bonnechere Manor</u>  <i>Department:</i> <u>Nursing</u>	<i>Reports To:</i>  <u>Resident Care Coordinator (s)</u>	<i>Original date:</i> <u>July 1993</u>  <i>Revision date:</i> <u>November 2002</u>																		
<i>Approval:</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 45%;">Administrator</td> <td style="width: 40%;"><hr/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Supervisor</td> <td><hr/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Employee{s}</td> <td><hr/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Staff Administration Committee</td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td><hr/></td> </tr> </table>			<input checked="" type="checkbox"/>	Administrator	<hr/>	<input checked="" type="checkbox"/>	Supervisor	<hr/>	<input type="checkbox"/>	Employee{s}	<hr/>	<input checked="" type="checkbox"/>	Staff Administration Committee	<hr/>			<hr/>			<hr/>
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**Position Summary:**

Reporting to the Resident Care Coordinator(s), the Registered Practical Nurse provides resident-focused care, within an interdisciplinary team according to the Standards of Practice of College of Nurses and consistent with the Mission and Philosophy of Care at Bonnechere Manor. Required to perform duties in accordance with Standards of Nursing Practice, College of Nurses of Ontario, and Long-Term Care Legislation.

**Qualifications:**

- A Registered Practical Nurse with a current certificate of competency (including Medication Administration Certification) from the College of Nurses of Ontario with annual mandatory licensing renewal,
- Post-R.P.N. education and experience in gerontology or related field, preferred,
- Current CPR certification and WHMIS certification,
- Experience in a Long Term Care setting with demonstrated leadership skills, interpersonal and English communication skills (written & verbal),
- Demonstrated commitment to providing resident-focused care in a long-term care setting,
- An ability to work with others in a team approach, and adapt to changing situations,
- Physically capable to perform assigned duties within a flexible work schedule inside a 24 hour a day, 7 day per week operation,
- Demonstrated regular attendance standards in keeping with the County Attendance Management Program,
- Ability to meet and maintain health requirement as per Long Term Care Legislation,
- Computer literacy a preferred asset.

**Position responsibilities:**

Ensures resident focused care is delivered through the framework of the nursing process (assess, plan, implement, evaluate) in a manner reflective of the Home’s mission statement. Provides direction and care while performing the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.
2. Collaborates with team members to provide care for all residents; assisting with regular assessments of resident needs through development, update, and evaluation of resident care plans, seeking appropriate direction as needed.
3. Participates in all aspects of resident care to ensure the physical, psychological, social and spiritual needs of each resident/ family is met, while continually ensuring the safety of residents.
4. Utilizes therapeutic communication by establishing a working relationship with resident/ families and co-workers for the purpose of meeting the resident needs; ensuring respect, dignity, individuality of each resident. Supports positive team building by collaborating with co-workers and using effective communication skills to promote positive working relationship and active problem solving within the care team.
5. As team leader, function as a liaison between all members of the care team and Registered Nurse, delivers and directs care that reflects the promotion of resident/ family choice and acknowledges the resident strengths, limitations; as well the need for safety and the safety of other resident/ family and staff.
6. Completes all tasks related to the safe and accurate administration and delivery of medications and treatments to residents while maintaining complete and accurate applicable documentation. Collaborates as needed with Registered Nurse regarding resident medication profile and perform other medication related duties like;
  - Assist in efficient operation of medication room, including organization and maintenance of medication cart,
  - Maintains MAR profiles to ensure administers medication competently while following the five rights of medication administration, (including treatments) A. Patient, B. Time C. Route, D. Dose and E. Medication.
  - Transcribes physician orders, ensuring they are co-signed by the Registered Nurse.
  - On-going collaborate with Registered Nurse to discuss current medication issues (i.e., drug patterns, drug interactions, and safe keeping of drugs and narcotic keys).
7. Initiates in a timely manner appropriate investigation around any unusual event, reports it to the Registered Nurse. Completes necessary documentation and follows through using nursing process.
8. Ensures thorough, accurate documentation of resident care outcomes in a timely manner which reflects care given and resident/ family response included but not limited to:
  - Therapeutic communication
  - NCP
  - Quarterly assessments
9. Consistent with resident-focused care approach, meets resident needs and demonstrates initiative to:
  - Assist with serving meals, feeding, providing nourishment supplements
  - Assist with transporting and transferring resident as needed
  - Respond to any resident in need regarding call bells, telephone ringing and assisting any employee in need of help.
10. Ensures daily, the neatness of residents' room (including furniture, clothes closets, and mobility devices), utility rooms, tub/ bathrooms and kitchens/ serveries.

11. Ensures competency and accountability in meeting the Ontario College of Nurses standards and submits proof of registration.
12. Obtains appropriate professional development to ensure skills, abilities and leadership in LTC are reflective of best practice standards.
13. Collaborates with RNs and Resident Care Coordinators in the evaluation of performance of the health care team including monitoring performance on a shift by shift basis to ensure residents needs are met, reporting problems and potential solutions in a timely manner to their direct supervisor.
14. Advocates for resident and assists members of interdisciplinary team to ensure the needs of our residents are met through gathering and providing information in frequent consultation with care providers, physicians and other agencies.
15. Participates in continuous quality improvement of the care and associated services by:
  - Ongoing collection and documentation of CMI/ CQI data
  - Using supplies in a cost efficient manner as per product guidelines.
  - Directing other team member
  - Offering suggestions to Resident Care Coordinators regarding resource allocation and utilization
  - Participates in multidisciplinary committee work as required.
16. Creates a facility environment that protects confidentiality of residents, staff and activities of Bonnechere Manor.
17. Performs other related duties, as required.
18. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**