



POSITION DESCRIPTION
Broadmead Care Society
CARE COORDINATOR (Nurse)

POSITION TITLE:	Nurse 5 - Care Coordinator	POSITION NUMBER(S):	00082421
DIVISION: (e.g., Division, Region, Department)	Broadmead Care Society		00082422 00082423 00082424 00082425 00044652
UNIT: (e.g., Branch, Area, District)	The Lodge at Broadmead	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Director of Care	POSITION NUMBER	44634
SUPERVISOR'S CLASSIFICATION:	Management Excluded	PHONE NUMBER:	658-3239
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PURPOSE OF POSITION

The Care Coordinator is the first line supervisor for client/resident care on their assigned shift. The position is accountable for coordination of high quality care and safety of clients and residents of The Broadmead Care Society, including first-line supervision of the Health Care Workers and Nurses delivering direct care to clients and residents, in accordance with the Professional Standards of Practice for Registered Nurses and Registered Psychiatric Nurses of BC, and the Mission and Vision of the Broadmead Care Society.

NATURE OF WORK AND POSITION LINKS

The Care Coordinator works under the administrative supervision of the Director of Care. The Care Coordinator works in collaboration with other health care and support services team members.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Coordinates care on assigned Lodges. Assesses client/resident status, condition and clinical requirements, develops care plans. Consults with members of the health care team in relation to care planning. Communicates changes in client/resident condition and care plan to the interdisciplinary team, doctor and family as appropriate.
2. Provides conscientious oversight to maximize resident and client safety by:
 - following resident/client safety-related policies, procedures and protocols
 - demonstrating a proactive approach to resident/client safety by seeking opportunities to improve safety through questioning of current policies and processes
 - identifying and reporting/correcting environmental conditions and/or situations that may put a resident/client at undue risk
 - reporting potential or actual resident/client safety concerns, medical errors and/or near misses in a timely manner
 - encouraging residents/clients and families to actively participate in care by asking questions and reporting treatment or situations that they don't understand or may "not seem right"
 - completing first level investigation (data collection) and making initial recommendations for follow up of incidents.
 - coordinating fire drills and performs other safety training, investigations and inspections as needed within

the work area.

3. Participates in interdisciplinary client/resident assessment and screening processes. Coordinates admissions, discharges and transfers on assigned lodges. Participates in care conferences and ensures documentation and follow up of same.
4. Performs direct nursing care and procedures when required.
5. Provides supervision and direction to assigned staff. Monitors staff performance. Addresses and resolves any problems noted. Ensures staff competencies meet the needs of the work area. Identifies staff training needs and develops initial training plans. Participates in staff orientation and ad-hoc training initiatives in consultation with training specialists. Completes performance appraisals for assigned staff.
6. Identifies need for and initiates corrective action related to continuing performance issues, and recommends preliminary stages of progressive discipline and related follow up action where performance issues have not been resolved.
7. Develops and maintains care assignments. Participates in workload measurement processes. Assists the Director of Care in planning, developing, evaluating and implementing changes to resident care staffing and care delivery.
8. Maintains communication with residents and families, explains the care plan, and ensures that their concerns are addressed and resolved.
9. Ensures BCS standards, policies and procedures are adhered to and that all equipment and related resources (i.e. lifts, linens and incontinence products) are available, used appropriately and in good working order.
10. Interfaces with other departments or external agencies (eg. Support Services) to solve operational problems and to improve operating efficiency through sharing of resources and tasks.
11. Participates on internal committees, workgroups and task forces (i.e. Admissions, Interdisciplinary Team, Accreditation).
12. Performs other related duties as required.

FINANCIAL RESPONSIBILITY

none

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	25	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	

COMMENTS

PREPARED BY

NAME:	DATE: September , 2009	
-------	---------------------------	--

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

SIGNATURE:

DATE:

ORGANIZATION CHART – See Page 4

SELECTION CRITERIA

Graduate of a recognized general or psychiatric nursing program.

Clinical competency in gerontology/long term care nursing.

Current active licensure with CRNBC or CRPNBC.

Ability to communicate effectively, both verbally and in writing, with clients, residents, families, co-workers, members of the inter-disciplinary team and the public.

