



**Career Profile Application Form
Municipality of Chatham-Kent**

**External Job Registry Posting
Registered Nurse
Job # SS RN 14-3**

Please attach this application form to the front of your resume. (Please do not include a cover letter). **Applications will be accepted starting January 1, 2014, for a period up to 4:30 p.m. on June 30, 2014.** See job ad for further details.

PLEASE PRINT:

Name:	(last name)		(first name or name known by)	
	Address:			
	911 Street Address			
	Apartment/Unit #	PO Box	Rural Route	
	City/Town		Postal Code	
Telephone:	Home		Cell	
	Work			
Email address:				

Please see the bottom of the last page for instructions on completing this Career Profile and your resume. Where boxes have been provided to insert your related experience, please include details of all your related experience to match the years of experience you have included, along with when and where you obtained the experience. Your resume should complement your career profile, but not replace the profile (your resume should contain the same information).

Education requirements:	
It is mandatory to have an RN diploma or BScN degree.	
Have you graduated from an RN diploma or BScN degree program? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , graduation date:	
Have you completed a post-diploma geriatric program? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no , have you taken gerontology courses/programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , please include the name of course and/or programs below.	
Required Registrations:	
Are you currently registered with the Ontario College of Nurses as an RN? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no , have you applied for registration? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Required Certificates:	
<i>Please enter expiry date of certificates below</i>	
Do you possess a Standard Level First Aide certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you possess a Level C CPR certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you possess Health Care Provider (C) Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Computer Skills:	
Do you have basic computer keyboarding skills? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you familiar with PCC (PointClickCare)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have experience with Microsoft Outlook (email)? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Registered Nurse Experience:

Do you have knowledge of the Nursing Practice Standards as outlined by the College of Nurses of Ontario and other related professional associations? Yes No

Years of RN experience employed in the workplace:

AND/OR months of RN placement experience:

Please describe in detail in the box below your experience working as an RN, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Years of RN experience employed at a Long Term Care Home:

AND/OR months of RN placement experience at a Long Term Care Home:

Please describe in detail in the box below your experience working in a setting for care of the elderly (or long term care facility), and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Other Related Experience:

Do you have experience working in geriatric, rehabilitation and/or psychiatric nursing? Yes No

If yes, how many years of experience:

Please describe in detail in the box below your related experience, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Do you have training in appropriate use of restraints and current best practices in least restraint policy? Yes No

Do you have experience with **Restorative Care**? Yes No

Do you have experience with **RAI-MDS** charting? Yes No

Do you have experience **Supervising Staff**? Yes No

Please describe in detail in the box below of your interest in the needs of Long Term Care residents. **Note:** the box will expand to 2000 characters.

Have you belonged to any workplace committees? Yes No

Please describe in detail in the box below your experience with workplace committees, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Hours of work:

This is a call-in position for day, afternoon, midnights, and weekend hours, and may include four (4) hour shifts. Call-in hours for this position are frequently on short notice.

Are you available to work shifts for days, afternoons, midnight, and weekends (which may include four hour shifts), and take hours on short notice? Yes No

Riverview Gardens:

Riverview Gardens' Mission is: "Together, we provide exceptional, resident focused care while respecting and protecting those who call Riverview Gardens their Home." **Do you agree with our philosophy?** Yes No

Do you understand that because of the environment this position will be working in, the successful candidate will be required to furnish a Police Information Search (criminal reference check) with a vulnerable sector screen prior to commencement of employment prior to commencement of employment? Yes No

Do you understand that as per the Long-Term Care Homes Act, all staff members shall promptly provide Seniors Services (Riverview Gardens) with a signed declaration disclosing new charges, convictions, orders, and restraining orders, consistent with Ontario Regulation 79/10 made under the Long-Term Care Homes Act, with respect to the period since the date the person's last criminal reference check under subsection (2) was conducted.? Yes No

Physical & Safety requirements:

Under the Long Term Care Homes Act, all employees are required to provide evidence of, or submit to, a 2-step TB skin test (TB skin tests will be completed the first day or orientation unless the new employee can provide proof of a clear TB test)

I have read and understand the above requirement? Yes

Because of the responsibilities of this position, employer may request a "Physical Task Analysis".

I have read and understand the above requirement. Yes

Essential physical/safety requirements:

