

RA - PRIMARY NURSE RN (NSS Teams)

INTENT: To outline agency and NSS expectations of the Primary Nurse on each Care Team.
To clarify shared responsibilities of all client Care Team members.
To ensure safe, accurate, and timely management of client care, document management, and access to resources.

POLICY

Due to the complex nature of our program and the way care, information, documentation, supplies, and operational requirements from Nursing Support Services are managed, it is necessary to designate a “Primary Nurse” RN on each client care team.

The role and responsibilities of the Primary Nurse (outline by NSS) includes but is not limited to:

- (a) Performs initial and at minimum, weekly, head-to-toe nursing assessments
- (b) Confirms care team complement appropriateness for a Child at admission and ongoing in collaboration with the Nursing Supervisor and other team members
- (c) Collaborates with Nursing Supervisor regarding care planning with a focus on a Child’s day-to-day medical care needs
- (d) Develops, coordinates, and monitors short- and long-term goals (nursing, medical and transition) in accordance with a Child’s eligibility for Services and ensuring that these are implemented by the Child’s care team
- (e) Revises and updates (at minimum monthly) the Child’s care plan based upon any changes in a Child’s care needs and communicates any changes to the Child’s care team and Nursing Supervisor
- (f) Ensures that documentation, including physician/MRP orders are current and in alignment with professional, agency and NSS Program standards; focus of care delivery is consistent with a Child’s established care plan and eligibility for Services and provides an accurate and objective reporting of a Child’s disposition as this relates to eligibility for Services
- (g) Ensures that the care team is consistently assessing and evaluating a Child’s care needs as per the Child’s eligibility for Services
- (h) Attends meetings, as indicated by Resource Ability and/or NSS Provincial Office to provide update on the care of the Child
- (i) Communicates and collaborates with the Child’s care team about Child’s status and plan of care
- (j) Supports and monitors the integration of a community/primary nursing care approach with Services

PROCEDURES

- a) Regional Managers will discuss the role with each client's Care Team members and designate a Primary Nurse
- b) Each client Care Team will have at least one nurse designated as Primary Nurse. The role may be shared or alternated between more than one nurse in situations where approved hours or scheduling necessitates it. This will be at the Regional Managers discretion
- c) Where there are only LPNs and/or Non-nurse Care Providers on a Care Team, the Regional Manager will assume the Primary Nurse role

GUIDELINE

The following activities are expected of all team members working in the client home. Communication in the Communication book among team members is key to streamlining these processes. The Primary Nurse is responsible for ensuring that processes are in place, but not necessarily for completing them all independently.

1. Ensure that there are current (<1yr old) client orders for **all medications** being administered, and medically directed care being provided by Resource Ability staff. (Reviewed Monthly)
Examples: Medications, Ventilation orders (including O2), HPN orders, Treatments such as suctioning, feeding, special assessments or interventions that are not part of routine nursing care.
2. Ensure that a 3–4-month supply of required agency forms is always available at the worksite. (Reviewed Monthly)
3. Ensure that adequate PPE supplies are available at the worksite. (Reviewed Monthly and PRN)
4. Review and ensure that Month End Reports are completed and submitted on time. (See reporting schedule.) All team members should be contributing to the Month End Report throughout the month.
5. Act as a primary team contact with Nursing Supervisor and Manager on behalf of the nursing team and client as required.
6. Provide support and care oversight to the team to promote consistent, high-quality care.