



## THE UNITED CHURCH HOME FOR SENIOR CITIZENS, INC.

### POLICY

<b>Title</b>  <b>JOB DESCRIPTION</b>  <b>REGISTERED NURSE/CASE MANAGER</b>		<b>Circulation</b>  <b>EMPLOYEE MANUAL</b>		<b>No. Pages 4</b>
<b>Department</b> <b>NURSING</b>		<b>Authorization</b> <b>DIRECTOR OF CARE SERVICES</b>		<b>Review Date</b> <b>MAY 2008</b> <b>MAY 2012</b> <b>MAY 2020</b> <b>JANUARY 2023</b>
		<b>Original Date</b> <b>JULY 1982</b>		

#### NATURE OF POSITION:

Functioning as case manager, the Registered Nurse uses the nursing process to establish the resident service plan; assumes leadership and works in collaboration with other care providers to assure provision of the needed care and services; assumes care responsibilities, administrative and supervisory roles as required and works under the supervision of the director of care services and/or the nursing home administrator.

#### QUALIFICATIONS:

1. Graduate from an accredited School of Nursing, Bachelor of Nursing preferred.
2. Active registration with the Nurses Association of New Brunswick or eligible for active registration in New Brunswick.
3. Progressive experience in which leadership, administration, teaching ability and competency as a practitioner of nursing has been demonstrated is desirable.
4. Geriatric experience is an asset.
5. Computer/skills are desirable.
6. Physically and emotionally able to perform assigned duties.
7. Good work record.
8. Professional personal appearance.

#### DUTIES AND RESPONSIBILITIES:

##### A. Organizational Responsibilities

###### A.1

Demonstrates knowledge of the nursing home's philosophy and mission, and conducts work in a manner consistent with this philosophy and mission;

**A.2**

Participates in the nursing home's continuous quality improvement program to improve resident, staff, unit, department and facility performance outcomes;

**A.3**

Demonstrates knowledge of, and conducts work according to the nursing home's policies and procedures;

**A.4**

Develops, co-ordinates and/or participates in orientation and continuing education programs for new personnel and residents and oversees their implementation;

**A.5**

Involved in continuing education programs through development and delivery of programs to nursing and other personnel.

**A.6**

Manages and utilizes unit and facility resources, such as human resources, supplies and equipment, economically and safely.

- a) Allocates human resources based on unit and facility requirements;
- b) Maintains unit supplies, updating quotas as indicated. Orders and receives stock, monitors expiry dates;
- c) Identifies equipment needs. Evaluates equipment on trial prior to purchasing.

**B. Nursing Care Responsibilities**

**B.1** Utilizes the nursing process within established scope of practice to develop and co-ordinate the provision of holistic services to residents.

Assessment:

- Observes, collects, measures, interprets and records information and treatment regarding the resident;
- Conducts interviews;
- Administers and supervises the administration of appropriate tests, procedures, and treatments within established scope of practice standards.

Planning:

- Identifies strategies for meeting goals and objectives;
- Researches care issues as needed;
- Prepares comprehensive resident care plans;
- Plans and assigns workloads;
- Sets priorities.

### Implementation:

- Develops and co-ordinates the implementation of resident service plans and all assigned work;
- Administers and supervises interventions within established scope of practice standards;
- Ensures the provision of service that fosters resident independence, safety, dignity, and comfort;
- Documents the resident care according to established guidelines;
- Co-ordinates and participates in staff evaluation programs;
- Provides leadership, guidance and assistance, as needed, to nursing personnel and other members of the multidisciplinary team in completion of daily assignments by functioning as a case manager.

### Evaluation:

- Co-ordinates the evaluation of care by analyzing, interpreting and reporting data related to resident responses in conjunction with the multidisciplinary team;
- Implements policies and procedures related to continuous quality improvement;
- Evaluates the effectiveness of the nursing process components.

### **B.2**

Develops and maintains good interpersonal and communication skills and utilizes these skills in work with residents, families, volunteers, visitors, and other staff;

### **B.3**

Maintains resident confidentiality and respects the residents' right to privacy;

### **B.4**

Participates in providing emotional support to residents and families;

### **B.5**

Develops, participates in, and reinforces appropriate health related teaching of residents, families and other staff.

## **C. Health and Safety Responsibilities**

### **C.1**

Participates in the development, revision and maintenance of current facility policies and procedures for disaster and fire plans;

### **C.2**

Participates in the development, revision and maintenance of current facility policies and procedures for infection control, body mechanics and other programs as may be required by the nursing home;

### **C.3**

Has a thorough knowledge of and is able to demonstrate the safe use and care of supplies and assigned equipment required in the provision of resident care;

**C.4**

Ensures a comfortable, safe and clean environment for residents, personnel, volunteers and visitors.

**D. Individual Responsibilities**

**D.1**

Attends in-services, staff and committee meetings;

**D.2**

Maintains own professional and personal development through participation in continuing education programs and other initiatives;

**D.3**

Works as a team leader and team member;

**D.4**

Participates in setting organizational goals and sets personal goals.

**E. Operational Support**

**E.1**

Ensures messages are received and relayed effectively and efficiently;

**E.2**

Directs, moves and transfers residents when required.

Related and allied duties will be assigned from time to time as may become necessary to the operation of the home.