- Bending: frequent twisting, kneeling, squatting, crawling; constant stooping (up to 4.55 kgs or 10 lbs) (assists residents with activities of daily living; assists with portering residents when needed; preventative skin care by turning residents, re-positioning residents in bed and chair, etc.; administers medications and treatments (i.e. complex wound care) to residents assigned to their care; manages emergency situations when necessary)
- Walking: constant walking on level surface (up to 28.6 kgs or 63 lbs) (participates in medical rounds with the attending physician; assists residents with activities of daily living; assists with portering residents when needed; obtains and distributes supplies used on the nursing units; participates in indoor/outdoor resident activities; manages emergency situations when necessary)
- Sitting: constant sitting in a chair (up to 4.55 kgs or 10 lbs) (participates in "shift report" at start/end of shift; completes written documentation and computerized documentation (assessments, progress notes, etc.) in online charting system in PCC software; develops/maintains care plans for each individual resident)
- Reaching: frequent reaching above shoulder; constant reaching below shoulder, forward, backward, handling (up to 4.55 kgs or 10 lbs) (assists residents with activities of daily living; administers medications and treatments (i.e. complex wound care) to residents assigned to their care; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; monitor/assists residents with meals and nourishments)
- Lifting: frequent lifting at shoulder, carrying, pushing at or above shoulder, pulling at or above shoulder; constant lifting floor to waist, waist to shoulder, pushing below shoulder, pulling below shoulder (up to 28.6 kgs or 63 lbs) (assists residents with activities of daily living; assists with portering residents when needed; preventative skin care by turning residents, re-positioning residents in bed and chair, etc.; administers medications and treatments (i.e. complex wound care) to residents assigned to their care; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; manages emergency situations when necessary)
- Standing: constant standing inside (up to 4.55 kgs or 10 lbs) (assists residents with activities of daily living; participates in indoor/outdoor resident activities)
- Hands: frequent fine finger dexterity (movement), gripping, pinching, mousing (up to 4.55 kgs or 10 lbs) (assists residents with activities of daily living; administers medications and treatments (i.e. complex wound care) to residents assigned to their care; communication via email; completes computerized documentation (assessments, progress notes, care plans, etc.)

Are you able to complete the above physical requirements? Yes No

Other physical/safety requirements:

- Bending: occasional crouching (up to 4.55 kgs or 10 lbs) (assists residents with activities of daily living; assists with portering residents when needed; preventative skin care by turning residents, re-positioning residents in bed and chair,

etc.; administers medications and treatments (i.e. complex wound care) to residents assigned to their care; manages emergency situations when necessary)

- Walking: infrequent walking on rough surface, running; occasional balancing (up to 28.6 kgs or 63 lbs) (participates in medical rounds with the attending physician; assists residents with activities of daily living; assists with portering residents when needed; obtains and distributes supplies used on the nursing units; participates in indoor/outdoor resident activities; manages emergency situations when necessary)
- Sitting: occasional sitting on a stool (up to 4.55 kgs or 10 lbs) (participates in "shift report" at start/end of shift; completes written documentation and computerized documentation (assessments, progress notes, etc.) in online charting system in PCC software; develops/maintains care plans for each individual resident)
- Reaching: occasional reaching backward (up to 4.55 kgs or 10 lbs) (assists residents with activities of daily living; administers medications and treatments (i.e. complex wound care) to residents assigned to their care; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; monitor/assists residents with meals and nourishments)
- Lifting: infrequent dragging; occasional lifting above shoulder, overhead, transferring (up to 28.6 kgs or 63 lbs) (assists residents with activities of daily living; assists with portering residents when needed; preventative skin care by turning residents, re-positioning residents in bed and chair, etc.; administers medications and treatments (i.e. complex wound care) to residents assigned to their care; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; manages emergency situations when necessary)
- Standing: infrequent standing outside (up to 4.55 kgs or 10 lbs) (assists residents with activities of daily living; participates in indoor/outdoor resident activities)

Are you able to complete the above physical requirements? Yes No

Other requirements:

Do you understand that all new employees will be required to complete Health & Safety and other on-line mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) may be required? Yes No

Where did you read or hear about this job opening:

Our website under municipal jobs at www.chatham-kent.ca?

Through our job subscription (signed up for notification when a job was posted)?

Through another source? **If yes**, where:

Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) (working with vulnerable persons) prior to commencement of employment.

Are you legally entitled to work in Canada? Yes No

REQUIRED: (must be completed)

I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal. Yes No

Completed by: (print name) _____

Date completed: _____

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or ckhr@chatham-kent.ca. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

Instructions for completing this Career Profile and preparing your resume:

- This **Career Profile** is available in MS Word 2010 or Adobe format; if you are not able to use the MS Word document, please use the Adobe version (complete by hand)
- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Where we have provided a box for you to include information about your related experience, **please do not insert 'see resume'**; we ask that you **include all the details of your related experience**, including when and where you obtained the experience, job titles, etc. (the same detailed information found in your career profile should be found in your resume)
- In your **resume** include your current and past employer's names, and under each employer include your job titles, dates you were in each position, and details of your experience for each position relevant to this job position; please include information that you have inserted in the career profile
- Please do not include a cover letter or copies of transcripts, licenses, certificates, etc.
- If submitting electronically in a Word format, please submit your Career Profile and resume in separate documents

Registered Nurse (external job registry)
Job # SS RN 14-3

NOTE: The boxes where you are asked to include your experience will expand up to 2000 characters. For information on what we look for in a resume, please see [Applying & Interview Tips](#) under **Municipal Jobs** at www.chatham-kent.ca.

www.chatham-kent.ca