



NORTH RENFREW LONG-TERM CARE SERVICES INC.

POSITION DESCRIPTION

POSITION TITLE: Team Leader

REPORTS TO: Manager of Resident Services

POSITION SUMMARY:

Under the direction of the Manager of Resident Services you will be responsible for co-ordinating and facilitating the interdisciplinary team members to ensure that the mutually determined needs and desires of the resident/client and families are met. You will also be responsible for providing nursing services following the College of Nurses current standards of nursing practice and the policies and procedures of the North Renfrew Long Term Care Centre.

DUTIES:

- Ensures and maintains confidentiality of all resident/client information;
- Co-ordinates the interdisciplinary approach to resident focused care including active participation in the Eden Alternative Initiatives;
- Co-ordinates team report to ensure all team members have the information and support necessary to provide quality care on each shift;
- Co-ordinates and participates with other team members in the resident/client admission/discharge process' including: initiation of the Long Term Care/Respite Nursing History and Assessment and the Resident/Client Life Plan within 24 hours of admission and completion within 7 days, orientation of resident/client and family members to center services and programs, participation in the admission interdisciplinary conference as necessary;
- Administers medication and treatments following orders of a centre physician;
- Monitors resident/client physical and medical needs and obtains physician orders as necessary;
- Communicates care needs and physical/medical changes to the resident and/or substitute decision maker ensuring informed consent;
- Communicates with the pharmacist as necessary to clarify medication orders and to obtain other medication and product information;
- Completes and attends quarterly resident care plan reviews and prepares quarterly medication reviews for the physicians signature;

- Prepares correspondence re: resident/client information required for consultation, referrals, transfers and discharge;
- Maintains accurate and legible documentation on resident/client care record to meet legislature requirements, including but not limited to: multi-disciplinary life plan, multi-disciplinary progress notes and medication administration record;
- Provides initial first aid in emergency situations for residents/clients, staff, volunteers and completes incident reports;
- Provides emergency assessment as requested by other team members to supportive housing and day program clients;
- Operates nursing and medical equipment according to operating instructions including but not limited to medication cart, blood glucose monitoring machine, weight scales, mechanical lift, tub and chair lift, blood pressure apparatus, tympanic thermometer, IV equipment, suction equipment, oxygen equipment, humidifiers, etc.;
- Operates office equipment including but not limited to fax machine, photocopier and computer as required;
- Recognizes and responds to malfunctions in center wide systems after normal working hours;
- Take charge in fire and emergency situations;
- Responds to in person enquires and re-directs as necessary;
- Participates in staff performance reviews as required.

Total Quality Management:

- Participates and compiles reports for Resident Services Committees, including but not limited to, infection control, pharmacy/therapeutic programs, education, occupational health and safety, WHMIS (Workplace Hazardous Material Information System), policy and procedures, accreditation and nursing research.

This position description reflects the general responsibilities of the "team leader" but shall not be construed to be all of the duties inherent in this position.

THE NORTH RENFREW LONG-TERM CARE CENTRE IS A SMOKE-FREE WORK PLACE.

ALL EMPLOYEES ARE REQUIRED TO HAVE AN ANNUAL FLU SHOT.

**ALL EMPLOYEES ARE REQUIRED TO PROVIDE
A CLEAR CRIMINAL RECORD REPORT.**