



THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington Terrace Long Term Care Home

Requires a

Part Time Registered Nurse

Regularly scheduled shifts, paid on-call rotation

Reporting to the Resident Care Manager, the Registered Nurse has an advanced foundation of knowledge in clinical practice to coordinate and deliver complex care with the focus of practice being on decision-making, analysis, critical thinking, and leadership. The Registered Nurse provides resident care, including administration of medications and treatments, and assumes the responsible nurse role, as assigned, for the safety and security of the residents, staff, and building in the absence of the management team. The Registered Nurse must report potential emergency risks, staff and visitor incidents, or any adverse resident outcomes. The Registered Nurse also serves as a back up to RAI Coordinator as required.

This position requires the ability to work all shifts, including weekends and on-call shifts, as scheduled.

The minimum qualifications for this position include:

- Current certification of registration in good standing as a Registered Nurse through the College of Nurses of Ontario; completion of a Bachelor of Science in Nursing Degree is preferred.
- One to three years' experience as a Registered Nurse, preferably in long-term care.
- Current certification in Basic Cardiac Life Support.
- Post-diploma/degree education or certification in gerontology or nursing specialization preferred.
- Demonstrated working knowledge in infection control and the delivery of quality dementia, palliative and end of life care, pain management and evidence based practices.
- Excellent communication skills and a positive attitude.
- Demonstrated ability to lead, coach, mentor, and foster a respectful work environment.
- Working knowledge of Microsoft and resident documentation software.
- Police Vulnerable Sector Check required upon hire.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

This position offers an hourly range of: \$44.08 to \$51.53 (2021 Non-union Compensation Grid).

Applicants are invited to submit a resume, clearly marked **Posting #119-21 by 12:00 pm on Wednesday, December 1.**

ATTENTION: HR DEPARTMENT, Wellington Terrace Long Term Care Home, 474 Charles Allan Way, Fergus ON N1M 0A1. E careersterrace@wellington.ca or F: 519.846.9192. Please respond by one method of application only. No phone calls please. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON POSITION DESCRIPTION

Title: Registered Nurse	Reports to: Resident Care Manager
Department: Wellington Terrace	Positions Supervised: 35
Effective:	Revised: May 2017

BASIC FUNCTION:

The Registered Nurse will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct, Mission, Vision, and Values and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

Reporting to the Resident Care Manager, the Registered Nurse has an advanced foundation of knowledge in clinical practice to coordinate and deliver complex care with the focus of practice being on decision-making, analysis, critical thinking, and leadership. The Registered Nurse provides resident care, including administration of medications and treatments, by applying the principles of resident focused care.

The Registered Nurse maintains documentation standards within Wellington Terrace according to the College of Nurses of Ontario, Ministry of Health and Long-Term Care, and Resident Assessment Instrument – Minimum Data Set (RAI-MDS) standards and guidelines. The Registered Nurse completes scheduled quarterly and annual RAI-MDS summaries, care planning, and computerized documentation, as required.

The Registered Nurse assumes the lead in a monitoring group and special projects as assigned and reports on the quality initiatives to the Professional Health Care Committee.

The Registered Nurse assumes the responsible nurse role, as assigned, for the safety and security of the residents, staff, and building in the absence of the management team; and must report potential emergency risks, staff and visitor incidents, or any adverse resident outcomes. The Registered Nurse also serves as a back up to RAI Coordinator as required.

The Registered Nurse will support continuity and quality resident care by participating in the registered nurse on-call programme, and support the Home by covering shifts as required.

This position requires the ability to work all shifts, including weekends and on-call shifts, as scheduled.

PRINCIPLE RESPONSIBILITIES:

- Applies the [fundamental principle](#) of the Long-Term Care Homes Act in the operation of the home.
- Supervises and monitors performance of Registered Practical Nurses, Personal Support Workers, Neighborhood Clerks, and Terrace Aides.
- Assists in implementing strategic goals and participates in team building initiatives.
- Ensures proper utilization of equipment and human resources.
- Complies with all relevant municipal, provincial, and federal acts and regulations governing long-term care homes, Health Disciplines Act, Human Rights Code, Employment Standards Act,

Occupational Health and Safety Act, Workplace Safety Insurance Act, privacy acts, College of Nurses of Ontario (CNO) Standards and municipal by-laws.

