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## VACANCY POSTING

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<b>Vacancy:</b>	RAI Certified Registered Practical Nurse
<b>Description of Position:</b>	Permanent Full time
<b>Number of Vacancies:</b>	1 Position
<b>Unit:</b>	Complex Continuing Care
<b>Wage Grid:</b>	\$36.759 - \$38.161
<b>Employee Group:</b>	CUPE Service
<b>Shift Work:</b>	Yes
<b>Weekend Work:</b>	Yes

<b>Date Posted:</b>	December 17, 2025
<b>Closing Date &amp; Time:</b>	December 24, 2025 at 1700 hours
<b>Reference Number:</b>	#25-221 FT RAI RPN CCCU

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## ROLES AND RESPONSIBILITIES

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### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

### SUMMARY OF POSITION

Reporting directly to the Clinical Manager, the RAI Coordinator is responsible for coordination, directing and educational activities that support the RAI-MDS process. The Coordinator is also responsible for analyzing the accuracy of the submission of the data, review of the indicators for the home minimally on a quarterly basis. During hours not designated for RAI process, the Registered Practical Nurse provides direct primary care within their full scope of practice and participates in the development, implementation, monitoring and evaluation of services for individuals, families and the community.

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## NATURE AND SCOPE OF WORK

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### REGISTERED PRACTICAL NURSE:

- Applies, in an effective manner, the nursing process in delivery of care
- Collaborates with the multidisciplinary team to ensure a patient care plan is developed
- Provides nursing care to patients where condition is stable, with predictable outcomes, and will collaborate with the Registered Nurse in patient situations which are beyond the RPN's scope of practice

- Works collaboratively with other health care team members to ensure effective coordination, implementation, and evaluation of the plan of care
- Communicates relevant clinical information to appropriate members of the multidisciplinary care team, in a timely fashion
- Documents care, and patient information in the Clinical Record as directed by hospital policy and procedure
- Contributes to the ongoing assessment of the health needs of the patient
- Provides health teaching to patients and their families. Assist with inter-hospital transfer of patients
- Participates on various hospital committees and supports quality improvement processes
- Attends unit staff meetings as often as possible and read circulated documentation/minutes to remain abreast of changes and Hospital activities
- Ensures that his/her knowledge and competency remain current by participating in continuing education activities
- Practices within their scope of practice, as per the policies of WDMH and the College of Nurses of Ontario (CNO)
- Assists in the orientation of new employees to the nursing unit
- Participates in the education of students obtaining clinical experience as WDMH
- Utilizes material resources such as supplies and equipment in a safe, cost effective manner to provide quality nursing care, and is cognizant of budgetary constraints
- Regularly attends department meetings
- Assists with care on units other than her/his usual unit as required
- Assists in the orientation of new employees
- Works as a facilitator of change, supporting frontline staff and Clinical Managers.
- Identifies and monitors quality improvement activities
- Identifies and monitors staff education and development. This may include conducting in-services, staff development programs and orientation
- Maintains inventory of specialized items and ensures items are available
- Maintains safe and therapeutic patient care environment
- Meet regularly with Clinical Manager and or as needed
- Represent the interests of WDMH on all internal and external committees as required.
- Other duties as delegated by Clinical Managers

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## QUALIFICATIONS

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- Ontario College Diploma in Practical Nursing
- Current Certification of Registration from the Colleges of Nurses of Ontario
- Trained as a RAI (Resident Assessment Instrument) coder preferred
- Committed to completing the required RAI coder education if not already obtained within the first 3 months of working in the role essential.
- Strong organizational skills
- RPN Skills Update Course including medication administration
- RPN full scope duties – Applicants must be aware of CNO RN/RPN 3 factor framework
- Keen interest in gerontological and rehabilitative nursing
- Recent (within the past 2 years) experience in Gerontological and Rehabilitative nursing
- Current BCLS certification
- Ability to lift and transfer patients
- Excellent attendance record and availability to meet requirements of a full-time work schedule
- Ability to relate well with patients, members of the health care team and the general public
- Strong leadership and communication skills

- Ability to give informal and formal education sessions to peers
- Ability to represent CCC nursing at various committees
- Responsible for his/her own professional development
- Observe strict confidentiality of all patients and hospital related information
- ensure that patients are treated within a safe environment
- All new employees must successfully undergo a Police Check (Vulnerable Sector)
- Current CPR required
- Demonstrated competence in nursing practice as appropriate to the needs of the organization
- Demonstrated ability to function as a team member
- Strict confidentiality of all patients and hospital related information
- Demonstrates a professional and respectful attitude towards patients, the public and colleagues
- Responsible for own professional development
- Observe strict confidentiality of all patients and hospital related information
- All new employees must obtain a satisfactory Police Check (vulnerable sector)

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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## APPLICATION INFORMATION

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Further information is available from **Sean Burnett, Clinical Manager at extension #6339**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Manager Recruitment, Compensation and Benefits at [bfancey@wdmh.on.ca](mailto:bfancey@wdmh.on.ca). When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.**

Accommodations are available on request for candidates taking part in all aspects of the selection process.