

Title: **DIRECTOR RESIDENT CARE**

Department/s: **All**

Approved By: **Senior Management Committee**

Date Approved: **Feb 2 2011**

Date Revised: **Jan 31 2011**

Policy Number:

Page **1** of **3**

## **POSITION SUMMARY**

The Director Resident Care is part of an interdisciplinary senior management team and is responsible and accountable to the Executive Director. The Director Resident Care is accountable for the administration, organization and management of nursing services and resident care areas. These responsibilities shall be carried out in accordance with Fairhaven's mission, vision, values and leadership philosophy, policies and procedures, collective agreements and applicable legislation and regulations.

The Director Resident Care will promote and support a high quality of care for the residents while respecting their identified needs and preference. As a valued member of Fairhaven's team, the Director Resident Care will demonstrate a commitment to resident and staff safety in accordance with Fairhaven's policies and governing bodies.

## **RESPONSIBILITIES**

In accordance with the established policies of Fairhaven, the Director Resident Care will:

1. Plan, assess, organize, coordinate, evaluate and implement nursing services and resident care in a fiscally responsible manner in collaboration with the nursing managers/team;
2. Oversee the delivery of all nursing and personal care (resident) services, consistent with all applicable legislation, compliance, Accreditation, best practices;
3. Develop, implement and monitor a risk management program including but not limited to investigation, review and reporting of critical incidents, infection control surveillance, trends to improve quality of care for residents and work-life balance for staff;
4. Develop and manage nursing operational budget and long term strategic fiscal plans in partnership with interdisciplinary team (financial management);
5. Develop, implement, monitor and evaluate evidence based quality programs and services, focusing on resident outcomes, performance improvements, strategic planning, funding opportunities, goals and objectives for the nursing department;
6. Monitor, evaluate and delegate clinical and managerial responsibilities to appropriately qualified staff, in accordance with applicable legislation and standards of related professional licensing bodies;
7. Empower the staff and hold them accountable for their actions;

8. Responsible for overseeing all aspects of human resources management including planning and approving the selection of staff, orientation, training, performance management, vocational approval, authorize overtime, attendance management, disciplinary actions in accordance with related legislation, collective agreements, deployment of staff resources, and Fairhaven's policies and procedures in a timely manner;
9. Participate and perform in labour relations issues and negotiations;
10. Develop, implement, and continuously update the Nursing and Personal Care and Infection Control Policy and Procedure Manuals;
11. Chair and/or participate in department and interdisciplinary programs, external professional committees and/or meetings as required (e.g. but not limited to: Medical Advisory Committee, Professional Advisory Committee, Registered Nurse/Registered Practical Nurse and Personal Support Workers meetings, Accreditation, compliance);
12. Liaison with service providers and suppliers by ensuring contracts and agreements meet the appropriate legislation and are reviewed on an annual basis (e.g. pharmacy, laboratory services, Community Care Access Centre, clinics, etc.);
13. In collaboration with Trent University and Fleming College, will work with the Education Coordinators to oversee the nursing and personal support worker student placements at Fairhaven;
14. Develop and monitor social work services in collaboration with the multidisciplinary team;
15. Work with Nutrition Services to ensure that the nutritional needs and expectations of residents are met in accordance with *The Long-Term Care Homes Act*
16. Maintain professional level of competence and effective public relations with community stakeholders and governing bodies;
17. Complete internal and external reporting requirements as required;
18. Assume responsibility for clinical operation of Fairhaven while the Executive Director is absent in collaboration with the Director Corporate Services or designate;
19. Implement a safety culture within area of responsibility by ensuring residents and staff comply with all aspects and regulations related to Ontario's *Occupational Health and Safety Act* and Fairhaven's Health and Safety policies and procedures, and other governing bodies;
20. Work with Fairhaven's Health and Safety Specialist to ensure a fair and appropriate return to work, when employees are off due to illness or injury, and move quickly to resolve any issues related to safety, discipline, workplace violence and harassment;
21. Perform all other duties as assigned by the Executive Director.

### **ENVIRONMENTAL FACTORS**

1. Exposure to plants, perfumes, cleaning agents, dust, etc.
2. Conflict management

3. Unpredictable resident behaviour
4. Exposure to communicable diseases
5. Emotional impact of dealing with residents with deteriorating conditions
6. Frequent non-routine job demands

### **REPORTING RELATIONSHIP**

Reports directly to the Executive Director.

### **QUALIFICATIONS REQUIRED**

1. Current registration with the College of Nurses of Ontario as a Registered Nurse (Bachelor of Science in Nursing required, Masters degree preferred)
2. Meets the Director Resident Care requirements as set out *The Long Term Care Homes Act, 2007*
3. Understands and support Fairhaven's mission, vision, values and leadership philosophy
4. 3-5 years long-term care or other health care sector experience in a management position (senior management preferred)
5. Effective planning and leadership skills required for managing the nursing department in accordance with Fairhaven's policies and procedures, health and safety programs, governing bodies legislation and regulations
6. Effective communication skills, both verbal and written
7. Demonstrated team player with outstanding interpersonal skills, excellent problem solving skills, strategic planning skills,
8. Demonstrated ability to effectively delegate, hold people accountable, address conflict positively and quickly
9. Ability to understand the regulatory framework, how to manage within it, producing the most favourable results for optimum funding
10. Understanding Fairhaven's framework to facilitate the effective and efficient delivery of care within budget
11. Seeks out opportunities to maintain competency and continued learning
12. Focus on professional development and succession planning
13. Proficient with computer applications
14. Ability to perform the physical demands of the duties of this position