

NURSING

ISSUE DATE: 1999.09.01

REVISED: 2006.02.11, 2008.01.20, 2009.11.26, 2010.01.26, 2022.09.26, 2023.10.12

ISSUED BY: J. Gillies, DRC

APPROVED: B. Kerwin, Administrator

POSITION DESCRIPTION – PERSONAL SUPPORT WORKER

DEPARTMENT: NURSING

REPORTS TO: Registered Nurse, Registered Practical Nurse, Nursing Coordinator, Director of Resident Care, or Assistant Director of Resident Care

POSITIONS SUPERVISED: none

SCHEDULED SHIFTS: 0600-1400, 1400-2200, 2200-0600 or as assigned

POSITION SUMMARY: Performs various aspects of resident care under direct supervision of a Registered Nurse or Registered Practical Nurse and in accordance with the policies and procedures of Strathmere Lodge.

MINIMUM QUALIFICATIONS:

- ❖ Completion of a Personal Support Worker program that meets the program requirements set out by the Ministry of Training, Colleges and Universities and is a minimum of 600 hours in duration; a Registered Nurse, Registered Practical Nurse, or a Nursing student having completed the first year of a Nursing program with clinical experience in providing basic care
- ❖ Ability to read and communicate in the English language
- ❖ Ability to meet the physical requirements of the job as specified in the Physical Demands Analysis

PRINCIPAL RESPONSIBILITIES:

1. Performs or assists resident to perform personal hygiene care such as bathing, grooming, hair and nails, toileting, oral hygiene, dressing and records on resident's flow charts.
2. In accordance with policies and procedures, performs duties such as feeding resident, performing minor non-prescription treatments i.e.: foot soaks, lifting and transferring resident, ambulating, positioning and removing resident from toilets, commodes, urinals and bedpans, stripping beds of soiled linen and making beds.
3. Collects and labels specimens for Lab such as urine, sputum, feces.
4. Accurately records TPR and promptly reports abnormal vitals to a Registered Nurse/RPN.
5. Observes and reports resident progress, daily activities, intake and output and other information pertinent to resident well-being and promptly reports abnormal conditions to a Registered Nurse/RPN.
6. Completes residents' RAI assessments as assigned.
7. Provides non-medical care to resident, i.e.: the aggressive or confused as per care directions.
8. Answers call bells promptly.
9. Orientates newly appointed Nursing Assistants/PSWs.
10. Uses equipment such as Ninja flushers, lifts, stretchers, wheel/geri chairs and beds safely as per policy and procedures of Strathmere Lodge.
11. Assists with preparation of deceased body and assembles belongings.
12. Cleans and stocks utility and Spa rooms. Clean and disinfect commodes, bedpans, urinals. Cleans wheelchairs, Geri-chairs, walkers as required.
13. Assists with taking residents to and from OT/PT activities, appointments within the building and recreational programs
14. Motivates residents and encourages them to maintain their highest level of ability.
15. Performs all other duties as assigned.