

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

09-OG-02

Position No:	Department: <u>Health and Social Services</u>
Title: <u>NURSING HOME ATTENDANT</u>	Branch/Unit: <u>Continuing Care</u>
Incumbent:	Location: <u>Whitehorse, Yukon</u>
Supervisor's Name: Barbara Adel	Date Position
Title: <u>Manager, Extended Care Seniors</u>	Description Completed: <u>June 4, 2002</u>
Position No: 15-170	

PART II

SUMMARY (broad statement of why position exists):

Reporting to the Manager of Intermediate Care, and Registered Nurse for shift supervision, the position assists nursing personnel in providing direct care to residents (children, adults, seniors) to help meet their physical, emotional and spiritual needs. The position also participates in the development, implementation and evaluation of nursing care plans.

A. Duties and Responsibilities

1. Major function - the single most important activity or responsibility required (describe what is done, how it is done, and why it is done):

Provides direct nursing care to residents (children, adults, and seniors) promoting their physical, emotional and spiritual well being according to established departmental and facility policies, procedures and regulations, by:

- assisting and supporting resident in all areas for whatever is required in activities of daily living: personal hygiene, grooming, dressing, ambulation, nutrition, mealtime activities and elimination;
- performing such nursing measures as taking weights, bed making, collecting urine specimens, completing flow sheets, charting, and other tasks assigned by the RN Team Leader;
- observing and reporting promptly any changes in residents physical or emotional states;
- encouraging and participating in therapy programs with residents as needed (ie. exercise class, recreational and social, and play activities) and assisting them to and from these as needed;
- working harmoniously with other team members

- providing an opportunity for residents to practice their religious faith;
- ensuring resident rights are protected (privacy, confidentiality, individuality, right to wage a complaint, right to be free from abuse, etc.);
- establishing a good rapport with team members such as residents and their families, physicians, volunteers, staff and the general public; and encourage their participation;
- assisting in providing a safe, comfortable and clean home environment;
- participating in developing, implementing and evaluating nursing care plans; participating in care conferences and shift reports; and
- assisting residents to adjust to their environment through orientation to surroundings and reorientation as needed.

Time: 80%

2. Other principal activities, in order of importance:

- caring for equipment properly, reporting to Team Leader necessary repairs needed to equipment, furniture or building;
- being economical in use of supplies, replacing supplies as needed, reporting shortages to Team Leader;
- observing all fire and safety regulations, reporting any hazards to Team Leader;
- assisting in maintaining tidy and clean work areas;
- attending and participation in-service education and other activities;
- assisting with orientation of nursing staff and students;
- documenting in the medical record appropriately, under direct supervision of the RN Team Leader of Licensed Practical Nurse;
- performing other related duties as needed or directed by Team Leader.

Time: 20%

3. Examples of additional activities which may be performed from time to time include:

- accompanies residents on outings, doctor's appointments.

4. Approximate length of time required for a fully qualified employee from outside the work unit to reach the full working level of the position is: three (3) months depending upon the employee's previous experience working in an extended care facility.

B. Problem-solving and decision-making

- 1.(a) Acts, Regulations, and/or Policies/Procedures with which the incumbent must be fully familiar in order to perform the functions of the position include:

Nursing Policy and Procedures for the Continuing Care Branch
Continuing Care Emergency Procedures

- (b) Is the position responsible for interpreting, administering or enforcing any of the above?

The incumbent is responsible for working within the above policies and procedures.

- 2.(a) Describe the kinds of recommendations the incumbent is **regularly** required to make and to whom.

The incumbent is regularly required to make recommendations concerning the care of residents to other staff members and interdisciplinary team members as required.

- (b) The Manager or Team Leader makes the final decisions concerning these recommendations.

- 3.(a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

The incumbent is held accountable for decisions affecting the activities of daily living and the transfers of the resident/client.

- (b) What is the direct impact of those decisions?

The quality of care and the health of the resident is directly impacted by these decisions.

