

# HUMAN RESOURCES MANUAL

Manual	Human Resources	No	<b>13-03-44</b>
Section	Role Descriptions	Date	February, 2017
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## STATEMENT

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

## PURPOSE

To provide a standardized job description that outlines expectations of role, scope and responsibilities for every staff member working at Park Place including our contract partners.

## PROCEDURE

**DEPARTMENT:** Nursing

**JOB TITLE:** Registered Nurse

**REPORTS TO:** Nursing Manager

### JOB SUMMARY:

Under the general supervision of the Nursing Manager, the Registered Nurse assesses, plans, implements and evaluates resident care, within the context of the Park Place Philosophy of Care. Working in a collaborative relationship with all members of the interdisciplinary team, the Registered Nurse ensures the delivery of resident/family centered care by demonstrating and/or providing clinical leadership, guidance on clinical or health-related care issues and by assisting individual clients and their families to respond to changing health care needs.

The Registered Nurse demonstrates competent gerontological nursing practice in accordance with Professional Standards and established Park Place policies, procedures and clinical guidelines. The Registered Nurse will ensure a commitment to safe quality resident care as per the Park Place “culture of safety” and strategic directions.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Completes comprehensive assessments of the physiological, psychological, socio-cultural and spiritual needs of the resident and family on admission and on an ongoing basis.
2. Based on assessments including RAI the Registered Nurse develops and/or revises the resident’s individualized care plan (Residents Day), RAI care plan/Care Plan B and implements the care plans with ongoing evaluation of the resident’s response for appropriateness and effectiveness of treatments and interventions.
3. Establishes and maintains therapeutic relationships with residents and families with effective interpersonal skills ensuring resident choice and autonomy in decision-making and care planning. Offers ongoing education and advocacy to the residents and their families.



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4. Demonstrates leadership through effective collaboration with members of the interdisciplinary team to ensure consistent and comprehensive care planning that results in the delivery of safe care, grounded in resident choice and Park Place policies and procedures.
5. Provides clinical leadership, guidance and direction on clinical tasks to other members of the interdisciplinary team. Leads and coordinates the flow of care and shares information collegially with other interdisciplinary team members.
6. Acts as a role model by demonstrating leadership skills and abilities, professionalism, empathy, trust and respect in all interpersonal relationships. Is self-aware and able to recognize her/his influence on team dynamics.
7. Ensures pertinent health history and clinical assessment information is obtained and communicated appropriately to the resident/family and interdisciplinary team so that it can provide guidance to members of the team when developing the resident's individualized plan of care.
8. Documents assessments, records of observation, care provision and resident responses according to professional standards and Park Place policies and procedures.
9. Initiates referrals to appropriate health care/community agencies and discusses referral information with resident/family and the interdisciplinary team.
10. Contributes to quality of care and safety assurance and improvement by participating in Park Place site committees.
11. Participates in quality improvement/performance measurement initiatives and processes.
12. Demonstrates clinical leadership by:
  - (a) Planning, organizing and establishing priorities
  - (b) Using resources effectively and efficiently
  - (c) Responding to unanticipated events and changing resident needs
  - (d) Reassigning clinical/health related tasks as necessary
  - (e) Ensuring staff are aware of assignments and report relevant clinical information
13. Maintains a safe environment for residents/family and staff, through:
  - (a) Accident prevention and reporting unsafe work conditions
  - (b) Knowledge of emergency procedures and regulations
  - (c) Using skills, supplies and equipment safely and appropriately
  - (d) Utilizing infection control procedures
  - (e) Committing to resident our "culture of safety" as per the organizations strategic directions and Home goals

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14. Participates and attends in-service and other educational programs as required to maintain current clinical competence and knowledge.
15. Assist the Nursing Manager with orientation of staff and peers. Provides incidental or ad hoc input into staff performance.
16. Performs other related duties as assigned.

### **HEALTH AND SAFETY RESPONSIBILITIES:**

- Responsible to read, understand and comply with Park Place Seniors Living's and provincially mandated Occupational Health and Safety policies and safe work practices.
- Demonstrates leadership in all aspects of the Health and Safety Program including:
  - Role modelling safe work procedures
  - Promotes health and safety policy and awareness
  - Makes safety suggestions
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the public.
- Reports any near miss, injury, and accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Leads by setting a good example.

### **QUALIFICATIONS:**

Baccalaureate of Nursing or post basic course in Gerontology or two (2) 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.
- Problem Solving: Applies problem-solving process demonstrating critical thinking and decision-making skills with systems analysis.
- Clinical competence: Ability to problem-solve clinical issues through demonstration of knowledge, skill and ability in gerontological evidence-based practice.
- Teamwork and Collaboration: Demonstrates ability to lead the team and work together toward shared goals and desired outcomes.
- Professionalism: Demonstrates ability to effectively establish professional working relationships with residents and their families as well as members of the care team ensuring safe quality care delivery.
- Change Management: Demonstrates ability to lead by effectively introducing and managing purposeful change that is consistent with Park Place's vision, mission and strategic directions.



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- Communication: 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.
- Results Oriented: Ability to apply continuous quality improvement tools and processes within a dynamic environment, leading to improved care and service delivery.
- Equipment: Demonstrates applicable computer skills and knowledge of nursing-related care equipment utilization and management.

## PHYSICAL DEMANDS:

- The Registered Nurse’s position requires lifting, walking, reaching, bending, pushing, standing and sitting.
- In an average day, the employee spends 2 to 6 hours standing or walking.
- Lift a maximum of 20 lbs.
- Must be able to manage stressful situations with competing priorities
- Requires dexterity and hand eye coordination

## HEALTH AND SAFETY RISKS – ENVIRONMENT

- Physical: Strain on shoulder, neck and back, cuts/scrapes/injection
- Environmental: Draft, dust exposure, working alone situation
- Chemical: Equipment cleaners
- Biological: Exposure to communicable diseases, (examples include, colds, influenza, Gastrointestinal)
- Radiation: None known