

# Residential Program Application Package

for Registered Practical Nurses



The  
Dorothy Ley  
Hospice

# The Dorothy Ley Hospice

is a volunteer-based community service organization offering compassionate care to people living with the challenges of a life-limiting illness or loss and helps them live their lives to the fullest. Our goal is to provide comfort and help them manage so they can live with dignity, meaning and hope. All of our services are offered free of charge thanks to the generosity of our donors, government funding and the support of our community partners.

Our programs and services meet a variety of support needs for individuals, families and care providers. Any palliative individual, regardless of age or medical condition, can access hospice support. Members of their families or others who have suffered a loss can also access complementary supports, where available.

*“Spiritual care lies at the heart of hospice. It says we are here. We will be with you in your living and your dying. We will free you from pain and give you the freedom to find your own meaning in your own life – your way. We will comfort you and those you love – not always with words, often with a touch or a glance. We will bring you hope – not for tomorrow but for this day. We will not leave you. We will watch with you. We will be there.”*

Dr. Dorothy Ley

## Our Vision

A world which understands and embraces hospice palliative care.

## Our Mission

We foster hope and dignity through exemplary care, advocacy, education and research for individuals living with the challenges of life-limiting illness or loss.

## Our Values

Those of us who are part of The Dorothy Ley Hospice believe, share and commit to the following values:

- Accountability
- Achievement
- Compassion
- Innovation
- Integration and Partnership
- Social Inclusion
- Volunteerism

# Our Programs and Services

Case Management

In-Home Support

Residential Program (starting in early 2009)

Day Program

Integrative Wellness

Spiritual Care

Bereavement Support

Education

*Opening in early 2009*

## **The Dorothy Ley Hospice Palliative Care Centre**



Demand for palliative care in our community is growing at a rapid pace. To serve this need, the new Dorothy Ley Hospice Palliative Care Centre provides a permanent home for our community-based programs and services and enable us to expand and enhance the care we provide. The Centre includes a Residential Care Suite offering 10 beds providing 24-hour care to more than 150 people each year in a home-like setting.

# Career Opportunities

In anticipation of the opening of The Dorothy Ley Hospice Palliative Care Centre in early 2009, the Hospice is seeking qualified candidates to join our Residential Program team. To fully compliment our team, full-time, part-time and casual positions are available. A detailed description for the Registered Practical Nurse positions is outlined on the following pages.

It is anticipated that these positions will be filled in early 2009 for a start date of March 2. There will be a two week orientation and training for each new employee.

The Dorothy Ley Hospice is an equal opportunity employer with a commitment to cultural competence and diversity. We are conveniently located in central Etobicoke near the Trillium Health Centre – Toronto West site.

We offer a competitive compensation and a benefits package for full-time employees.

## How To Apply:

Application information is available on-line at our web site: [www.dlhospice.org](http://www.dlhospice.org)

The following information must be included with each application:

- A one-page cover Letter
- Your resume showing relevant work experience
- Please clearly indicate the position for which you are applying and whether you are seeking full-time, part-time or casual employment
- 3 professional references including day time phone number and e-mail addresses
- A one page description answering the question “How do you anticipate the Vision and Mission of The Dorothy Ley Hospice will be reflected in the work you will do in this position?” This reflection should be no more than one page in length.

Please e-mail your completed application to [info@dlhospice.org](mailto:info@dlhospice.org) with “Residential Program Application” in the reference line. No unannounced visits or phone calls, please.

For more information about our programs, please visit our web site: [www.dlhospice.org](http://www.dlhospice.org)

# Job Description

## Registered Practical Nurses

### Position Summary

As a member of a trans-disciplinary team, the registered practical nurse (RPN) provides direct nursing care to residents of the Dorothy Ley Hospice Residential Program based on the organization's Model of Care and according to established policies and procedures and their professional scope of practice including: assessing total physical, emotional, spiritual, and psychosocial needs; planning, documenting and implementing care plans; evaluating effectiveness of care plans and making recommendations for changes where necessary.

