



HUMAN RESOURCES POLICY & PROCEDURE

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POLICY STATEMENT

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

PURPOSE

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

PROCEDURE

DEPARTMENT: Nursing

JOB TITLE: Registered Nurse

REPORTS TO: Director of Care

JOB SUMMARY:

The Registered Nurse utilizes the nursing process, critical thinking, and problem solving skills to provide care to Residents and family members. The RN participates in the implementation and ongoing update of the Resident Care Plans. The RN provides clinical leadership and acts as a liaison between the interdisciplinary team and other providers of care to support the resident. The RN promotes the collaborative care model through leadership, support and direction to LPNs and HCAs on an ongoing basis. The RN accepts responsibility for continuing competencies through ongoing professional development including participation in education programs, research and continuous quality activities. The RN adheres to the Canadian Code of Ethics for Registered Nurses and the Park Place Seniors Living policy and procedure manual. The Registered Nurse is responsible and accountable for his/her nursing practice as defined by CARNA and for ensuring that registration is current and valid.

TYPICAL DUTIES AND RESPONSIBILITIES:

Monitoring and Assessment

- Provides initial and ongoing detailed assessment of Residents by collecting and analyzing information obtained objectively and subjectively.
- Provides ongoing monitoring of Resident response to interventions, identifies deviations from expected outcomes and responds accordingly.
- Attends to Resident admissions and discharges.
- Provides information and advice to Residents, families and staff as needed.
- Informs supervisor of change in resident status.

Intervention Planning

- Develops and prioritizes an individualized plan for each Resident with the multi-disciplinary team for the physical, psychological and social care.
- Assists the physician with examination, diagnostic tests and therapeutic measures. Ensures physicians are up to date with conference outcomes and medication measures.
- Implements prescribed interventions (medications, medical treatments and procedures) and performs independent nursing interventions.

- Ensures the implementation and ongoing administration of the Resident Care Plans and reviews this with the multi-disciplinary team regularly.



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Intervention evaluation

- Evaluates the effectiveness of nursing care treatments and informs the Resident’s physician of significant changes in condition of the Resident. Works with the multi-disciplinary team members to problem-solve when required.
- Follow-up on Physicians quarterly med. reviews, Physician’s Annual Physicals, Nursing monthly charting, Care plans and Wound Care Binders.
- Evaluation of care delivery.

Documentation

- Coordinates and participates in MDS data entry by communicating and observing the resident, communicating with direct care staff, interdisciplinary health professionals, and family.
- The RN is responsible for both the Minimum Data Set (MDS) and the Assessment Protocols (CAPs), the components include but not limited to: Care plans, progress notes, assessments, profiles, tracking and electronic records.
- Records complete, accurate and relevant data for every Resident according to the Care Centre’ charting protocol.
- Follows and assists in revision of facility policies and standards of nursing practice.
- Observes staff performance and participates in performance appraisals of HCA staff.

Administrative and Operational support

- Suggests Resident care service enhancements to the Care Coordinator or Director of Care.
- Corrects unsafe conditions and practices within the Nursing Department.
- Routine Audits.
- Active input into nursing committees and follows through on committee recommendations.
- Attends monthly RN/LPN meetings
- Assists with the enforcement of fire and safety regulations.
- Responsible to assist and guide partnered/designated LPN(s).
- In charge of the Centre’s Nursing Department while on duty during evening, night, and weekend shifts.
- Participates in special programs as assigned (i.e. Flu immunization).
- Arranges for nursing staff replacement after hours and weekends.
- Consults with other professional team members as indicated (i.e. PT, SW, RT, and OT).
- RN on night shift is responsible to meet briefly with the LPN at the start and end of the night shift. This is to support the LPN in the assessment of changing status of Residents, especially declining status.
- In Permanent Part Time or Full Time positions acts as Case Manager for specified Residents.

Professional Responsibilities

- Serves as an advocate to ensure that the Resident’s needs are met.
- Participates in research, in-service classes onsite and off, staff development and orientation when required.
- Adherence to Professional and Care Centre protocols, practices and standards.
- Counsels and advocates to enhance health and well-being.



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HEALTH AND SAFETY RESPONSIBILITIES:

- Are responsible to read, understand and comply with company’s Occupational health & Safety policies and safe work practices.
- All staff to be aware of safety policy.
- Promote Health and safety awareness
- Cooperate with employer through involvement in all aspect of the Health and Safety Program.
- Use safe work procedures.
- Comply with rules and regulations.
- Are responsible to take every reasonable precaution to protect the safety of themselves, other workers in their area and the general public.
- Report near miss, injury equipment damage accident to their Supervisor immediately and complete required reports.
- Report unsafe work conditions
- Report unsafe acts.
- Make safety suggestions.
- Make safety suggestions.
- Read minutes posted.
- Perform First Aid if/when required.
- Set a good example.
- All other duties as assigned.

QUALIFICATIONS:

Education and Training:

Graduate from an accredited School of Nursing. CPR and First Aid training preferred. Certification in SWAT an asset.

Professional Designations and Affiliations:

Current Registration with the College and Association of Registered Nurses of Alberta.

Physical Demands:

The RN position requires a significant amount of lifting, walking, reaching, bending, pushing, standing and sitting. In an average day the employee spends 2 to 6 hours standing or walking. Lifts a maximum of 50 lbs., frequent lifting and/or carrying of 20 lbs. Must be able to manage stressful work situations with dexterity.

Health and Safety Risks – Environment

Refer to Job Task Analysis

- 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, i.e. colds, influenza, GI.
- Radiation: Minimal

High Risk Element: Ergonomics, slips/trips/falls and psychological related to providing care to residents.



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Prior Experience:

Previous experience in geriatrics or long-term care preferred.

Equipment Used:

- Computer and facsimile.
- Various mechanical aids (transfer belt, lifts) for Resident Care.

Physical Demands:

The Registered Nurse’s position requires a significant amount of lifting, walking, reaching, bending, pushing, standing and sitting. . In an average day the employee spends 2 to 6 hours standing or walking. Lifts a maximum of 50 lbs., frequent lifting and/or carrying of 20 lbs. Must be able to manage stressful work situations with dexterity.

Health and Safety Risks – Environment

Refer to Job Task Analysis

- 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, i.e. colds, influenza, GI.
- Radiation: None known

High Risk Element: Ergonomics, slips/trips/falls and psychological related to providing care to residents.

The above statements are intended to describe the general nature and level of work being performed by members assigned to this classification. This is not intended to be construed as an exhaustive list of all responsibilities, duties – skills required of personnel so classified.