

HOSPICE CARE AVON MAITLAND (HCAM)

POSITION TITLE: Registered Nursing Staff (RN/RPN); Rotary Hospice Stratford Perth (RHSP)

REPORTS TO: Director of Residential Care

POSITION SUMMARY:

Hospice nurses report directly to the Director of Residential Care (DRC), and indirectly to the Executive Director (ED). Accepting guidance from the Clinical Resource Nurse (CRN), the nurse works as a member of a multi-professional team, participating in a resident- centred approach to the development, monitoring, and evaluation of resident care.

The nurse promotes nursing excellence and quality care within their scope of practice and in accordance with the standards of practice as outlined by the College of Nurses of Ontario (CNO). The RN provides leadership to the care team and direct nursing care to residents in accordance with established policies and procedures of Hospice Care Avon Maitland (HCAM). The nurse assesses and anticipates the total physical, psychosocial, spiritual and practical issues of the resident by participating in the development, implementation and review of resident care plans, evaluating the effectiveness of care plans, and implementing changes where necessary.

ESSENTIAL FUNCTIONS

RESIDENT AND FAMILY CARE:

- Assumes responsibility for resident care in accordance with the Regulated Health Professionals Act and the College of Nurses of Ontario (CNO).
- Assesses, plans, implements and evaluates nursing care of residents.
- Collects information from a variety of sources using skills of observation, communication and physical assessment to enable the provision of appropriate nursing care.
- Identified actual or potential health issues and plans and performs interventions, evaluating outcomes.
- Communicates and consults with members of the care team regarding resident care.
- Nursing staff are expected to collaborate with the Personal Support Worker (PSW) to assist and/or complete all resident personal care/activities of daily living.
- Acts as an advocate to protect and promote the resident and family rights to autonomy, respect, privacy, dignity and access to information.
- Develops a plan of care in collaboration with the care team and the resident and family.
- Documents timely and accurate reports of relevant observations including resident and family teaching and evaluation of nursing care.
- Participates in multi-professional meetings as appropriate.

QUALITY ASSURANCE:

- Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings, and committees.
- Identifies resident care issues that provide opportunity for improved resident care practices.
- Participates as an active member on nursing and hospice committees, and councils for improvement of resident care and the work environment.
- Attends staff meetings and educational sessions. If unable to attend, provides notice in advance to the DRC and reviews minutes of meeting.
- Participates in the orientation and ongoing education of hospice staff, students, and volunteers by providing information and acting as a preceptor when assigned.
- Active participant in the performance appraisal process including learning plans and attends educational programs to maintain and enhance clinical competency.

RISK MANAGEMENT AND SAFETY:

- Assists in maintaining a safe environment for residents and their families, staff, students and volunteers by adhering to established safety and emergency practices of SPRH.
- Adheres to safe medication practices and narcotics count controls in accordance with HCAM policy and professional practice standards.
- Complies with all HCAM Clinical, Infection Control and Occupational Health and Safety policies and processes to eliminate or minimize unsafe acts or conditions, including identification and reporting of near misses and actual adverse occurrences.
- Utilizes any equipment, protective devices, or clothing required by HCAM.
- Ensures familiarity with emergency response plans and complies with the procedures outlined for each type of emergency.
- Reports to the DRC any known missing or defective equipment or protective device that may be dangerous to themselves, or another worker and commits to not using said equipment until issue is resolved.
- Reports any contravention of the *Occupational Health & Safety Act* or the regulations or the existence of any hazard to the DRC.

LEADERSHIP:

- The RN is responsible for aiding in organizing the daily routine of the clinical care team to ensure that each resident's total care needs are addressed and that the team can attend to their required tasks.
- After hours and on weekend and holidays the RN may be the most senior staff member in the building and therefore called upon to assist in problem solving a variety of issues.

- Serves as a positive role model for staff, students, volunteers, family members, visitors, health care professionals and the community.

PUBLIC RELATIONS AND NETWORKING:

- Raises community awareness of hospice palliative care and of the services provided by RHSP, through public speaking opportunities, tours of the facility, and educational presentations as requested by the Director of Residential Care.
- Recognizes the impact of personal statements made by employees in the community about the hospice and refrains from making any disparaging remarks about the organization either verbally or via social media.

