

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (MACASSA LODGE – NURSING - LOCATION – 701 UPPER SHERMAN AVE.)

NURSE MANAGER

SUMMARY OF DUTIES

Reporting to the Director of Nursing, is responsible for the provision of quality care to residents based on established policies and standards, the supervision and direction of all nursing staff and for ensuring that activities essential for the effective management of the nursing units are co-ordinated with all other units and departments.

Participates in H&SC emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

GENERAL DUTIES

Responsible for providing and maintaining quality resident care in accordance with current standards, policies and procedures.

Manage the ongoing activities of the nursing services by scheduling and assigning work and ensuring maximum utilization of human resources. Monitor and evaluate individual staff performance, recruitment, hiring, supervision and discipline of nursing staff; and provide support and guidance for staff development as required.

Ensure residents have an individualized plan of care and are assessed on an ongoing basis.

Assist in planning, developing, implementing and updating unit objectives.

Maintain accurate reports and statistics as required by MOHLTC standards and in accordance with accepted nursing policies and procedures and document any other data relevant to the efficient functioning of staff including RAI MDS.

Share responsibility with other members of the Nursing Leadership team for the development and ongoing monitoring & improvement of required programs under the Long Term Care Homes Act.

Coordinate and participate in rounds, clinics and resident care conferences, as needed or at the discretion of the Director of Nursing.

Share responsibility with other members of the Nursing Leadership team for the development, dissemination, and evaluation of the policies and procedures that guide nursing care provided in our Home.

Liaise with residents' families, other units at the Lodge, Department Heads, medical staff and community agencies to resolve issues affecting the work environment and the delivery of resident care.

Develop and implement orientation programs for new staff members. Develop, deliver and evaluate education program across the Nursing Department

Participate in the coordination, delivery and evaluation of mandatory and responsive education provided to the nursing team, in accordance with MOHLTC requirements.

Manage unit purchase and contribute to preparation of operating budget.

Maintain professional approach with staff and develop effective communication channels between staff and residents.

Demonstrate interest and involvement in ongoing professional growth and education.

Evaluate new trends and developments in nursing practices and weigh their adaptability to specific nursing duties at the Lodge.

Participate on committees as requested by the Director of Nursing.

Assist with development and implementation of Nursing department and Lodge wide Quality Improvement and Assurance activities.

Participates in H&CS emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Registered Nurse with current registration with the College of Nurses of Ontario. Bachelor of Science in Nursing (BScN) degree preferred.
2. Must possess previous considerable long term care nursing management experience with the ability to provide clinical direction and professional guidance on standards of practice to the nursing team.
3. Comprehensive and relevant experience in clinical nursing, long term care and gerontology, psycho-geriatrics and management of professional and unregulated professional staff.
4. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
5. Proven ability to mentor staff, including unregulated health professionals, registered nursing staff and students.
6. Thorough knowledge and understanding of all legislation governing medical and nursing care including Long Term Care Homes Act (2007), College of Nurses Standards of Practice collective bargaining, Public Health Act, Employment Standards, Fire Code, Mental Health Act, Consent To Treatment Act, Personal Health Information Protection Act, Substitute Decision Act, Patient Restraint Minimization Act, Human Rights Act, Occupational Health and Safety Act, WSIB Act, Narcotics Act, Ontario Drug Benefit Act, CARF(Accreditation Standards).
7. Must have excellent verbal and written communication skills and ability to relate to subordinates, peers, superiors, seniors and other departments.
8. Must have experience and expertise in change management, knowledge translation and adult education.
9. Must have excellent computer skills, including Outlook, Word and Excel.
10. Knowledge of RAI-MDS and Restorative Care programming is an asset.
11. Must have excellent facilitation, leadership, and mentoring skills.

12. Will be required to work a flexible schedule and may be required to work varying shifts, including days, evenings, nights and weekends as a result of a 24/7 operation. Will also be required to be on "stand by" on a rotating schedule for the other members of the management team.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check (Vulnerable Sector Screening), at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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