



RPN

Reports to: Director of Care

Qualifications:

1. Current Certificate of Competence as a Registered Practical Nurse with the College of Nurses
2. Certified in Cardiopulmonary Resuscitation, First Aid and Medication Administration.
3. Clear Vulnerable Persons Sector Screening dated with past ten months required.
4. Clear TB Skin Test / Screening dated within ten days prior to employment start date.
5. Familiar with "Commitment to Residents" and "Code of Ethics" as set by Ontario Retirement Communities Association.
6. Willingness to keep up-to-date their knowledge of changing regulations, practices and procedures as required by the College of Nurses.
7. Excellent command of the English language, both written and oral
8. Good communication and counselling skills
9. Knowledge of the normal aging process and conditions affecting the elderly
10. Ability to direct Personal Support Workers and Resident Care Attendants providing care to residents
11. Ability to work independently and to accept responsibility
12. Experience within the Retirement or Long Term Care Community or caring for Seniors an asset

Duties:

1. Report to the Director of Care as well as working closely with Attending Physicians, family members and all internal departments to ensure quality of care

2. Supervise and provide direction to the Personal Support Workers and Resident Care Attendants on duty
3. Administer medications and provide nursing care to residents as required
4. Effectively assess emergency situations and provide necessary care and instruction
5. Maintenance of all nursing records and resident charts and completion of all nursing documentation in accordance with standards
6. Work closely with other departments, including Housekeeping, Food Services and Activities
7. Participate in staff development, safety quality assurance, environmental and infection control programs, Fire Safety and Mock Disaster procedures
8. Complete daily, weekly and monthly duties and reports as per policies and procedures
9. Responsible for the administration of medications and care treatments as ordered by resident's physician within his/her limitations
10. Continually assess residents' conditions by recognizing signs and symptoms and, where necessary, initiate remedial health measures and maintain contact with residents' physicians and family members, particularly when there is a change in a resident's physical or mental condition
11. Ensure the safekeeping of drug and narcotic keys and organizing and ensuring medications are reviewed every three months, including disposal of excess meds and sharps
12. Ordering medications from Pharmacy as per Doctor's orders; receiving and storing same safely and in accordance with procedures
13. Monitoring of UCP's during medication passes
14. Assist with monthly Blood pressures, temperatures and weights, as assigned or required
15. Assist with serving beverages in the dining room during meals
16. Co-ordinates and participates in staff development, quality assurance, safety, environment, fire and safety and infection control programs
17. Ensuring nursing documentation is complete as per College of Nurses' Nursing Documentation guidelines
18. Emergency medical care and response
19. Assist with admission, transfer and/or discharge of residents as needed
20. Communicate effectively and courteously with staff, residents, residents'

families, prospective residents, guests and visitors

21. Provide prospective residents and other interested persons with information about the retirement residence and gather contact information for follow up and appointment booking
22. Assist with resident care and satisfaction as able and where necessary within the residence
23. Other duties as assigned by the Director of Care