



# HUMAN RESOURCES MANUAL

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## STATEMENT

Park Place Seniors Living (PPSL) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially mandated expectations and PPSL policy.

## PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

## PROCEDURE

**DEPARTMENT:** Nursing  
**JOB TITLE:** Educator  
**REPORTS TO:** Site Leader (Administrator)

### JOB SUMMARY:

The role of Educator includes consultation, research, leadership and education, for all staff, residents, volunteers and visitors at the Park Place Home. This position will enhance resident care outcomes and staff professional development through leadership in expert clinical practice. The position is responsible for supporting clinical best practices, minimizing risk to staff and residents by providing education in-services and staff development of personnel in all departments within the Park Place Home. Works collaboratively with department supervisors to establish and implement an educational plan on an annual and ongoing basis. Works with community partners to provide necessary and innovative in-services. Supports positive staff morale and team concepts to further the Park Place Seniors Living Mission, Vision and Philosophy. Works in partnership with all departments to improve the performance of individuals, teams and the organization in providing improved service to residents, families, guests and staff. Actively participates in designated committees. The objectives of the education programs include, but are not restricted to the following: 1) to promote best practice in resident care; 2) to promote safe working habits and a healthy work environment; 3) to enhance job satisfaction. The Educator will ensure a commitment to resident safety and to our "culture of safety" as per Park Place Strategic Imperatives.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Coordinates, plans, implements and evaluates the orientation program for new employees.
2. Collaborates with other leaders of the interdisciplinary team to ensure effective, consistent, and comprehensive new employee orientation has been concluded in a timeframe conducive to optimal job performance.
3. Develops, presents and evaluates in-services and other educational programs as required.
4. Maintains current clinical competence and knowledge through best practice.
5. Meets all legislated, provincial and accreditation standards.



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6. Works in collaboration with the VP, Quality to develop and implement Park Place policies and expectations.
7. Contributes to quality of care and safety assurance and improvement by participating in Park Place site committees (e.g. Leadership Team, Pharmacy and Therapeutics Committee, Medical Advisory Committee).
8. Acts as Accreditation Team Leader/chair as assigned.
9. As lead of the OH & S committee, chairs meetings, monitors all staff accident/ hazard incidence rates, brings forward safety suggestions/initiatives to Site Leader.
10. Establishes and maintains therapeutic relationships with residents and families using effective interpersonal and interviewing techniques, ensuring resident choice and autonomy in decision-making and care planning. Offers ongoing education and advocacy to the residents and families.
11. Maintains a positive liaison with community partners and resource agencies.
12. Provides guidance and direction on clinical tasks to members of the interdisciplinary team. Assesses the flow of care and shares information collegially with other interdisciplinary team members and/or leaders.
13. Acts as a role model by demonstrating professionalism, empathy, trust and respect in all interpersonal relationships, and recognizes personal impact on team dynamics.
14. Ensures confidentiality of information obtained through investigative procedures and/or by other members of the interdisciplinary care team (including medical history, progress notes, consultation reports, lab reports).
15. Provides guidance to members of the interdisciplinary team to incorporate clinical findings into the resident's individualized care plans.
16. Participates and/or takes a lead in quality improvement/performance measurement initiatives and processes.
17. Performs other related duties as assigned.

## HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to ensure all staff read, understand and comply with Park Place policy and provincially mandated Occupational Health and Safety policies and safe work practices.
- Takes the lead in all aspects of the Health and Safety Program including:
  - Uses safe work procedures,
  - Infection Prevention and Control designate,
  - Educates and enforces the fire and safety regulations with all employees,
  - Promotes health and safety policy and awareness,
  - Corrects unsafe conditions and practice among employees,
  - Makes safety suggestions



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- Reads OHS minutes posted
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports
- Corrects and/or reports unsafe conditions
- Sets a good example

## QUALIFICATIONS:

Baccalaureate of Nursing with Gerontology content or post basic course in Gerontology or three (3) years recent related experience or an equivalent combination of education, training and experience.

Current practicing registration with the applicable provincial registering body.

## SKILLS AND ABILITIES:

- Ability to communicate fluently in English, both verbally and in writing.
- Applies problem-solving process demonstrating critical thinking and decision-making skills with systems analysis.
- Ability to problem-solve clinical issues through knowledge and experience in gerontology, evidence-based best practice and demonstrates ability to share job-related information collegially.
- Demonstrates ability to work together with others toward shared goals and desired outcomes.
- Demonstrates ability to effectively establish professional working relationships with members of the care team as well as residents and their families aiming for excellence in residents' care.
- Demonstrates ability to effectively introduce and manage purposeful change that is consistent with PPSL's vision, mission and strategic directions.
- Demonstrates ability to communicate effectively with residents, families, the public, medical staff and other members of the interdisciplinary team. Ability to intervene effectively to resolve conflict, manage stress, and work pressure.
- Ability to apply continuous quality improvement tools and processes within a dynamic environment, leading to improved care and service delivery.
- Demonstrates applicable computer skills and knowledge of nursing-related care equipment utilization and management.

## EQUIPMENT USED:

Computer, facsimile and photocopier



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## PHYSICAL DEMANDS:

The Educator's position requires a significant amount of lifting, bending, walking, sitting and standing. Lifting 20-lbs. maximum. More frequent lifting of 10 lbs. or less. A regular day may involve four (4) hours of walking and frequent bending or crouching. Must be willing to work flexible hours.

## HEALTH AND SAFETY RISKS – ENVIRONMENT

Physical: Strain on shoulder, neck and back, cuts/scrapes/injection  
 Environmental: Draught, dust exposure, working alone situation.  
 Chemical: Equipment cleaners  
 Biological: Exposure to communicable diseases i.e. colds, influenza, GI  
 Radiation: None known