



## VACANCY POSTING

<b>POSTING #: UFCW-2022-RPN</b>  <b>Posting Period: March 3, – May 31, 2022</b>	<b>EMPLOYEE GROUP: UFCW HOPE Service Workers</b>  <b>POSITION STATUS: Permanent Part-Time</b>  <b>Hours worked per week: Up to 24</b>
<b>Position: Registered Practical Nurse (RPN) – OPEN POSTING</b>  <b>Wage Range: \$29.922 - \$30.837 / hour (January 2022)</b>	<b>Department / Division: Corporate &amp; Social Services / Grandview Lodge</b>  <b>Location: Dunnville, ON</b>

At Grandview Lodge, each position ensures the Resident's safety as well as their physical, social and recreational well-being and quality of living.

### PURPOSE OF POSITION:

Reporting to the Director of Nursing and receiving work direction from either the Director of Nursing or the Charge Nurse, the incumbent will:

- provide nursing care, administer medications and treatments and
- perform a variety of other duties associated with the daily care of all Grandview Lodge Residents and
- assume a leadership role on the unit assigned

The Registered Practical Nurse may be assigned Charge Nurse duties and responsibilities.

### EDUCATION & EXPERIENCE

- High School (Grade 12) (or equivalent).
  - Ontario College Diploma in Practical Nursing
  - A Temporary License from the College of Nurses of Ontario, **OR**
  - Successful completion of the Registered Practical Nurse examination within the Province of Ontario and currently holding a valid Ontario Licence to practice Nursing.
  - Standard First Aid and Basic Rescuer (CPR) – current certificate
- Six (6) months to one (1) year related work experience (preferably in a Long-Term Care setting) or other relevant work in the nursing field as an RPN

Or equivalent to the above.

### KNOWLEDGE & SKILLS REQUIRED:

- Strong communication skills (verbal, listening and writing {documentation} skills)
- Ability to provide guidance and direction to a peer group
- Ability to work independently or as a team member
- Ability to recognize obvious changes in the Resident's usual pattern(s)
- Ability to administer care plans defined by Registered Staff
- Good interpersonal skills to deal with the Residents, team members and members of the public

**COMPUTER EXPERTISE:**

Level 2 - The incumbent must possess basic computer skills scored at 70% or higher to ensure their:

- proven ability to follow steps that are well defined to obtain / input information
- use software on a regular and recurring basis to key in basic data and send e-mails

**MACHINES OPERATED:**

**Include but are not limited to:**

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| <ul style="list-style-type: none"> <li>• Computer</li> <li>• Photocopier</li> <li>• Telephone, including portable phones</li> <li>• Fax Machine</li> <li>• Related medical equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Wheelchairs (including motorized)</li> <li>• Mechanical lifts</li> <li>• Beds</li> <li>• Med Carts</li> </ul> |
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***Accountabilities / Tasks***

**Include, but are not limited to, the following:**

- follow the GVL philosophy of delivering care to Residents by utilizing Montessori and GPA principles.
- communicate with Residents, visitors and other personnel in a courteous manner.
- ensure Resident's Bill of Rights is respected.
- collaborate with the Resident, physician, family, registered staff colleagues and other Grandview Lodge staff regarding Resident condition(s) and services required,
  - evaluate the effectiveness of the services provided,
  - and provide the Director of Nursing with this information.
- participate as a member of the Interdisciplinary Care Team, through prompt communication, regular Team Meetings and thorough and accurate documentation. (The Care Team assesses, plans, implements and evaluates nursing care provided to each Resident using the Nursing Process as a model).
- ensure the Resident's comfort and safety through compliance with current Health and Safety Regulations and MOHLTC standards, as well as the application of appropriate Infection Control Principles and Practices.
- assume responsibility for the implementation of the Resident's Individualized Care Plan by providing Nursing/Personal Support Worker staff with appropriate direction and guidance, follow-up and reassessments on an on-going basis
- administer medications and treatments as prescribed and maintain the medication documentation system for all medications administered. Assign treatment cream applications to Personal Support Workers when / as required.
- participate in admission processes and family conferences and maintain constant communication with Residents and / or their Power of Attorney (POA) / families to ensure changes in treatments, medications or health status are addressed and communicated in a timely fashion.
- ensure continual Resident-specific assessments and reassessments pertaining to their health and well-being.
- provide work direction, work supervision, work assignments, instruction and education to Personal Support Workers. Continually monitor staff performance and bring performance issues to the attention of the Director of Nursing
- always ensure all staff, in the unit the RPN supervises, is adhering to Health and Safety Policies and Standards.
- report any unusual and unacceptable behaviour of staff / visitors / Residents to Director of Nursing.
- report any and all abuse immediately to Charge Nurse in the Home, Director of Nursing and Administrator.
- maintain accurate confidential documentation and complete all requirements regarding RAI / MDS with assistance from the RAI / MDS Coordinator
- assume the responsibility of replacing staff in cases of absenteeism when the Scheduler or his / her backup is not present in the Home.
- complete accident / incident report forms, as well as Critical Incident Forms (MOHLTC Website) and any incident-specific County forms
- in the absence of the Director of Nursing or a Registered Nurse, may be designated as Charge Nurse which assumes the responsibility for the Home.

- ensure all practices follow the Standards as set out by the College of Nurses of Ontario.
- participates on various Teams/committees on a regular basis.
- undertakes continual collaboration and communication with Director of Nursing / Charge Nurse in the Home.
- adheres to, and enforces Infection Control Practices as outlined in the Policy and Procedure Manual.

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

**This position requires:**

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| - a current (within the past 6 months) Police Check | <b>YES - OPP LE 220E</b> |
| - a pre-hire physical                               | <b>YES</b>               |
| - COVID-19 vaccine (must be fully vaccinated)       | <b>YES</b>               |

**County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.**

### **AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*