

Qualification and requirements of a Registered Nurse

- Dundas Manor requires that all Registered Nurses (RN's) in our home have their Diploma or BScN from an accredited college or university program
- RN's directly report to the Director of Care (or delegate) of the home and work collaboratively with the entire care team
- RN's must currently be registered with the College of Nurses of Ontario as a Registered Nurse
- They will be annually licensed by the CNO and provide such documentation annually to Dundas Manor
- Experience in the LTC setting is an asset
- Additional qualifications, pain management, palliative care, wound management, computer training, etc. including BScN degree an asset
- Will ensure professional responsibility to complete the College of Nurses of Ontario Quality Assurance program annually and set goals for him/herself to improve on Nursing Knowledge and care

We hire Registered Nurses with great personal attributes such as:

- | | |
|-------------------------------|--------------|
| • Able to communicate clearly | • Optimistic |
| • Professional | • Confident |
| • Respectful | • Flexible |
| • Caring | • Reliable |
| • Patient | • Visionary |

What are the major duties of a Registered Nurse at Dundas Manor?

Documentation, Leadership & Professional Responsibility:

- Models the Commitment Statement of Dundas Manor and "Ladies & Gentlemen serving Ladies & Gentlemen" in all relationships in the home
- Leads and/or participates in the daily shift communication huddle- focusing on Quality & Safety Agenda items
- Follows the physician's orders, College of Nurses of Ontario Standards, the Ontario Long Term Care Act, MOHLTC Program Standards, and the policies & procedures implemented at Dundas Manor
- Possess excellent assessment skills and report & document any changes in resident condition to the physician & SDM/POA as required
- Communicate with the physicians & pharmacy; including processing and implementation of new/changed orders
- Ensure that admission & yearly medicals and telephone orders are completed & signed for as per MOHLTC Standards
- Complete audits as per requirements of the home

- Administer medications following safe medication practices and the CNO medication Standard.
- Knowledgeable of Point Click Care Nursing software & utilizes this software for documentation as required by policy at Dundas Manor
- Assist in the Admission process of new residents, transferring out for an appointment, assisting with laboratory visits, collection & labelling of specimens; and assisting in the Discharge/Death process
- Provides orientation to new RN staff at Dundas Manor; supports new RPN & front line PSW staff in their role(s)
- Effective communicator with all departments within the home: Management, Nursing (PSW & RPN), Dietary, Activities, Laundry/Housekeeping; shows initiative to make a positive change which will benefit the residents & our home
- Displays leadership skills & promotes a positive and professional image both at work and off-site while representing Dundas Manor

Supervisory Responsibilities:

- Supervision of PSW staff & RPN staff on the units ensuring that MOHLTC Standards are maintained & that Nursing Care Plans are updated and followed for each
- Investigation of issues on the floor which require immediate attention- mandatory reporting; appropriate notification to the DOC of disciplinary issues which require further investigation
- Monitoring of the dining room on his/her shift ensuring that MOHLTC Standards are followed, pleasurable dining is maintained, and that food/fluid/supplement records are completed; communicating assessments & high risks to the dietary department for any choking risk and/or dietary changes required
- Replace staff as required for sick calls when the Staffing Co-ordinator is not on site
- **Huddles** occur daily as paged by the home. All available staff are to attend huddle as able and positively contribute to health, safety & quality initiatives in the home. The RN on the day shift is to attend any one of the 3 huddles going on and contribute to the conversation.
- **Multi-disciplinary Care Rounds (MCR)** occur daily (Mon-Fri) @ 1:30pm. RN staff are available to attend MCR's and work with the RPN's of the Resident Home Areas to set quarterly goals for residents.
- Be aware of and follow all health and safety policies and procedures in order to ensure the health and wellbeing of themselves the staff they are responsible for and the residents.