

6.30 General Duty Staff Nurse (RN / RPN / LPN)

SUMMARY OF DUTIES:

Under the direction of the Director of Care and Assistant Director of Care or designate, the general staff nurse provides leadership on the assigned floor and is responsible to:

- Promote a working environment that is healthy, respectful, safe, and non-punitive.
- Practice within professional scope of practice and accountable to maintain professional competency, as defined by the respective professional colleges.
- Complete the nursing process; collaborate with physicians, nurse practitioner, specialists, and the interdisciplinary team members in providing person/family centred care that is competent, ethical and safe.
- Provide education and counseling for residents & families.
- Encourage resident/family involvement in decisions about care and advocates on behalf of residents/family when necessary.
- Provide direction, coaching and supervision of Health Care Assistants in provision of safe, Person/Family Centred Care.
- Report unsafe practice or professional misconduct to **Director of Care and Assistant Director of Care or designate**.
- Report all identified "Resident Safety" hazards.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. On admission assesses the residents' needs, along with the family if present, to determine the resident's ability to meet physical, psychological, social and spiritual needs.
2. On admission and at **ALL** transition points of care initiate and ensures completion of the Medication Reconciliation process.
3. Encourages resident to participate in activities of daily living and care planning through education and respect of resident decision making.
4. Promotes and maintains positive, therapeutic communication and professionalism with residents, families and coworkers.
5. Advocates for residents and families to protect their rights to autonomy, respect, privacy and dignity.
6. Administers vaccines to residents as needed.
7. Consults and plans with interdisciplinary team regarding the care required to meet the residents' needs.
8. Delivers care in a manner that maintains the resident's comfort and dignity throughout the dying process and pronounces death when ordered by physician.
9. Discuss/assist care staff and families, to identify residents demonstrating responsive behaviors. Adhering to policy and procedure develop a care plan that promotes comfort and security for the resident and for the staff.
10. Discuss and assess resident for risks (safety) with the inter-disciplinary team i.e. falls, pressure sores, and develop care plan i.e. fall prevention program, repositioning, etc.
11. Conducts "Safety Huddles" with ALL staff on floor, at least once a shift and when there is a "harmful" event.

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12. Develops and implements a computerized Resident Care Plan triggered by the MDS/ Head to Toe assessments and ensures regular review and revision as required (current hard copy to be maintained at the nursing station).
13. Provides direct nursing care including transcription of medication orders, administration of medication, treatments approved, nursing procedures carried out, and documents using Focus charting.
14. Reports condition of the residents and pertinent information to oncoming shifts.
15. Participates in interdisciplinary care conferences. Communicates and documents results according to established standards.
16. Completes admissions, discharge and transfers of the residents according to Langley Lodge guidelines.
17. Assists the physician with examinations, diagnostic tests and therapeutic measures.
18. Accountable for medications management and narcotic control and security.
19. Follows Langley Lodge policies and procedures, Fraser Health Infection Control Manual, London Drug Policies and Procedure Manual and related Regulatory Bodies in the performance of all duties.
20. Provides direction and supervision of Care Team in care provided for resident, and in the completion of assigned duties.
21. Provides direction and support to LPNs.
22. Assists with the Performance Evaluation of LPN's and Health Care Assistants by providing objective observations to Director of Care or designate.
23. Collaborates with other members of the health care team to promote a healthy and respectful working environment.
24. Supports the facility Safety Program. Monitors safety in the living and working environment, responds to removal of defective or used equipment from area and reports hazards, near misses, incidents, accidents and unsafe or faulty equipment.
25. Responsible for resident care as assigned in the absence of the Director of Care or designate, and for initiating emergency measures in the event of fire or disaster. Assumes role of Nurse in Charge.
26. Attends and provides input at departmental/staff general meetings and education sessions, as required.
27. Participates in the Quality Improvement (QI) Program, through active participation in committees, input into the development of Policies and Procedures, conducting Q.I audits, completing Resident Safety Incident Reports and other activities as assigned.
28. Participates in the orientation and ongoing education of students and others, including LPNs, Health Care Assistants and other members of the interdisciplinary team by providing information and acting as a preceptor, mentor and support as requested/ assigned.
29. Performs other related duties as assigned.

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JOB QUALIFICATIONS:**Education / Knowledge**

- Graduate of an approved School of Nursing, with current registration with C.R.N.B.C. or R.P.N.A.B.C. C.L.P.N.B.C Valid First Aid Certificate
- Must possess basic computer skills.

Experience

- Previous experience in geriatrics or Long Term Care preferred. Courses and experience in Dementia Care is an asset.

Physical

- Must be in good health, free from communicable diseases and physically fit to perform above duties which include standing, bending and lifting heavy residents.

Special

- Must demonstrate ability to communicate effectively and maintain co-operation with all levels of personnel. Constantly bears in mind that the prime objective of all employees is the maximum comfort and contentment of the residents, and performs all duties toward this ultimate objective of service.

REFERENCE:

Resident Care Policies and Procedures – II-02 Primary Nurse Responsibilities

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