

DEPARTMENT: PERSONNEL

SECTION:

SUBJECT: REGISTERED PRACTICAL NURSE – JOB
DESCRIPTION

EFFECTIVE DATE: AUGUST 2003

ACCOUNTABILITY OBJECTIVE

Under the direction of the Director of Care, and Registered Nurse, supervises the provision of resident care in accordance with the established standards, policies and procedures.

BACKGROUND/QUALIFICATIONS

A Registered Practical Nurse with a current Certificate of Competence from the College of Nurses of Ontario. Demonstrated leadership ability with comprehensive knowledge of nursing and health care practices and techniques as they relate to long-term care. Maturity and good physical health, empathy, patience and tact are important qualities to possess.

Seeks out opportunities to maintain competency and continue learning.

KEY RESPONSIBILITIES

1. Provides nursing care in accordance with the administrative policies, physicians' orders, established standards, nursing principals and the Charitable Institutions Act / Long-Term Care Facilities Standards' requirements.
2. Assesses a resident's condition by recognizing and interpreting signs and symptoms, and where appropriate, initiates remedial health measures.
3. Promotes a positive team spirit within the department and the facility.
4. Develops and maintains up to date individual resident care plans through multidisciplinary care conferences and care planning.
5. Maintains accurate and complete clinical records on all residents according to established documentation policies and procedures and ensures the confidentiality of these records.
6. Ensures the recording and safe keeping of all drugs including controlled drugs and narcotics.
7. Orders and reorders drugs and maintains an accurate record according to the established procedure.
8. Administers medications according to the correct procedure and ensures that proper documentation is maintained.
9. Ensures that physicians' orders are processed correctly, recorded and followed through according to established policies.

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10. Assists in maintaining a physical and psychosocial environment, which meets the needs of the residents.
11. Participates on facility/department committees as able.
12. Assists in teaching residents good health habits and encourages residents to remain independent within their capabilities.
13. Recognizes safety hazards and takes appropriate action. Adheres to established facility policies and procedures including safety rules and safe work practices.
14. Deals tactfully and courteously with residents, staff, residents' families, and visitors.
15. Assists the DOC/Charge Nurse in activities related to the Infection Control Program.
16. Participates in the multidisciplinary QA/RM responsibilities.
17. Is knowledgeable of the Resident's Bill of Rights and respects and promotes it. Promotes initiatives to ensure resident satisfaction and continuous quality improvement.
18. Is responsible for proper care of equipment used in providing care to residents.
19. Attends in-service education programs.
20. Participates in learning needs' assessment.
21. Participates in organized fire drills and safety measures for all personnel.
22. Assists in maintaining adequate quantities of nursing supplies on the unit.
23. Maintains a good attendance record according to policy.
24. Performs other job related duties as required and assigned by the DOC. (Specific duties will be listed on the job analysis)

WORKING CONDITIONS

Considerable standing and walking. Exposure to resident elements through regular resident contact. Stress resulting from dealing with resident care needs and time pressures. Considerable concentration required during preparation and administration of medications.

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PHYSICAL REQUIREMENTS

1. Lifting alone, maximum 50 lbs. (5-25 usual)
2. Pushing/pulling contents that weigh a maximum of 160 lbs. (100-125 usual) as a minor job function.
3. Walking as a major job function.
4. Standing, for lengths of time, up to 3 hours maximum, (1-2 hrs usual) as a major job function.
5. Bending/stooping for short periods of time as a minor job function.
6. Crouching/kneeling for short periods of time as a minor job function.
7. Carries and transports objects of various sizes, to a maximum of 25 lbs. (5-15 usual) as a minor job function.

HEALTH AND SAFETY RESPONSIBILITIES

1. Is aware of the employee's responsibilities and follows all health and safety program and departmental manuals.
2. Works safely to reduce the risk of injury to self, co-workers and residents.
3. Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment.
4. Wears personal protective equipment (or clothing) as required by the task, MSDS, or facility policy.
5. Promptly reports personal injury to supervisor and seeks first aid as required.
6. Participates in fire safety demonstrations and fire drills, and knows the facility fire and disaster plan.
7. Assists with the care of the first aid box and administers first aid as required.