

Job Description

The Registered Practical Nurse (RPN) is responsible for providing nursing care, including administering medication and treatments, to assigned residents, consistent with the standards of nursing practice, the MOH guidelines, MOHLTC guidelines, and Algoma Manor's policies and procedures. The RPN (along with the Registered Nurse) is also accountable for ensuring that unregulated care staff provides appropriate care. The RPN works collaboratively with other members of the health care team in order to provide quality care to residents.

Qualifications

- Current certificate of competence from the College of Nurses of Ontario.
- Documented proof of successful completion of a medication administration course.
- Current CPR certification.
- Diploma in Practical Nursing from an approved and accredited College or University.
- Sensitive and empathetic to the needs of the residents
- Ability to exercise tact and diplomacy in dealing with residents, families, and visitors.
- Experience in a long-term care setting.
- Demonstrated strong interpersonal skills.
- Excellent verbal and written communication skills.
- Preference will be given to candidate able to communicate in English

Working Conditions

- Interaction with male and female residents of all ethnic and cultural backgrounds
- Lifting alone and with assistant
- Pushing and pulling content
- Crouching, kneeling, stooping/bending for short periods of time
- Walking and climbing stairs frequently
- Standing for long periods of time

Responsibilities

1. Assesses, plans, implements and evaluates and documents the nursing care that he/she provides to assigned residents, which includes, but is not limited to, the administration of medication and other treatments/assessments provided (i.e.: skin assessments and dressing changes).
2. Provides care-related direction to unregulated staff and monitors (i.e., evaluates) and redirects to ensure that quality care is maintained and consistent with the individual resident's care plan and the standards of Nursing Practice, the MOH-

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LTC's guidelines and policies and procedures. The direction includes, but is not limited to, providing PRN teaching about residents' health conditions and other care requirements.

3. Reports his/her findings relating to resident care and unmet resident needs to the DOC and/or Care Coordinator, Director of Resident and Nursing Services, and Administrator.
4. Completes accurate client records and other reports in accordance with the standards of nursing practice, MOH-LTC guidelines and the policies and procedures of Algoma Manor.
5. Maintains close communication with the Director of Resident and Nursing Services, and other health care team members in order to restore, maintain and protect the health and independence of the residents. This includes, but is not limited to, the PSW's, physiotherapy, dental hygiene and foot care service providers.
6. Collaborates with the physician/nurse practitioner to promote/maintain the health care needs of the residents. This includes the proper carrying of orders, transfer of order information to pharmacy, removing/adding medication to the appropriate passes and updating the Power of Attorney of changes made.
7. Reviews the pharmacy order (local and government) when it arrives to ensure that the correct amount, type, etc. is received.
8. Maintains close communication with the Power of Attorney/alternate contact to ensure updated on resident status when changes/incidents have occurred (i.e.: hospital transfer, acute onset illness, fall/injury sustained).
9. Participates in the Nursing Practice committee meetings, care team meetings (mini meetings) unit meetings and departmental or program committee meetings such as CQI, Infection Control, Wound & Skin, Documentation, etc.
10. Continues his/her professional development, as per the College of Nurses of Ontario quality assurance standards, through continuing education opportunities.
11. Partakes in required (and optional) educational services provided within Algoma Manor (i.e.: monthly educational programs, in-services, CPR and WHMIS).
12. Other duties as directed.

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By my signature, I hereby certify that I have reviewed the attached job description for my position, and agree to perform the duties described therein. I understand that management may make modifications, additions or deletions to the job description at any time and will notify me of any changes by sending me a revised copy for my review and signature.

Employee printed name _____

Date _____

Signature _____