



TheCounty
PRINCE EDWARD COUNTY + ONTARIO

Job Description

Job Title: Resident Quality Supervisor
Department: H.J. McFarland Memorial Home
Reports to: Director of Care
Job Band: 4 - Non-union
Effective Date: July 10, 2017

Job Purpose:

Reporting directly to the Director of Care, the Resident Quality Supervisor supports and leads the Nursing Department and its mandated programs to ensure quality improvement. The Resident Quality Supervisor supports Program Staff and Volunteers to promote holistic care for all residents in accordance with relevant Acts, regulations, professional bodies, policies and directives from the Ministry of Health and Long Term Care and Accreditation Canada.

Duties and Responsibilities:

- Promotes and demonstrates resident-focused care
- Oversees and enforces Continuous Quality Improvement and mandated programs such as skin and wound care, pain and palliative care, fall prevention, incontinence and restraints programs
- Develops and implements daily, weekly, monthly and annual Quality Audits and Care Plan Reviews to ensure compliance with policies and procedures and Ministry of Health and Long Term Care requirements
- Oversees the daily activities of the Recreation/Programming staff; sets priorities, schedules work assignments and coordinates staff
- Manages the recruitment process for the Home's volunteers
- Participates in the Care Conference program; providing information and updates to residents and families as needed and through the Care Conference Forum
- Navigates and manages the admission and discharge processes for all residents
- Maintains and updates admission manuals and processes annually
- Conducts tours of the Home
- Supports nursing staff in the provision of excellent resident care and customer service with all stakeholders
- Maintains excellent communications and relations with residents, families, Family Council, Resident Council, volunteers, pharmacy, employees, physicians, CCAC, and all other applicable stakeholders
- Assists with the development of annual operating and capital budgets and controls expenditures within the provisions of the approved budgets
- Produces minutes at monthly and quarterly department meetings and ensures all documentation is current and complete
- Participates in various Committees within the Home such as Health & Safety, Infection Control, Continuous Quality Management, Professionals Advisory Committee and Accreditation

- Supports Health & Safety policies and procedures by ensuring staff compliance by conducting monthly staff meetings, following up on related incidents and addressing issues as necessary through corrective action
- Remains current with legislation, new industry trends, best practices and associated Acts by reviewing data from regulatory agencies and attending training as required
- Attends meetings and training, undertakes special projects and performs other related duties as assigned and recommended by the Director of Care or designate

Qualifications:

- Post-Secondary education in Registered Practical Nursing and Recreation and Leisure Services, Therapeutic Recreation, Kinesiology or related field
- Current registration with the College of Nurses of Ontario
- 1-2 years of related work experience preferably in a Long Term Care environment
- Sound knowledge of the *Occupational Health & Safety Act*, *Resident's Bill of Rights*, *Ministry of Health and Long-Term Care Act* and other associated legislations, regulations, Acts or by-laws
- Effective leadership skills with experience working in a unionized environment
- Excellent interpersonal, communication and customer service skills with the ability to exercise tact, diplomacy and good judgment at all times
- Proficiency in Microsoft Office applications, RAI MDS and advanced knowledge of computerized nursing documentation programs.
- Current first aid and CPR certification is an asset
- Satisfactory Vulnerable Sector Background Check

Supervision:


This position is responsible for the supervision of part-time and full-time staff within the Recreation/Programs Department.

Work Environment:

- Works in an office environment and onsite throughout the Home as required
- Available to work a flexible work schedule including evening and weekend work, with the ability to work planned or unplanned overtime as required

This job description is intended to summarize the responsibilities of the job and is not an exhaustive list of all duties to be performed.

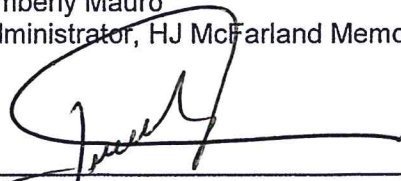
Approvals:



 Kimberly Mauro
 Administrator, HJ McFarland Memorial Home

07/12/2017

 Date



 James Hepburn
 Chief Administrative Officer

18 July 2017

 Date