

Working Title: Nurse	Name:
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Position No.:	Reports to Position No., classification and level:	Division, Branch/Unit: Disability Services - Rosecrest
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Present Classification: Medical Health 2	Requested Classification: <i>(if encumbered only)</i>
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Position Summary:

Briefly describe the main purpose of the position, and why it exists for the most part [hyperlink writing guide]

The Medical and Health 2 is employed in a 24/7 organization that provides nursing, residential and activity support services for individuals with developmental disabilities. The Medical and Health 2 functions as a supervisor of a unit with Residential and Support Services (RSS). Primary responsibilities include direct supervision of Medical and Health 1's and Individual Support 1 and 2's and the coordination and supervision of health services. The Medical and Health 2 is responsible for the orientating, training, coaching and evaluating of staff members.

Primary Accountabilities/Responsibilities:

List the most important accountabilities/responsibilities of the position and how they are achieved. Normally a position has 4-8 core functions with approximately 3-6 activities involved in each [hyperlink writing guide]

1. Responsible for ensuring effective service delivery by planning, implementation and evaluating nursing/health services by:

- Assessing health status and coordinating appropriate nursing/health supports (physicians, pharmacy, lab, and medical supply vendor).
- Follows Physicians orders, delivers medication, treatments and conducts diagnostic tests.
- Orientation, coaching and supervising delivery and nursing techniques (i.e., gastrostomy, tracheostomy, oxygenation, respiratory care, suctioning, insertion and replacement of tubing).
- Complete the assessment for guardianship and trusteeship applications,
- Ensuring that all documentation relating to health and care delivery is factual, accurate and consistent.
- Making decisions, taking action, and provides guidance in nursing interventions related to prevention, health, treatment and crisis situations.
- Ensuring that all nursing equipment is maintained.
- Reviewing all incident reports, investigates accidents and provides a written report.
- Assuming total responsibility for the shift.
- Monitoring and ensuring that all orders for medications are filled and received correctly.
- Annual CPR recertification.

2. Responsible for supervision of subordinate staff by:

- Ensuring that all policies and procedures of worksite are followed.
- As lead on shift, position is responsible for direct supervision of Medical Health 1, Individual Support workers (1 &2),
- Reviewing and making appropriate recommendations relating to procedures.
- Outlining time management guidelines for Medical and Health 1's and Individual Support 1 and 2's.
- Planning and facilitating meetings.

- Supporting and participate in care delivery with frontline staff.
- Guiding and coaching nursing procedures.
- Completing evaluations of Medical and Health 1's and Individual 1 and 2's.
- Monitoring the continuity of 24 hour care delivery.
- Participating in staff recruitment and orientation.
- Decisions and recommendations are consistent with the position duties and established goals
- Staffing levels on shift and weekends
- Dealing with conflict resolution as deemed appropriate as lead on shift or supporting on going
- Decisions with respect to emergency response and staff deployment

3. Facilitates, monitors and maintains a healthy living environment by:

- Monitoring and creating an atmosphere for the residents based on CET standards. (Adult world)
- Changes to current health care practises
- Acting as an advocate to enhance the quality of life for the individuals living at RSS.
- Liaising with parents, guardians and other service providers.
- Sensitively deals with parents and guardians.
- Maintaining a safe physical living environment for the residents and staff.
- Ensuring that safety standards are met (i.e., maintenance of equipment, implementing preventive measures as required).
- Accountable for budget and inventory, fixed assets, individuals possessions.

4. Responsible for administrative duties by:

- Preparing staff assignment sheets.
- Responsible to meet all time lines on employee evaluations.
- Monitoring staff holidays, benefits and absenteeism.
- Ensuring that all staff timesheets are completed in a timely and accurate manner.
- Ensuring accurate staff scheduling.
- Able to assume Medical and Health 3 (Nurse 3) duties as required

5. Other related duties.

Knowledge/Experience/Competencies:

Include information on required education along with identifying the most important areas of knowledge, specific training and type of experience required for the position. [Insert Link to writing guide] Critical competencies (technical and behavioural) required to do the work should be included – please reference the APS Competency Model [hyperlink APS competency model]

Knowledge:

- Strong sense of responsibility, commitment and leadership skills.
- Thorough understanding of RSS policies and procedures.
- Strong communication skills, both written and verbal.
- Effective interpersonal skills.
- Effective investigating, counselling and conflict resolution skills.
- Effective knowledge and understanding of performance standards and measures.
- Effective organizational skills and self-motivation.
- Effective skills and experience in staff supervision.
- Ability to work independently and be adaptable to changing situations.
- Ability to develop client focus strategies to deal with health issues of residents.

Experience:

Competencies: Graduated from a recognized School of Nursing and registered with appropriate association.

Primary Relationships/Contacts:

Identify primary internal and/or external clients, partners and stakeholders with whom your position communicates relevant to the primary purpose of the role. Indicate the frequency, purpose and nature of the contact [hyperlink writing guide]

Clients	Frequency	Nature/Purpose of Contact
Internal:		
External: Members of the support network, parents, guardians and other service providers. Health care professionals, contracted pharmacist, physiotherapist and service providers of other agencies such as the Glenrose Hospital Seating Clinic, Seizure Disorder clinic.		

Organization Chart:

A current organization chart that includes supervisor, peers and staff must be attached. Include whether the positions are permanent, wage, temporary or contract and indicate position numbers [hyperlink writing guide]

Changes Since Last Review: (if applicable)

Identify significant changes that have impacted the primary responsibilities and accountabilities assigned to the position since the last review, including organizational changes [hyperlink writing guide]

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Signatures:

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned [hyperlink writing guide/delegated authority]