As a member of a trans-disciplinary team the RPN will work collaboratively with the palliative individuals, their families and all other team members towards the achievement of identified care goals and the enhancement of quality of life as defined by them.

The RPN assumes the care of those residents that are stable and have predictable outcomes and assists the registered nurse (RN) with the care of those residents who are unstable and have unpredictable outcomes.

RPNs are expected to be a positive role model for staff, volunteers, guests, family members, health care professionals, and the community.

### Reports to:

Manager, Client Services and Registered Nurse (RN)

### Responsibilities and Duties:

1. Resident and Family Care
  - Contributes to the assessment, development and ongoing review of the residents individualized care plan. In collaboration with the RN the RPN recognizes actual and potential challenges and identifies strengths of residents and their family to which the RPN plans, implements and performs interventions.
  - Collects information from a variety of sources using skills of observation, communication and physical assessment to enable the provision of appropriate nursing care.
  - Recognizes deviations from predicted client responses and consults appropriately with the RN.
  - Communicates and consults with members of the trans-disciplinary team regarding resident care.

- Provides leadership, management and support to the PSW and volunteers
- Participates in trans-disciplinary team meetings, including family conferences.
- Acts as an advocate to protect and promote the resident and family rights to autonomy, respect, privacy, dignity, and access to information.
- Elicits residents and/or substitute decision maker's needs, wishes and preferences regarding care.
- Actively participates in all aspects of resident's care.
- Documents timely and accurate reports of relevant observations including resident and family teaching and evaluation of care.
- Assumes other related duties as assigned by the Executive Director, Manager of Client Services or Registered Nurse.

## 2. Quality Assurance

- Participates in continuous quality improvement and program evaluation activities by identifying resident care issues and collecting and utilizing relevant data including evaluation of resident care program, techniques, standards and procedures by providing feedback about effectiveness and resident care outcome.
- Participates as an active member on nursing and hospice committees and councils for improvement of resident care and the work environment.
- Participates in the orientation and ongoing education of Hospice staff, students, and volunteers by providing information and acting as a preceptor as assigned.
- Identifies self-learning needs and attend educational programs to maintain and enhance clinical competency.
- Participates in policy and procedure development, ensuring the Hospice complies with relevant Hospice Association of Ontario (HAO), and Canadian Hospice Palliative Care Association (CHPCA) standards, procedures, policies and guidelines and in compliance with the College of Nurses standards.

## 3. Risk Management

Assists in maintaining a safe environment for residents and families, staff and volunteers by adhering to established safety and emergency practices as well as policies and procedures of the hospice and by following the regulations of the Occupational Health and Safety Act.

## 4. Public Relations / Networking

Raises community awareness of hospice palliative care and of the services provided by the Dorothy Ley Hospice, through public speaking opportunities, tours of the facility, participation in community and hospice events and educational presentations.

## 5. Fundraising

Actively participates in fundraising initiatives of the Dorothy Ley Hospice.

### **Essential Qualifications:**

- Knowledgeable about, and committed to, the hospice philosophy of care.
- Current registered member in good standing of College of Nurses of Ontario.
- Recent palliative care experience preferred.
- Experience with palliative pain and symptom management preferred.
- Knowledgeable about and committed to cultural competence and inclusivity.
- Certified in IV and medication administration or willingness to expand competency level.
- Computer literate in Microsoft Word and Excel.
- Comfortable in managing, working alongside and supporting volunteers and Personal Support Workers.
- Physical ability to perform the duties of this position i.e. able to stand, bent, squat, kneel and reach freely; able to freely lift 23 kilograms; able to assist with standing walking, sitting and positioning in bed.
- Basic Life Support certification.

### **Additional Qualifications:**

- Ability to communicate effectively in English both verbally and in writing.
- Ability to organize and prioritize work.
- Highly developed problem solving and conflict management skills.
- Well-developed interpersonal skills and ability to work with resident/family living with and dying from advanced illness.
- Ability and commitment to work within a trans-disciplinary team and highly developed team building skills.
- Ability to work independently as a professional as well as within a team.
- Second language is an asset.