- Ensures all RAI assessments, including weights, vital signs, quarterly medication reviews, Resident Assessment Protocols (RAPs), triggered follow ups, and revision to care plans have been completed as scheduled.
- Utilizes an electronic documentation system, maintaining confidentiality for resident information and ensures medical and nursing records are maintained in compliance with established regulations.
- Ensures on-going communication and consultation with the Resident Care Manager and Director of Care.
- Supervises resident safety through provision of infection control by reporting upper respiratory, enteric, or contact symptoms and completes line listing when required.
- Coordinates outbreak activities and supervises and chairs outbreak meetings when required.
- Participates on the Professional Health Care Committee as requested.
- Supervises care for residents, including complex care needs.
- Demonstrates leadership when collaborating with interdisciplinary team members.
- Initiates emergency response as predetermined by Wellington Terrace policies and procedures, appropriately notifying senior management.
- Shares knowledge and expertise and collaborates with team members and service providers. Promotes an environment in which the health care team works co-operatively and supportively.
- Serves as a role-model to students.
- Ensures adequate staffing and implements contingency plans as required.
- Maintains regular contact with residents/substitute decision makers to ensure a high quality of care and adherence to the Residents' Bill of Rights.
- Reports critical incidents in the appropriate timeframe to the Director of Care.
- Reports to appropriate authority any person associated with Wellington Terrace whose actions or behaviours towards residents are unsafe or unprofessional, including physical, verbal, emotional, sexual, and/or financial abuse.
- Maintains and continuously improves competence by participating in the College of Nurses of Ontario's Quality Assurance (QA) Programme.
- Practices and promotes privacy, confidentiality, and security by adherence to privacy acts.
- Supervises the drug administration programme, enforces the control and safekeeping of drugs and narcotics, and maintains a record of medication pharmacy orders and drug discards.
- Ensures rehabilitative and restorative measures are implemented as outlined in the resident care plan.
- Ensures that staff adheres to the Occupational Health and Safety Act and report any hazardous situations or practices to the appropriate manager.
- Demonstrates ability to handle emergency situations in a prompt, precise, and professional manner.
- Documents accurate and ongoing assessments of residents' status.
- Coordinates staffing assignment decisions, replaces and reassigns shifts in the best interest of the residents and professional practice.
- Coaches nursing staff to continuously improve performance and to seek and implement new knowledge.
- Monitors punctuality and attendance and reports to the Resident Care Manager.
- Supervises return to work plans in conjunction with Human Resources and Workplace Safety Insurance Board (WSIB) and reports progress to the Resident Care Manager.
- Coaches employees on performance concerns in the moment and completes follow-up documentation no later than the next business day, forwarding the documentation to the Director of Care and Resident Care Manager.
- Ensures confidentiality in the proper and professional dissemination of information to the nursing and multi-disciplinary team, resident /substitute decision maker, and volunteers.

- Responds to serious performance concerns and notifies the Team Leader and Resident Care Manager and/or Director of Care, and provides supporting documentation no later than the next business day.
- Supports the nursing team's ability to maintain boundaries between professional, therapeutic relationships, and non-professional, personal relationships.
- Participates in resident and family special events.
- Responds to emergency fan-out when initiated.

CONTACTS:

Internal: The County of Wellington, nursing and inter-disciplinary team, residents/substitute decision makers, Medical Director and medical team, management team, service providers.

External: Ministry of Health and Long-Term Care, professional associations, College of Nurses of Ontario, and other external health care providers.

MINIMUM QUALIFICATIONS:

- Current certification of registration in good standing as a Registered Nurse through the College of Nurses of Ontario ; completion of a Bachelor of Science in Nursing Degree preferred.
- One to three years' experience as a Registered Nurse, preferably in long-term care.
- Current certification in Basic Cardiac Life Support.
- Additional education in gerontology would be an asset.
- Demonstrated working knowledge in infection control and the delivery of quality dementia, palliative and end of life care, pain management and evidence based practices.
- Excellent communication skills and a positive attitude.
- Demonstrated ability to lead, coach, mentor, and foster a respectful work environment.
- Working knowledge of Microsoft and resident documentation software.
- Police Vulnerable Sector Check required upon hire.

SKILLS AND COMPETENCIES:

- Demonstrated leadership skills.
- Demonstrated skills in planning and providing resident focused care.
- Member of Registered Nurse Association of Ontario/Gerontological Nursing Association preferred.
- Skills to work independently and as a team player on the interdisciplinary team.
- Excellent communication and interpersonal skills.
- Demonstrated knowledge through education and continuous learning.
- Ability to foster effective teams while understanding that decisive action is required based on policies and procedures, scope of practice and authority.

OTHER:

Location: Wellington Terrace, Fergus, Ontario.

REFERENCES:

- College of Nurses of Ontario Practice Standards
- County of Wellington Human Resources Policies & Procedures