Ability to lead a team, resolve problems and deal with others effectively.

Ability to organize and prioritize work, and implement and evaluate plans.

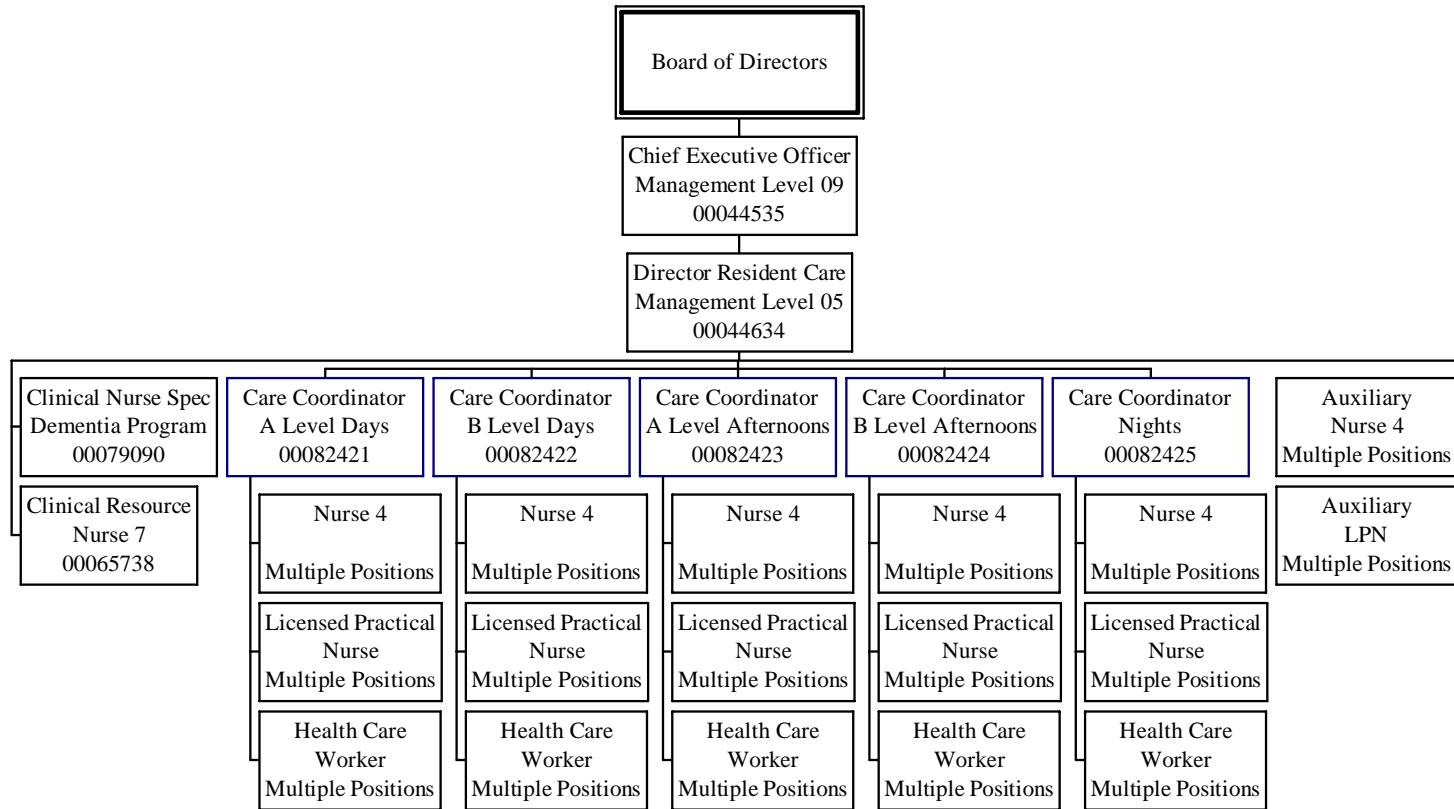
Flexibility to adapt in a changing work environment.

Ability to operate related equipment.

Physical abilities to carry out the duties of the position.

COMPETENCIES

TILLICUM AND VETERANS CARE SOCIETY



APRIL 2005