



## **HOSPICE MUSKOKA – JOB DESCRIPTION**

### **Registered Nurse (RN) & Registered Practical Nurse (RPN)**

#### **JOB SUMMARY**

The Registered Nurse (or registered practical nurse) shall, through the nursing process, determine and provide the professional care needed by the residents. She/he will assume a lead role in the interdisciplinary team providing supervision for the PSW, and the Hospice Volunteers. In addition, the RPN will liaise with physicians and other Health Care workers to develop and maintain a client centered, goal-oriented plan of care.

#### **PAY**

- \$29.75-\$31.58/hr (RPNs)
- \$37.98-\$40.31/hr (RNs)

#### **SCHEDULE (in 12 hours shifts 8am-8pm):**

- Day shifts and
- Night shifts

#### **LOCATION:**

- In-person - 16 West St. Port Carling, ON

#### **BENEFITS (100% employer-paid premiums!):**

- Dental care
- Employee assistance program
- Extended health care
- Flexible schedule
- Life insurance
- On-site parking
- Paid sick and vacation time off
- Vision care
- Wellness program

\*FT permanent staff receive full benefits, PT permanent staff receive HSA + EAP, casual permanent and contract staff receive EAP



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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assume responsibility for all aspects of resident care in accordance with the Regulated Health Care Professionals Act and the College of Nurses.

##### **1. Assessment:**

Assesses for pain and symptom management on an ongoing basis, and administer medications according to the College of Nurses Standards of Practice. Collaborates with the rest of the care team and takes a lead role in team rounds and report. Recognizes, assesses and responds to resident health status changes in accordance with Hospice philosophy, and reports appropriately to the Most Responsible Provider (MRP – MD/NP). Leads and participates actively in resident care planning and seeks interdisciplinary consultation as appropriate. Consults with the resident, family members, and/or the substitute decision maker regarding needs, wishes, and preferences for care. Consults with the RN Leads; Hospice Muskoka Palliative Care Team, Simcoe Muskoka Palliative Care Team or HCC Case manager for additional services as required.

##### **2. Implementation:**

Delivers interventions in accordance with College of Nurses Standards of Practice, such as: pharmaceutical, medical, and other interventions as ordered by the MRP. Provides leadership to RPNs, PSWs and volunteers and other team members and teaches others to administer treatments as required and as appropriate. Documents accurately and in a timely manner according to College of Nurses Standards. Assists with ordering supplies according to resident needs and in collaboration with the CCAC Case Manager. Monitors and assumes responsibility for maintaining a safe and healthy environment, and reports unsafe situations to the Director of Care (DOC).



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#### **3. Evaluation:**

Reviews, evaluates, and or revises the Resident Care Plan daily or as needed. Reports medication errors to the DOC and completes an Occurrence report according to Hospice Policy. Confers with residents and/or family regarding their satisfaction with the care plan. Completes an annual self-evaluation of performance including identification of learning needs and goals.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and judgement required for nursing according the College of Nurses Standards of Practice. The individual must possess a belief in and a commitment to achieving the goals and future development of Hospice Muskoka – Andy's House.

#### **EDUCATION AND/OR EXPERIENCE:**

- Graduate of a recognized RN or RPN program.
- Must be a current registrant in good standing with the College of Nurses of Ontario (CNO).
- Must be fluent in English (reading, writing, speaking).
- Must be able to commute to Port Carling for work on a daily basis.
- Must be able to work 12 hour shifts.
- Must be able to work night shifts.
- Demonstrated expertise with pain and symptom management.
- Experience leading and functioning in an interdisciplinary team environment.
- Computer literate. Ability to write routine reports and correspondence.
- Requires excellent communication and interpersonal skills.
- Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must have time management skills accompanied by flexibility.
- Palliative Care certification an asset or willingness to pursue certification.



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#### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to stand, walk, reach with hands and arms, stoop, kneel, or crouch, push or pull. The employee must regularly lift and/or move up to 25 pounds.

#### **KNOWLEDGE / COMPETENCY:**

Each nurse possesses and continually acquires knowledge relevant to the professional service (hospice palliative care) provided by:

Participating in team rounds, in-services, attending workshops/seminars, and enrolling in post-diploma programs related to palliative care. Has knowledge of the Hospice policies and procedures. Demonstrates leadership to other staff, volunteers and families. Identifies learning needs through annual Performance Appraisals with the Director of Care. Participates in College of Nurses Quality Assurance reviews. Certification of Registration with the College of Nurses is renewed and submitted to the Director of Care by February 1 each year. Assists with the Accreditation process, and any other method used to ensure optimal standards of care are provided and maintained at Andy's House.

#### **ETHICS:**

Each nurse understands, upholds and promotes the ethical standards of the profession by:

- Evaluates/ updates resident care plan involving the resident and/or SDM.
- Assuring resident/family/staff privacy and confidentiality is maintained.
- Assuring the dignity of the resident is protected and maintained throughout their stay.
- Participates in the development of Hospice Palliative Care Policies and Procedures.
- Takes ownership and responsibility for occurrences that happen under their charge and report them immediately to the DOC. Assists in finding solutions for preventing future similar occurrences.



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**Disclaimer:** In keeping with mental health reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.

- To request this posting in an alternate format or to request accommodation in the application process, email [HR@hospicemuskoka.com](mailto:HR@hospicemuskoka.com)

*Hospice Muskoka supports and promotes diversity in the workplace. We welcome all applicants including women, aboriginal people, people with disabilities, and members of the 2SLGBTQ+, visible minority, and immigrant communities to apply.*

**While we thank all candidates for their interest, only those selected for an interview will be contacted.**