



## **STRATHMERE LODGE POSITION DESCRIPTION**

<b>TITLE:</b>	Assistant Director of Resident Care
<b>DEPARTMENT:</b>	Nursing
<b>REPORTS TO:</b>	Director of Resident Care
<b>POSITIONS SUPERVISED:</b>	Nursing Department Staff (RNs, RPNs, PSWs, Ward Clerks)
<b>EFFECTIVE DATE:</b>	April 2022

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### **POSITION SUMMARY**

Under the direction of the Director of Resident Care, the Assistant Director of Resident Care (ADRC) will primarily concentrate on the day-to-day operations of the Nursing Department with respect to clinical continuity and ensuring practices meet standards of all governing legislation. The ADRC will also assist with the management of Resident Care and Nursing services within Strathmere Lodge. In the absence of the Director of Resident Care, the ADRC will assume the management duties of the Director of Resident Care and overall responsibility for the operations of the home in the absence of the Administrator and Director of Care.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

1. In collaboration with the Director of Resident Care, responsible for effective day-to-day operations of the Nursing Department.
2. Provides effective leadership and supervision of the Nursing Coordinators to ensure care meets compliance requirements under the Ministry of Long-Term Care Homes Act (LTCHA), the Residents' Bill of Rights, applicable legislations and regulations, individual care plans for residents, and Strathmere Lodge's Policies and Procedures.
3. Responsible for hiring, supervising, and disciplining staff in the Nursing Department in collaboration with the Director of Resident Care.
4. Regular and ongoing communication with DRC (including a daily shift report identifying staff performance and resident health condition/issues) and provide input into community's resident care program.
5. In collaboration with Nursing Coordinators, ensures orientation and in-service education is provided for the Nursing Department.

6. Assists in the Director of Resident Care in student community placements.
7. Assists the Director of Resident Care with the development and implementation of policies and procedures for the Nursing Department.
8. Liaises with Medical Director to ensure medical care and records are in compliance with legislation and regulations in collaboration with the Director of Resident Care.
9. Functions as a resource for all levels of nursing staff, families, and residents within Strathmere Lodge relate to resident care needs on both an individual and systems level.
10. In collaboration with the Director of Resident Care, counsels, guides and mentors staff performance in areas of non-compliance, ensuring issues are reviewed, addressed and resolved effectively and efficiently and implementing progressive discipline when necessary.
11. Completes Critical Incident (CI) reports for the MOLTC with the Nursing Coordinators as required.
12. Assists the Director of Resident Care with internal investigations.
13. Manages and maintains knowledge of staff scheduling software and completes staff time cards in the absence of the Administrative Support Nurse and Nursing Coordinator.
14. Manages the Nursing Department's Attendance Management Program. Compiles monthly reports on attendance in the Nursing Department for the Director of Resident Care.
15. Conducts performance appraisals for the Nursing Department and submits to the Director of Resident for review and approval.
16. Oversees the ordering and review the Ontario Drug Benefit (ODB) drugs and supplies in conjunction with the Clinical Support Nurse.
17. Oversees the Nursing Coordinator – Administrative Coordinator to ensure continuous quality improvement and risk management initiatives within the Home by monitoring, evaluating and improving the quality of nursing service and resident care

18. Oversees and participates with the Nursing Coordinators in implementation and evaluation of mandatory programs under the Long Term Care Homes Act (LTCHA) including skin and wound, falls, pain, restraints, and continence.
19. Maintains accurate maintenance of records with respect to medical services, nursing services and medical delivery under the LTCHA, CNO and other applicable legislations.
20. Ensures the availability and maintenance of Nursing supplies and equipment to meet resident needs within approved budgets as approved and directed by the Director of Resident Care.
21. Assumes the responsibility of the nursing department in the absence of the Director of Resident Care in relation to complaints, internal investigations, employee incident reports, scheduling issues, staff discipline, and acts as the Administrator in the absence of the Director of Resident Care and the Administrator.
22. Works collaboratively with the Director of Resident Care on special projects, reviews, and other initiatives.
23. Participates in ongoing self-improvement program, including annual goal setting.
24. Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures, including: holding workers accountable for such adherence; informing workers of workplace hazards/dangers; instructing workers on how to work safely; and doing everything reasonable to keep workers from getting injured/sick on the job.
25. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education & Experience**

- Bachelor's of Science in Nursing (BScN) and/or Diploma in Nursing;
- Certificate in DRC/ADRC course or similar Nursing management course preferred.
- Registered Nurse with current certificate of competence from the College of Nurse of Ontario with no restrictions.



- Minimum of five (5) years experience in a nursing managerial role, preferably in a long-term care.
- Long term care experience
- Clear Criminal Record Check and Vulnerable Sector Screen

#### Knowledge, Skills and Abilities

- Thorough knowledge and understanding of the Long Term Care Homes Act, Occupational Health and Safety Act, and Employment Standards Act.
- Sound leadership and management/supervisory skills with the ability to interpret and apply policies and procedures, legislation, collective agreements and resolve/manage issues that may arise.
- Demonstrated knowledge in the principals and practices of nursing management, geriatric and long term care needs.
- Proficient in the use of computer software applications, including Microsoft Office (Word, Outlook, PowerPoint, etc.), Electronic Health Records, and Staff Scheduling Care.
- Strong interpersonal skills, patience, and oral and written communication skills to effectively communicate with residents, the public, staff and external service providers.
- Ability to prepare policies and procedures and communicate regarding best practices.
- Demonstrated ability to supervise and performance manage a large number of staff providing various levels of nursing and resident care.
- Ability to work with minimal supervision and demonstrate sound decision making, time management, and administrative skills.
- Self-motivated, results focused and able to follow through on initiatives effectively and efficiently.
- Ability to prioritize and work efficiently and accurately to meet deadlines in a fast paced environment.