

---

---

## THE UNITED COUNTIES OF LEEDS AND GRENVILLE



## Maple View Lodge

Invites applications for the position of:

### Registered Practical Nurse

**Status: Permanent Part-Time**

**Hours of Work: 30 Hours Bi- Weekly**

**Shifts: Days, Evenings**

**2022 Salary: \$25.83 to \$29.29/hour**

**Location: Athens, Ontario**

**Bargaining Unit: OPSEU Local 494**

### POSITION SUMMARY:

Performs duties that provide optimum individualized resident care under the direction of the Registered Nurse in accordance with Standards of Nursing Practice, College of Nurses of Ontario, Long Term Care Homes Act and all other applicable legislation. This position acts as liaison (team leader) between the RN and the Care Team monitoring resident care based on policies and procedures, professional and regulatory standards, safety guidelines and best practice. The RPN practices independently in situations where the outcome is predictable and there is a low risk for negative outcomes. The RPN consults with the Registered Nurse (RN) in all other situations, collaborating to meet care needs of more complex residents.

### QUALIFICATIONS:

#### Education, Certification & Licenses

- Current registration with the College of Nurses of Ontario and a member in good standing (to be verified at time of hire and then submitted annually)
- Certificate in Administration of Medications (if not included in the RPN course)
- Maintains competency in performing CPR according to standards of the College of Nurses of Ontario

---

---

**COMPETITION: MVL-23-013 Registered Practical Nurse, PPT)**

**POSTING DATE: March 16, 2023 (4:00 p.m.)**

**CLOSING DATE: April 30, 2023 (4:00 p.m.)**

Page 1 of 7

- Gentle Persuasion Approach (GPA) Training is considered an asset
- Microsoft Office Suite (Word, Excel and Outlook) at the intermediate level.

### **Experience**

- Experience in Long Term Care is considered an asset
- Experience with carrying out nursing interventions within scope of practice and takes responsibility for the consequences of decisions and actions taken.
- Experience with carrying out nursing interventions within scope of practice and takes responsibility for the consequences of decisions and actions taken.
- Experience with implementation and sustainability of the Registered Nurses Association (RNAO) Best Practice Guidelines (BPG's) and other Quality Initiatives directly related to improved resident outcomes is considered an asset.
- Competence at the current level of knowledge for their practice through reflective practice, ongoing learning, and professional development
- Microsoft Office Suite (Word, Excel and Outlook) at the intermediate level.

### **Knowledge**

- Knowledge and experience working in interdisciplinary teams, as well as familiarity with Long Term Care assessment and care planning processes.
- Understands relevant legislation and programs within Long Term Care
- Best Practice Champion and/or experience in quality initiatives is considered an asset

### **Skills & Abilities**

- Demonstrated ability to respect the confidentiality of information and exercise tact and diplomacy.
- Demonstrated ability to provide guidance and advice to others on a regular basis.
- Team-oriented and skilled in working within a collaborative team environment.
- Strong customer service and interpersonal skills to interface with internal and external clients and consumers in a professional manner.
- Strong organizational skills; detail oriented and able to prioritize multiple complex tasks and activities meeting conflicting priorities and timelines.
- Able to fulfil all physical demands of the position.

**SUMMARY OF POSITION RESPONSIBILITIES:**

General Nursing (approximately 80 %)

- Responsible for safe, accurate administration of medication and treatments provided to residents while maintaining complete and accurate applicable documentation.
- Assists with regular assessments of resident needs through development, update and evaluation of resident care plans (including short and long-term goals).
- Assists in maintaining an environment to meet the physical, emotional, spiritual, and psychosocial needs of the residents.
- As team leader, functions as liaison between all members of the Care Team and the Registered Nurse, while promoting and encouraging all team members to respect the individuality of each resident and their independence.
- Applies current knowledge regarding resident needs, gerontological principles, nursing care, general health maintenance and promotion practicing competently within legislated standards.
- Demonstrates accountability for her/his actions and decision-making with respect to the provision of resident care.
- Identifies indicators of risk to resident health and reports concerns to Registered Nursing staff.
- Contributes to resident care conferences.
- Monitors and provides guidance to PSW's in provision of nursing care within an assigned work area.
- Communicates effectively through the Team Leader role and in a respectful manner with residents, family, members of health care team and all staff of Maple View Lodge.
- Documents all aspects of resident care in a thorough and timely manner according to prescribed policy and procedure.
- Maintains a positive and harmonious relationship with all members of the home community.
- Implements preventative infection control measures.
- Ensures that all activities are carried out in a manner to reduce risk of injury to resident and staff.
- Participates in other work related duties as assigned by the Registered Nursing staff and Nursing Management.

