

NURSING

ISSUE DATE: 2022.08.15

REVISED:

ISSUED BY: C. Brooks, DRC

APPROVED: B. Kerwin, Administrator

POSITION DESCRIPTION – FLOOR & ADMINISTRATIVE SUPPORT REGISTERED NURSE (PART TIME)

DEPARTMENT: Strathmere Lodge, Nursing Department

REPORTS TO: Director of Resident Care (DRC) or Assistant Director of Resident Care (ADRC)

SCHEDULED SHIFTS: 0700-1500, 1500-2300 or as assigned

HOURS PER WEEK: 37.5 / 30 hours every 2 weeks (Hours subject to change)

POSITIONS SUPERVISED: RPNs, HCA/PSWs

POSITION SUMMARY:

The Floor & Administrative Support Registered Nurse provides leadership, coordination and functions as a support to staff members in staffing/scheduling, job duties and responsibilities, problem solving, critical thinking, and conflict resolution to ensure efficient day-to-day operations and activities. The Floor & Administrative Support Nurse will offer professional guidance in collaboration with a multidisciplinary team related to health, wellness, disease prevention, and safety to Registered Practical Nurses, Health Care Aides, and Personal Support Workers. They will act as a mentor to staff members facilitating physician orders, and interpreting and evaluating diagnostic tests to identify and assess a resident's condition. The Floor & Administrative Support Registered Nurse will also perform administrative duties as directed by the Director of Resident Care or Assistant Director of Resident Care while maintaining the confidentiality and privacy of residents at all times.

QUALIFICATIONS:

Education

- ❖ BSc in Nursing or education and experience that allows the RN to practice at full competence
- ❖ Currently registered and in good standing with the College of Nurses of Ontario
- ❖ Completion of a course in geriatric nursing such as Nursing Unit Administration preferred
- ❖ Current CPR certificate

Employment

- ❖ Experience in a geriatric, rehabilitation or long-term nursing setting
- ❖ Proven assessment, planning, implementation and evaluation skills related to establishing priority for resident care
- ❖ Current Criminal Record Check with a Vulnerable Sector Screening

Personal Aptitudes

- ❖ Strong organizational, critical thinking, and problem solving skills
- ❖ Demonstrated commitment to nursing excellence with an ability to support and lead others
- ❖ Demonstrated knowledge and ability in conflict prevention and resolution
- ❖ Ability to adapt and work in a constantly changing environment
- ❖ Proven ability to work well in a multidisciplinary team environment
- ❖ Ability to build excellent rapport with residents and staff
- ❖ Strong interpersonal communication skills, both written and verbal
- ❖ Proficient computer skills and experience with Microsoft Office, scheduling and payroll software

RESPONSIBILITIES:

1. Promotes, maintains and provides acceptable nursing standards and care in accordance with administrative policies, physician orders, established standards and recognized principles of the College of Nurses
2. Ongoing assessment of resident's conditions through recognizing and interpreting signs and symptoms and instituting remedial health measures where appropriate while maintaining accurate and complete records of nursing observations and care
3. In consultation with the Nursing Coordinator, keeps physicians informed of unstable conditions of any residents
4. In consultation with the Unit Floor Nurse, administers medications and treatments as prescribed while ensuring the safekeeping of all medications and narcotics
5. Assists in developing and maintaining up to date Resident Care Plans

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6. Completes all resident assessments as per Strathmere Lodge policy & procedures
7. Ensures that incident / accident reports are completed, and families are notified
8. Assists in training staff members
9. Develops and implements unit orientation for new residents and staff members
10. Identifies and reports any/all resident care and/or staff issues to DRC, ADRC or Administrator
11. Assists the DRC or ADRC with employee performance evaluations of Registered Practical Nurses, Health Care Aides, and Personal Support Workers
12. Provides supervision and guidance to Registered Practical Nurses, Health Care Aides, and Personal Support Workers
13. Provides support and assistance to floor staff members including the replacement of staff and completion of daily duties (including cart cleaning, checking for expired medications, etc.)
14. Handles all Nursing Department communication in collaboration with the DRC and ADRC including incoming/outgoing calls, resident and family inquiries, staff member questions etc.
15. Establishes and maintains good working relationships with all staff members at Strathmere Lodge
16. Fosters a culture of resident and staff safety in accordance with the Occupational Health & Safety Act, the Fixing Long-Term Care Act, and other applicable legislation
17. Performs all other duties as assigned