



NIAGARA INA GRAFTON GAGE VILLAGE
LONG TERM CARE SERVICES MANUAL

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DATE OF ORIGIN: May 2000	REVISED: January 2017

1.0 POSITION TITLE

Registered Nurse (RN)

2.0 RESPONSIBLE TO

Director of Resident Care (DRC)

3.0 POSITION SUMMARY

The RN shall provide professional care to residents, and direct and supervise nursing care given by Health Care Aides and Personal Support Workers within an assigned unit. The RN is required to plan, direct, and coordinate all activities necessary for the management of the unit. The RN shall work closely with the DRC and other members of the multidisciplinary team, including attending physicians, therapists, and personnel from other departments.

4.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Within the established policies of the facility, the RN shall:

- .1 Dispense and administer medications as follows:
 - a) Receive, transcribe, and double check all doctors' orders.
 - b) Order, receive, check, and store for safekeeping all medications, narcotics, and non-medical supplies.
 - c) Maintain Medication Administration Record (EMAR).
 - d) Maintain Treatment Administration Record (ETAR) .

- .2 Provide nursing care in accordance with administrative policies, physicians' orders, established standards, and recognized nursing practices as follows:
 - a) Assess residents' condition through recognizing and interpreting symptoms and signs and where appropriate, instituting remedial health measures.
 - b) Provide a holistic quality approach to resident care.
 - c) Be personally responsible for the nursing care of all residents on the Unit.

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- d) Assist physician in diagnostic and therapeutic measures.
 - e) Observe, report, and record symptoms and conditions of residents.
 - f) Maintain accurate and complete records of nursing observations and care.
 - g) Develop and maintain up-to-date resident Care Plans and RAI MDS as delegated.
 - h) Conduct Resident Care Conferences, as necessary.
- .3 Assist in maintaining a physical and psycho-social environment which meets the needs of residents:
- a) Assist in health teaching to staff and residents.
 - b) Assume responsibility for proper care of equipment used in providing care to residents.
 - c) Assist in maintaining adequate standards of cleanliness.
- .4 Promote good understanding and team work between registered and non-registered staff.
- .5 Respond to Nurse Call System as required.
- .6 Adhere to all policies and procedures pertaining to the operation of the facility in regard to: infection control; health and safety; administration of first aid to other employees as required; personnel practices; internal and external emergencies; residents' rights; and confidentiality.
- .7 Work in a safe manner by promptly reporting accidents/illness; seeking out first aid when appropriate; cooperating in health care treatment; cooperating in all aspects of the facility's modified work program; and reporting all unsafe or unhealthy conditions.
- .8 Participate in staff meetings, committees, and in-service education designated by the DRC.
- .9 Interact tactfully and courteously with residents, residents' families, visitors, and fellow staff.
- .10 Follow outlined job routine as developed by DRC.
- .11 Perform additional duties as required.

5.0 ENVIRONMENTAL FACTORS

- .1 Exposure to pets, plants, perfumes, cleaning agents, dust, etc.
- .2 Unpredictable resident behaviour.
- .3 Exposure to communicable diseases.
- .4 Emotional impact in dealing with residents with deteriorating health.

6.0 PHYSICAL DEMANDS

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- .1 Constant (67-100% of shift): standing; walking.
- .2 Frequent (34-66% of shift): pushing; pulling; neck motion; back motion; elbow motion; shoulder motion; gripping; twisting; bending/stooping; forward reaching.
- .3 Occasional (0-33% of shift): carrying; wrist motion; crouching; reaching above/below shoulder; reaching backward; lifting inanimate object (up to 50lbs).

7.0 QUALIFICATIONS REQUIRED

- .1 RN with current and active registration with College of Nurses of Ontario.
- .2 Current CPR Certification.
- .3 Possess excellent interpersonal, creative problem solving, conflict resolution, and leadership skills.
- .4 Fluent in the English language, both written and verbal.

8.0 QUALIFICATIONS DESIRED

- .1 Previous experience in working with seniors.
- .2 Completion of a course in geriatrics.