- Participates in admission, transfer and discharge of residents according to policies and procedures
- Performs holistic assessments according to policies and procedures and collaborates with resident, family, and other care providers to establish and maintain a comprehensive plan of care based on the resident's care requirements, medical needs, strengths, abilities, and preferences.
- Communicates and documents in a manner that reflects Best Practice recommendations that positively impact resident status and outcomes
- Assists in clinical and support services, including liaison with external agencies to ensure that the most effective and therapeutic care is delivered.
- Completes nursing documentation according to professional standards, LTC documentation requirements based on policies and procedures. Maintains health records in compliance with legislations e.g. Privacy Act, Long Term Care Homes Act.
- Demonstrates leadership when working with members of the Care Team to coordinate care and service delivery to benefit each resident. This includes sharing problem-solving issues of care, consulting nursing expertise to ensure that resident's needs are met and that appropriate safeguards are in place.
- Monitors and evaluates resident needs and care goals regularly according to LTC standards and policies and procedures by analyzing and interpreting overall resident outcomes and modifying each plan of care as needed using professional judgement.
- Reports to RAI Coordinator regarding resident assessment and flow sheet documentation observations.
- Develops staff to achieve performance expectations through orientation, supervision, teaching, peer review, coaching and mentoring.
- Provides ongoing support to staff and acts as advocate for residents and families to ensure residents' rights are protected. Maintains an abuse-free living and working environment.
- Delegates task to Care Team members according to their scope of practice and competencies and evaluates performance outcomes with adequate follow-up to ensure care and services are provided according to established standards.
- Utilizes and allocates resources effectively by distributing, monitoring, and maintaining adequate nursing supplies and equipment in their assigned Resident Home Area.
- Provides directions to staff to ensure use of equipment and supplies are in accordance with policies and procedures, manufacturer's instructions and health and safety regulations.

- Assists in development and evaluation of unit goals and objectives, improving nursing standards, and development of policies and procedures.
- Ensures compliance with routine practices and effective implementation of appropriate infection control protocols based on surveillance of risks and outbreak management in collaboration with the RN and Director of Care.
- Protects own health and health of others by adopting safe work practices (reporting unsafe conditions immediately). This includes maintaining a clean, efficient, and safe working environment, recognizing health and safety hazards, reporting incidents, as well as participating in fire safety activities.
- Attends all relevant in-house services regarding Occupational Health and Safety and follow all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Fulfills responsibilities according to the Occupational Health and Safety Act, Workplace Safety and Insurance Act, and Workplace Hazardous Material Information System.
- Maintains a high level of respect of confidentiality for the organization, as per the Freedom of Information and Protection and Privacy Act (FIPPA), the Personal Information Protection and Electronic Documents Act, the Personal Health Information Act and the Ontario Ministry of Health and Long Term Care and the Long Term Care Act Regulations.
- As set out in the United Counties of Leeds and Grenville's Peacetime Emergency Plan, perform duties upon the declaration of a peacetime State of Emergency.
- Other related assigned duties, as requested and/or required

Quality Improvement (approximately 20%)

- Assess, plan, co-ordinate and evaluate all activities necessary for assigned QI Programs under the direction and supervision of the Director of Care.
- Recommend policies and procedures appropriate for meeting organizational and program strategic goals and resident needs that support quality assurance, program integrity and accountability.
- Acts in a mentorship, consultative and advisory role for their team in the interpretation and compliance with Quality Improvement initiatives.
- Assumes responsibility for personal growth and development and commits to participate in education programs aligned with role and personal preference

- Demonstrates self-awareness in realistic appraisal of personal practice, identifying strengths, weaknesses and plan for professional development.
- Performs self-reflective practice annually and develops own learning plan to improve level of performance for both professional and personal growth.

**LEGISLATIVE REQUIREMENTS:**

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal and Provincial Legislation; Municipal Acts, By-Laws and Operational and Human Resource policies and codes of the United Counties of Leeds and Grenville.
- Ensures a high level of respect for confidentiality for both the organization as a whole and staff as per the Municipal *Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- Protects own health and health and safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Health and Safety Act.
- As set out in the United Counties of Leeds and Grenville's Emergency Plan, perform duties upon the declaration of an emergency.
- Performs responsibilities of the position consistent with Operational policies of the United Counties of Leeds and Grenville, Provincial Standards for Long Term Care and Residents' Bill of Rights.
- Ensures resident care is provided in a manner reflective of Home's Mission Statement, Core Values and Philosophy of Care

**FINANCIAL & BUDGET RESPONSIBILITIES:**

None

**CONTACTS:**

- Tact and judgement are required when dealing with others including members of the care team, residents and resident families.

**PHYSICAL SKILLS:**

- Position requires considerable visual and auditory attention with attention to detail.
- Regular use of office equipment with coordination and speed required
- Occasional strength demands for lifting/carrying up to 45 pounds
- Occasional pushing and pulling

- Frequent material handling (i.e. medications, dispensing cups)

**WORKING CONDITIONS:**

- Indoor work in an air-conditioned environment. Outdoor work is rare.
- Work involves frequent interruptions to respond to resident demands.
- Shift work required to meet operational needs of the Home
- Constant standing and walking to support resident care needs
- Occasional sitting for documentation purposes
- Frequent twisting, bending and stooping, crouching/kneeling, balancing for hands on resident care needs.
- Frequent fine motor hand movements for injections and medication packs.

**The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.**

**How to Apply:**

Cover letter must reference Competition#MVL-23-013. Resume and cover letter must be submitted online by **4:00 p.m. on /before April 30, 2023** to: <https://careers.leedsgrenville.com/job/search/>

Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or the Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.