C. Freedom to Act

1. Goals, objectives, and long-term priorities for the unit are established by the Manager. Day-to-day activities are directed by the Registered Nurse on each shift.

2. The position is guided in its work by the regulations, policies and procedures listed in B.1.(a).

3. The work of the position is evaluated on an ongoing basis by the Manager with regular input from the Registered Nurses, Licensed Practical Nurses, and other staff within the care team, families and residents.

4. Types of decisions normally referred to the supervisor include:

- ordering of supplies
- ongoing condition of the residents
- concerns about the residents, equipment, facility, etc.
- referrals to other professionals such as therapy staff or doctors

D. Financial Accountability

This position has no direct financial accountability. However, the incumbent must be sensitive to the high cost of supplies, equipment, extra staffing, and conduct their activities accordingly.

E. Management/Supervision of Human Resources

This position has no supervisory duties, but may show other employees how to do tasks and train new employees in work procedures.

F. Key Personal Contacts

<u>Who</u>	<u>Purpose</u>	<u>Frequency</u>
Residents/ clients	giving personal care	daily
family members	giving details about residents	daily
public	social & recreational activities for residents	daily
therapy staff	program planning	daily

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>% of Time</u>
various mechanical aides to resident care, ie. Mechanical lift, wheelchairs, walkers, Arjo / Century tubs	assisting with provision of care	on-going

H. Working Conditions

(a) Weights lifted:

<u>Type</u>	<u>How heavy</u>	<u>% of Time</u>
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resident transfers

100-250 pounds

up to 25-50%
of day

(b) Physical effort

<u>Type</u>	<u>% of Time</u>
walking & standing	35 %
bending & reaching	60 %
sitting	5 %

(c) Physical hazards

<u>Type</u>	<u>% of Time</u>
- lifting and bending	50%
- potential physical injury from emotionally upset residents ie. striking out with fist, cane, etc.	Occasionally
- potential exposure to infectious agents in the handling and disposal of body wastes	50%
- exposure to pets in Pet Therapy program	10%
- exposure to second hand smoke while supervising smoking residents/clients	-

(d) Physical conditions leading to discomfort

<u>Type</u>	<u>% of Time</u>
- high temperature in building (due to resident needs occasioned by poor circulation due to age or inactivity)	100%

(e) Interpersonal conditions

- high level of emotional residents/clients/family members
- residents/clients are frequently in pain and psychological distress due to their physical and mental condition; therefore emotional levels are high and frequent outbursts may occur
- regular critical deadlines
- constant interruptions
- instructions from more than one source
- high degree of emotional stress caused by dealing regularly with situations of loss of physical abilities, adjusting to new environment, terminal and acute illness, death bereavement, families in crisis, alcohol and drug problems, depression, and unpredictable behaviors
- high degree of stress also related to various emergencies and critical decision making.

PART II SIGNATURES

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Incumbent (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

