



## North Eastman Health Association Inc. Job Description

### TEAM LEADER – LONG TERM CARE

#### **Position Summary**

The Team Leader is a Registered Nurse who plays a key role as part of the multi-disciplinary team. He/she is responsible to coordinate, lead and supervise resident care delivery in a manner that reflects professional nursing practice and a team approach to providing care to residents and their families. The Team Leader will assess the ongoing resident needs and program needs, identify areas of concern and make recommendations to the Care Team Manager. The Team Leader will perform in a manner consistent with the NEHA Vision, Values and Mission Statement.

**Reports to:** Care Team Manager

**Union:** MNU

#### **Qualifications:**

##### **Education and Experience**

- Active registration with College of Registered Nurses of Manitoba (CRNM) and a member in good standing.
- Bachelor of Nursing Degree preferred. An equivalent combination of education and experience may be considered.
- Minimum 5 years current Long Term Care experience.
- Additional educational preparation and experience in Nursing Leadership.
- Must have demonstrated ability to utilize the nursing process in clinical practice.
- Must have the ability to communicate effectively both verbally and in writing with professional and non-professional staff, residents and their families.
- Must have excellent organizational and interpersonal skills.
- Must be committed to continuing professional development.
- Current certification in Cardiopulmonary Resuscitation.

#### **Duties and Responsibilities**

The Team Leader is responsible for the completion and validation of the following nursing practices:

##### **A. Assessment:**

- Assesses and prioritizes resident/ family needs and concerns on an ongoing basis.
- Assesses the need for appropriate skill mix of care-giving personnel, in collaboration with Care Team Manager.
- Assesses input from the multi-disciplinary team to maximize quality and continuity of resident care.
- Assesses for safe environment for resident to minimize risks to residents/ staff.

- Assesses and discusses the need for change in resident care standards, policies and procedures with Care Team Manager.
- Assesses for need for ongoing staff education related to changes in current treatments and practices.
- Identifies staff performance issues and consults with the Care Team Manager.
- Assesses the need for supplies and equipment and makes recommendation to the Care Team Manager.

**B. Planning:**

- Plans and develops resident care assignments and workloads.
- Plans for resident evaluation and assessment of expected outcomes with members of the multi disciplinary team.

**C. Implementing:**

- Is a role model in the provision of quality care by reinforcing philosophy, mission value statement, roles, objectives, policies and procedures to staff, resident and families.
- Is a resource to the team and liaisons with all other staff in provision of resident care.
- Participates on relevant committees.
- Ensures documentation on resident health record and care plan is updated and completed according to appropriate guidelines.
- Ensures that admission and annual care conferences are completed and documented.
- Ensures that quarterly and annual care plan reviews are completed and documented.
- Ensures that quarterly medication reviews are completed.
- Ensures that audits are complete and Indicators are gathered and reported monthly to Care Team Manager.
- Assists with communication and follow-up of change as required.
- Participates in Risk Management and Quality Improvement programs.
- Promotes Quality Improvement program goals with the team.
- Demonstrates understanding and assumes a leadership role related to issues, trends and changes which impact the care team.
- Participates in the orientation and clinical mentorship with newly employed care team staff.
- Ensures annual and new admission case conferences are completed
- Ensures audits are completed and indicators are gathered monthly

**D. Evaluation:**

- Evaluates resident care and services provided.
- Evaluates the effectiveness of team functions.
- Evaluates effectiveness of nursing interventions through facility quality improvement program, feedback, and recommendations to staff.

**E. Workplace Safety and Health:**

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Infection Control Guidelines.
- Obeys all safety and health rules and follows recommended Safe Work Procedures.
- Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS)
- Adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS).
- Uses protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness.
- Participates in safety and health training programs including the health facilities Fire, Disaster and Evacuation Plan.

Professional:

- Participates in relevant education programs, in-services and workshops to increase professional competency and meet personal needs and goals.
- Seeks appropriate supervision of own actions.
- Participates in planning and implementing changes in a professional manner.
- Practices within the legal guidelines and ethical expectations of the nursing profession.
- Participates in continuous improvement and infection control programs.
- Participates in self-evaluation and contributes to the evaluation of the care team members.

Teaching:

- Assists nursing personnel in identifying their learning needs and participates in teaching as required.
- Participates in the orientation and clinical mentorship with newly employed care team staff.
- Collaborates with the Staff Development Coordinator in planning, delivering and reinforcing education.

Other

- In an emergency situation, performs delegated activities as may be assigned.
- Performs other related duties as assigned.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Director, Human Resources Date

**NOTE: Original Signed and Dated October 24, 2006**