



RPN

Qualification and requirements of a Registered Practical Nurse

- Dundas Manor requires that all Registered Practical Nurses (RPN's) in our home have their Diploma from an accredited college program
- RPN's are accountable to their direct Supervisor- the RN in the home during their shift
- RPN's directly report to the Director of Care (or delegate) of the home and work collaboratively with the entire care team
- RPN's must currently be registered with the College of Nurses of Ontario as a Registered Practical 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

We hire Registered Practical Nurses with great personal attributes such as:

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

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

Documentation, Leadership and Professional Responsibility:

- Models the Commitment Statement of Dundas Manor and "Ladies and Gentlemen serving Ladies and Gentlemen" in all relationships in the home
- Follows the physician's orders, College of Nurses of Ontario Standards, the Ontario Long Term Care Act, MOHLTC Program Standards, and the policies and procedures implemented at Dundas Manor
- Leads and/or participates in the daily shift communication huddle- focusing on Quality and Safety Agenda Items
- Responsible for the administration of medications and treatments for assigned residents; shall ensure that documentation adequately reflects this care and meets the MOHLTC Standards
- Effective communicator with all departments within the home: Management, Nursing (PSW and RN), Dietary, Activities, Laundry/Housekeeping; shows initiative to make a positive change which will benefit the residents and our home

- Displays leadership skills and promotes a positive and professional image both at work and off-site while representing Dundas Manor
- Possess excellent assessment skills and report any changes in resident condition to the RN on duty, the physician and SDM/POA as required
- Communicate with the physicians and pharmacy; including processing and implementation of new/changed orders
- Responsible for hourly checks of restraints and repositioning of these residents; including the re-assessment of the need
- Knowledgeable of Point Click Care Nursing software and 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 and labelling of specimens; and assisting in the Discharge/Death process
- Provides orientation to new RPN staff at Dundas Manor

Supervisory Responsibilities:

- Supervision of PSW staff on the units ensuring that MOHLTC standards are maintained and that Nursing Care Plans are updated and followed for each resident
- mandatory reporting requirements (e.g., abuse, neglect, etc.); appropriate notification to his/her immediate supervisor and/or 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 intake records are completed; communicating assessments and high risks to dietary department and RN on Duty for any choking risk and/or dietary changes required
- Provide report to the on-coming PSW staff at the change of shift; noting any changes in resident status, admissions/transfers/deaths; isolation and infection control issues; changes to the Nursing Care Plan, pain control issues, etc.
- 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.
- **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 RPN is to lead the huddle and contribute to the conversation.
- Multi-disciplinary Care Rounds (MCR) occur daily (Mon-Fri) @ 1:30pm. RPN staff lead MCR's and work with the RN's of the Resident Home Areas to set quarterly goals for residents.