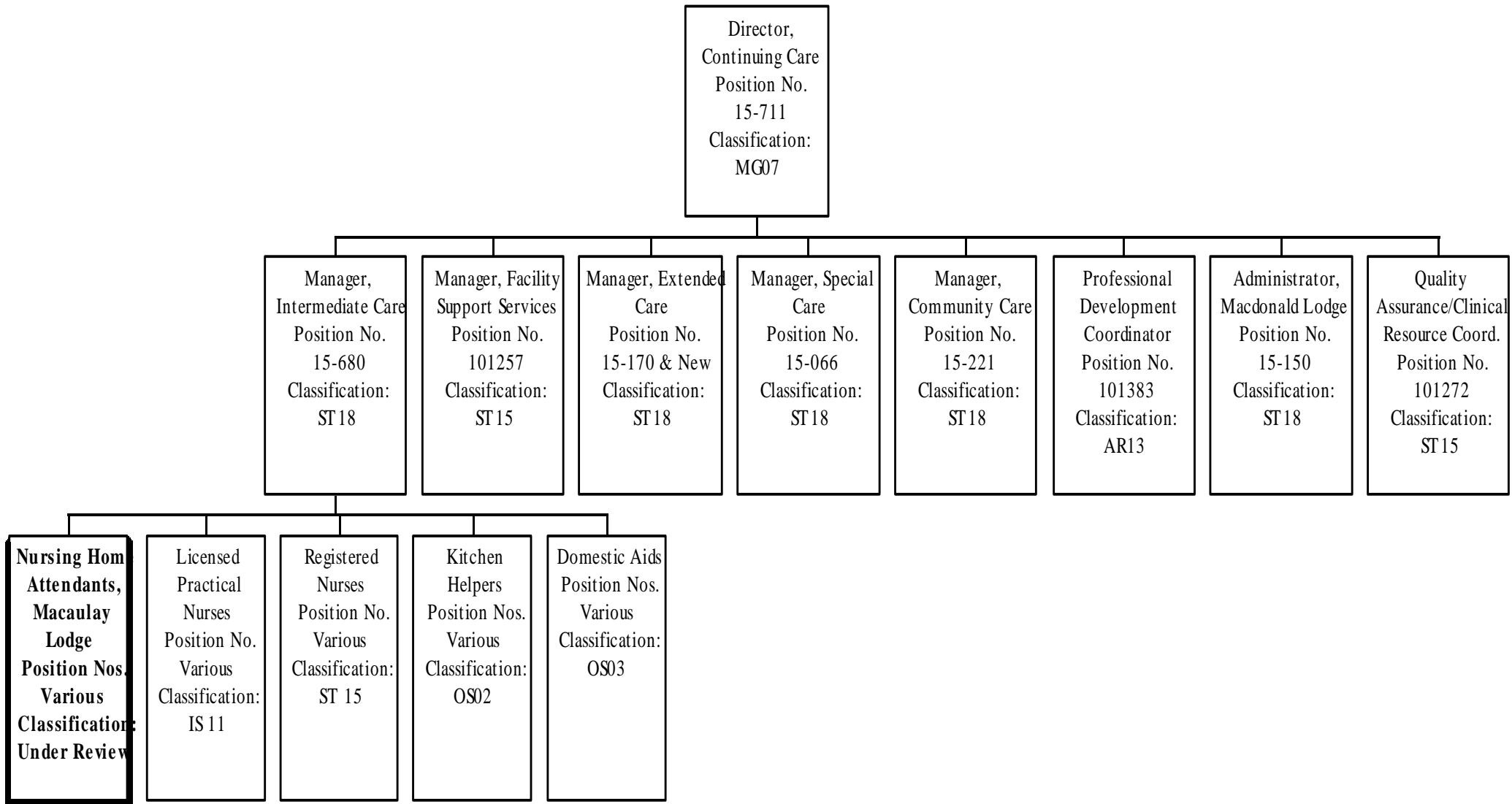
 Immediate Supervisor or Branch Head

 Incumbent's Signature

Date: _____

Date: _____

I. Organizational Chart



PART III - QUALIFICATIONS

A. Knowledge and skills required:

- general knowledge of Long Term Care philosophy and programs
- general knowledge of children with cognitive and physical disabilities
- general knowledge of physical and psychological changes related to ageing
- ability to provide assistance to residents in activities of daily living and to meet their emotional and spiritual needs
- ability to provide care to residents with dementia
- ability to communicate effectively
- ability to provide a safe environment for the residents
- personal commitment to providing quality care to residents
- good organisational skills
- good interpersonal skills working with various ages, cultures, conditions, and environments
- work effectively both independently and within a team

B. Licences, certificates and conditions of employment required:

- medical examination and TB testing
- CPR level A
- security clearance

C. Other skills and/or knowledge which may be desirable, but not essential to the performance of the position's duties include

- basic knowledge in the field of mental health, rehabilitation, and respite care
- foot care
- philosophy or long term care, and gentle care model
- experience working with palliative care clients

Director of Human Resources
(Comments):

Director of Continuing Care: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Signature

Signature

Date:

Date: