



REGISTERED PRACTICAL NURSE (RPN)

Job Title:	Registered Practical Nurse (RPN)		
Reports To:	Hospice Residence Manager		
Status:	Temporary, Part-Time		
Department:	Patient and Family Clinical Services		
Schedule:	Three shifts per bi-weekly pay (days, nights, weekends, and holidays required in rotation)		
Location:	Erie Shores (Leamington)	Posting Expires:	September 15, 2023 at 9:00 AM
Job Summary:			
<p>The Registered Practical Nurse (RPN) of the Windsor and Erie Shores Residences will support and work towards achieving the strategic directions set out by the Board of Directors of the Hospice of Windsor and Essex County Inc. The Hospice of Windsor and Essex County's strategic directions, mission, vision and value statements will be the basis of the annual performance evaluation.</p> <p>They will function as a front line Registered Practical Nurse and as an assistant to the Hospice Residence Manager and the Coordinator of Volunteers of the residences.</p>			
Principal Duties and Responsibilities:			
<ol style="list-style-type: none"> 1. The RPN will carry a limited patient case load within their scope of practice with the College of Nurses of Ontario. 2. Communicate, implement and ensure that Hospice's responsive and holistic culture is maintained and evident within the residences; support individuals to make informed decisions on the depth of information about diagnosis, prognosis and disease progression they wish to receive and share with their families. 3. Develop and nurture professional and therapeutic relationships with community partners. 4. Communicate and implement any of the Hospice's support services if appropriate for families and patients admitted to the residences. 5. Demonstrates openness and sensitive to social, spiritual and cultural values and practices that may influence individuals and family preference and accommodate these. 6. Assist the Hospice Residence Manager with daily management of the residences. 7. Work in collaboration with the Coordinator of Volunteers to ensure adequate volunteer services within the Hospice residences. 8. Work in collaboration with the Hospice Residences Manager and Local Health Integration Network (LHIN) Community and Home Care, to manage processing of the Hospice residence waitlist. 9. Actively collect statistical and clinical quality improvement data, under the direction of the Hospice Residence Manager, thereby meeting the required time limes for monthly, quarterly, and annual report needs. 10. Identifies, assesses and manages palliative care emergencies including, but not limited to: biliary, bowel and urinary obstruction, catastrophic bleed, delirium, hypercalcemia, pain crisis, seizures, Spinal Cord Compression and Superior Vena Cava Obstruction. 11. Aware of best practices for expected death, such as the Registered Nurses' Association of Ontario's Best Practice Guidelines, as well as local and organizational policies and processes. 12. Accurately assesses, and manages individuals and families' loss, grief and bereavement needs, through interventions or referring to members of the interdisciplinary team. 13. Demonstrates knowledge of and proficiency with relevant legislation and policies, e.g. Medical Assistance in Dying (MAiD), Child, Youth and Family Services Act, Adult Protection Act, the Health Care Consent Act, 1996, and the Substitute Decision Act. 14. Welcome and orientate new residents and families into the Hospice residence, in order to achieve a fulsome understanding of the environment and support system available within the home. 15. Maintain a safe environment for residents, family, visitors, staff and volunteers, by completing ongoing surveying of the environment and actively addressing issues as they are identified and/or reported. 			

16. Participate in planning with the Hospice Residence Manager, by providing suggestions related to education and support needs of patients/families, Hospice residence personnel, volunteers, and other employees, with a focus on continuous quality improvement.
17. Provide coverage in the role of the Hospice Residence Manager, on weekends, holidays, after hours, and as necessary where the Hospice Residence Manager is not available. Note: this may be due to meetings, appointments, vacations etc.
18. Communicate and collaborate effectively as a member of the on-site Hospice residence multi-disciplinary team which includes RN, PSW, and Volunteers, at prescribed times throughout the shift.
19. All staff are required to provide orientation and mentorship to any new staff within the organization, as appropriate for their role, to ensure they are well orientated to their roles within the organization.
20. Adopt a leadership role in ensuring patient report/communication huddles occur at (or about) the prescribed times during the shift.

Accountabilities:

1. Accountable to the Hospice Residence Manager.
2. Adherence to the expectations identified within the mission, vision and values of Hospice.
3. Accountable for adhering to the Hospice policies, professional behavior, and for ensuring a review of such as required.
4. Accountable to maintain clinical competence through continuing education and required reflective practice protocols as established by the College of Nurses of Ontario.
5. Provide proof of annual registration from the College of Nurses to Hospice by January of every year.
6. Conducts practice in accordance with the guidelines identified by the College of Nurses Ontario and all applicable provincial and federal laws.

Requirements:

1. Actively registered as a nurse with the College of Nurses of Ontario
2. Legally entitled to work in Canada and the Province of Ontario
3. Completed of the "Fundamentals of Palliative Care Course", OR, the Hospice of Windsor & Essex County, "Patient Care Volunteer Training Course" with a plan to complete the "Fundamentals of Palliative Care" within one year following the start date of employment
4. Completed, OR, are willing to take, the "Comprehensive Advanced Palliative Care Education" (CAPCE) course & the "Learning Essential Approaches to Palliative and End of Life Care" (LEAP) course preferably within one year, but may be extended to within two years following the start of employment
5. Prefer experience in oncology and/or palliative care
6. Evidence of a Vulnerable Police Clearance completed within the past year
7. Ability to speak fluently in the French language is an asset
8. Experience in the use of a computer, including programs in Cerner, Microsoft Word, Excel, and Outlook as a minimum
9. Excellent oral and written communications skills

Specific Skill Set RPN: The following skills must be performed according to procedure:

1. CADD Solis Pump
2. Catheterization
3. CVAD Care
4. ISI Insertion (BD Saf-T-Intima)
5. ISI Insertion (Cleo)
6. PICC Line Dressing Change
7. Subcutaneous Injections
8. Suctioning a Tracheostomy/Tracheostomy Care

CADD Solis Pump: programming CADD pump correctly to doctor's orders, checking reservoir volume and documenting, checking bolus attempted and given, ensuring concentration, rate, dosage, lock out time, and bolus amounts are correct.

Catheterization: Assessing client's last status, explain cauterization procedure to patients, organize sterile field, and insert catheter properly.

CVAD Care: de-accessing/accessing port: proper insertion and removal of Huber needle.

ISI Insertion (BD Saf-T-Intima): Explain purpose of the medication and any other relevant information, properly inserting needle as required by procedure, documentation using Kardex.

ISI Insertion (Cleo): Explain purpose of the medication and any other relevant information, properly inserting needle as required by procedure, documentation using Kardex.

PICC Line Dressing Change: remove old dressing, measure external catheter length and arm circumference, apply sterile Tegaaderm IV dressing, report signs of or symptoms of infection, complete documentation on Kardex.

Subcutaneous Injections: Explain purpose of the medication and any other relevant information, properly inserting needle as required by procedure, documentation using Kardex.

Suctioning a Tracheostomy/Tracheostomy Care: Checking order/policy, frequency of last suctioning, assess respiratory effort, lung sounds, O2 source, O2 sat, secretions, cough, trach site, and need for trach care, explain procedure, properly connect suction tubing as according to procedure.

*If you are interested in applying for this position, **please submit your resume and cover letter by Friday, September 15, 2023 at 9:00 AM** to hr@thehospice.ca, please reference the job title in your subject line. We thank all applicants in advance, but only those selected for an interview will be contacted. If selected for an interview, please indicate whether you require accessibility accommodations.*

The Hospice provides for an accessible environment in accordance with legislation.