FUNDRAISING:

- Able to appropriately direct questions regarding support and/or donations and participates in fundraising initiatives and events arranged by the Stratford Perth Hospice Foundation (SPHF).
- Refrains from making any fundraising requests to benefit the hospice or its employees without first discussing with the Fund Development Manager.

JOB SPECIFICATIONS

EXPERIENCE AND KNOWLEDGE:

- Three (3) years of recent palliative care experience with demonstrated expertise in pain and symptom management preferred.
- A strong dedication to the philosophy of hospice palliative care and a commitment to the vision, mission and values of HCAM.
- Ability to work with residents and families living with and dying from advanced illness.
- Able to direct, delegate and work with staff nurses, PSWs, students, volunteers, physicians and community partners.
- Demonstrated leadership skills with the ability to both give and take direction and feedback including respectful constructive criticism.
- Computer literate and able to work with Microsoft Suite.
- Knowledge of Point Click Care documentation system an asset.

EDUCATION

- Current Certification without restriction issued by the College of Nurses of Ontario.
- Completion of Fundamental of Hospice Palliative Care and Advanced Fundamentals or willingness to register at employee's expense during the probationary period.

- Certification in Comprehensive Advanced Palliative Care Education (CAPCE) and Learning Essentials Applications to Palliative Care (LEAP) an asset.
- Current Canadian Hospice Palliative Care Nursing Certificate (CHPCN) an asset.
- Safe Food Handling course an asset, or willingness to obtain at employee's expense during the probationary period.
- Current CPR training and willingness to re-certify as required. Required at employee's expense prior to orientation.

WORKING CONDITIONS AND EXPECTATIONS

- Provision of Police Record and Vulnerable Sector Check. Required at employee's expense prior to clinical orientation. Results within the last 3 months will be accepted.
- Provision of Tuberculin (TB) Skin Test results (Mantoux Test). Required at employee's expense prior to clinical orientation. Results within the last 3 months will be accepted.
- Completion of Safe Food Handling/Food Safety certification. Required at employee's expense prior to clinical orientation or a commitment to complete during probationary period. Results within the last 3 months will be accepted.
- Completion of Fundamentals of Hospice Palliative Care certification. Required at employee's expense prior to clinical orientation or a commitment to complete during probationary period. Results within the last 3 months will be accepted.
- Ability and willingness to work flexible hours including day and night shifts as well as extended hours, weekends and holidays.
- Reliable transportation to and from work and willingness to incur expense of travel if this transportation is unavailable.
- Participates in staff meetings and other mandatory activities that may occur outside of normal work hours.
- Work is performed in a patient care setting and may involve exposure to waste gases and blood and body fluids and hazardous materials. Ability to function in the presence of each of the following commonly encountered environmental factors:
 - Noxious smells; chemicals
 - Disease agents
 - Noise and distraction
 - Unpredictable behaviour of others
 - Frequent exposure to water and chemicals used in disinfection/sterilization process.

PHYSICAL REQUIREMENTS

- Standing, squatting, bending, pulling, pushing, twisting and repetitive movements.
- lifting up to 30lbs unassisted.

- Ability to provide transfer assistance and mechanical lifting to residents or varying ability using appropriate body mechanics.
- Combinations of walking around the facility and sitting at a desk, or in front of a computer, for 12 hours.

INTERPERSONAL SKILLS AND COMPETENCIES:

- Positive approach to resident service and a demonstrated capacity for empathy.
- Must be fluent in speaking, reading and writing in the English language. Effective communication skills in additional languages is an asset.
- Strong organizational, prioritization and teamwork skills.
- Ability to work collaboratively as part of a team and speak effectively in small group settings.
- Demonstrated leadership skills with the ability to both give and take direction and feedback including respectful constructive criticism.
- Demonstrated problem solving and conflict management skills.
- Follows privacy and confidentiality policies under the Personal Health Information Protection Act, (PHIPA).

NOTE: This job description is not implied to be exhaustive. Employees may be requested to perform other related duties as assigned to meet the ongoing needs of RHSP.