

## Lead Nurse Rep (LNR) Job Description

There will be 2 LNRs chosen from those elected/ acclaimed ward reps who put forward their expression of interest (EOI) to the Executive Committee as per the Local Policies and the call for EOI has been announced at the Civic and General Campuses. If there is no EOI from the ward reps at the 2 respective campuses, a LNR will be selected by the Executive committee for each campus. One LNR each will be selected by the committee from the Civic and the General Campuses of the Ottawa Hospital.

The purpose of the role at the Civic and General is twofold:

1. To provide assistance to the site VPs at the Civic and General.
2. To provide mentorship opportunities to members for ONA leadership roles.

The LNRs may attend, as a non-voting observer, some executive meetings as determined by the site VPs, with notice to the Local Coordinator. LNRs may also attend meetings with the ONA LRO that are called on a regular basis as directed by the Site VP and BUP. Every effort will be made to ensure the LNR is able to attend ONA workshops that will assist with their learning.

Each LNR is responsible to the Site VP of the campus where they work. Duties will be approved by the Executive Committee and assigned by the Site VPs for the LNR. LNRs will maintain regular communication with the Site VP and may assist in the following:

- Delivering posters, communiqués etc. from the Local to the various units of their specific campus. Updating the Campus specific ONA boards and picking up any mail from the Campus ONA boxes if required.
- Assist with any return to Work, grievance or discipline meetings as determined by the Site VP and TOH-BUP.
- Provide vacation relief for the Site VP when possible.
- Attend the CJHAC and any other meetings determined by the Site VP and TOH-BUP as the Site VP's delegate when required. Attend any membership meetings called by the LC/TOH BUP.