



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River
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Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-11-106, U-14-106, U-15-106, U-18-106, U-19-106, U-20-106, U-18-31, U-05-31, U-06-31, U-08-31, U-09-31, U-10-31, U-11-31	Licensed Practical Nurse	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Long Term Care	Manager of Continuing Care	Woodland Manor and WLM expansion

PURPOSE OF THE POSITION

The Licensed Practical Nurse (LPN) is a member of the client care team, who uses the nursing process (assessment, planning, implementation and evaluation) within the framework of the standards of practice of the Licensed Practical Nurse of the N.W.T. and the policies and procedures of the Hay River Health & Social Services Authority, to facilitate that residents receive optimum care to aid in their recovery, to achieve their maximum independence, provide a secure, comfortable home-like environment and supports the resident in a peaceful death. The Licensed Practical Nurse acts as a patient advocate and facilitates communication between the resident, family and other health care professionals to meet their physical, psychosocial, spiritual, cultural and educational needs.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation

beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 23 Long Term Care beds and 2 respite bed; Supportive Living Campus, a Territorial campus providing 11 permanent beds and 1 respite bed; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

This position is located at the Woodland Manor in Hay River, which is a secure long term care facility with 23 permanent beds and 2 respite. The Licensed Practical Nurse provides basic care to the residents in Long Term Care. The incumbent, in collaboration with other health care professionals, para-professionals and others, will provide care to aid in their recovery, to achieve their maximum independence, provide a secure, comfortable home-like environment and support the resident in a peaceful death. The delivery of services has a direct impact on the quality of life and satisfaction for the residents and their families.

Residents in Long Term Care are usually long-term convalescent, geriatric, dementia requiring a secure locked setting. These residents live within Long Term Care and are experiencing chronic illness or disability that has resulted in physical frailty and/or cognitive impairment. A physician or nurse practitioner visits the facility once per week or more frequently as required.

The LTC LPN is a member of the resident care team who provides direct nursing care to the residents who have common well-defined nursing diagnosis. The LPN as a resident advocate and facilitates communication between the resident, the family, the manager and other health care professionals. This will result in a holistic approach to planning; organizing, teaching and relationship development that will best meet the resident's needs. Although the LPN provides direct nursing care to residents, when faced with unfamiliar situations or situations outside the LPN's scope of practice the incumbent will refer the situation or problem to the Resident Care Coordinator (RCC) or Manager of Continuing Care.

RESPONSIBILITIES

- 1. The LPN provides basic care to residents and their families to aid in their recovery, to achieve their maximum independence, provide a secure, comfortable home-like environment and support the resident in a peaceful death.**

Main Activities:

- Assist residents in activities of daily living, personal hygiene and exercise programs.
- Assist residents with physical and occupational activities

- Collaborating and functioning as part of a multi-disciplinary team to provide quality nursing care
- Maintain a safe, clean and orderly environment for residents.
- Laundering of resident's personal clothing
- Assistance with meal services(preparation of snacks, serving, feeding, and post-meal clean-up)
- Assure adequate supplies are assembled in designated areas
- Assist Activity Coordinator with activities for residents as time permits
- Lift and transfer with the use of good body mechanics
- Respect the resident's individuality as a person and with cultural differences
- As required, after a resident has died, prepare the body by washing and dressing as per protocol
- Supports family and friends through the grieving process
- Explains procedures, treatments and other health related information to residents' and/or families

2. In accordance with nursing practices, HRHSSA policies and procedures, and Standards of Practice, the LPN will provide nursing care to residents to enhance the recovery period and to support the end of life.

Main Activities:

- Notify physician or Nurse Practitioner of any change in the resident and obtain orders as required
- Report significant changes in resident condition to the RCC and/or Manager
- Follow Treatment protocol as ordered by the Physician or Nurse Practitioner
- May accompany residents to appointments at other Health Care facilities
- Apply routine splints and orthotic devices
- Collect and label specimens
- Establish and maintain nursing care plans
- Maintain diabetic routines on the unit
- Provides health teaching to residents and or families as needed
- Clinical skills as listed but not limited to:
 - enteral therapy
 - Isolation technique and medical asepsis
 - Medication administration (with the exception of IV meds)
 - Tube feeding
 - Non urgent EKG's
 - Catheterizations
 - Trac Care
 - Colostomy care
 - Hypodermoclysis
 - Phlebotomy, once trained
- Planning interventions based on actual and potential nursing diagnosis in collaboration with other members of the healthcare team to formulate the overall care plan

- Evaluating resident responses to interventions and compares data with expected outcomes. Making necessary revisions to the care plan
- Use of protective equipment-restraints, splints, braces, etc., and documents appropriately

3. The LPN maintains resident records in accordance with the policies and procedures to ensure that the residents 'current health status is communicated to the health care team.

Main Activities:

- Respect the Confidentiality of residents and thus contributing to residents' own privacy
- Perform appropriate physical assessments on residents and charting appropriately
- Measure and record vital signs
- Participates in planning care for individual residents
- Participates in interdisciplinary team and resident care conference
- Facilitates communication/reporting significant differences between actual and expected responses to the appropriate team members and coordinates appropriate interventions
- Complete medication sheets, doctor's orders and pharmacy orders
- Collecting data regarding the patients/residents physical and psychosocial status at the time of admission and during their stay until discharge or death.
- Use of NISS charting system, documents all medication/treatments assessment data, plan of care, interventions and client response
- Process orders and checking on a nightly basis that the doctors' orders have been processed correctly
- Analyzing and interpreting data based on knowledge physical and behavioral sciences to formulate nursing diagnosis
- Facilitates testing (lab and D.I.) as well as Doctor's appointments for residents

4. The LPN performs administrative and other general duties to ensure effective operation of activities.

Main Activities:

- Responds to emergencies, following appropriate policies
- Schedule and replace staff as required in the absence of the Manager or Administrative Assistant.
- Participates in staff development and committees
- Complete transfer forms for residents who are being transferred to other facilities
- Liaison with other departments as required

- Demonstrate knowledge of fire and disaster plans
- Exercise effective cost control in use of equipment and supplies
- Provides feedback on performance of staff to the Manager when requested
- Assist in performing Doctor' s/ Nurse Practitioner's rounds
- Makes recommendations and participates in the implementation of change
- Provides leadership, mentoring, orientation and guidance to other LPN's, Long Term Care Aides (LTCA's) and students nurses on the day-to-day operations
- Demonstrate knowledge of fire and disaster plans.
- Maintains good working knowledge of equipment, supplies and materials used in the work area
- Liaison with dietary personnel to ensure residents meals and snacks are appropriate.
- Initiates and provides spiritual care as needed

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to

their needs.

- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

- Good physical and mental health
- Dependable
- Good organizational skills
- Knowledge and ability to apply the nursing process and current nursing practices
- Knowledge of cross-cultural nursing
- The incumbent is required to have the medication delivery course and physical assessment course, if graduated before 1999.
- Knowledge of fire and disaster procedures
- Good communication skills, both written and oral
- Ability to work independently and as part of a team
- Demonstrated interest in the elderly
- Initiative to seek advice and guidance from supervisors and other qualified staff.
- Excellent interpersonal skills

The level of knowledge is acquired through a formal Licensed Practical Nurse program. Eligibility for LPN registration in N.W.T. LPN Registrar, Dept. of Health & Social Services GNWT. Must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- Blood Glucose Monitoring
- WHMIS
- Back Injury Prevention Program
- CPR-HCP
- Fire Safety
- Hand Hygiene

Occupational Health and Safety training, Supportive Pathways and Non Violent Crisis Intervention education is required, when available.

WORKING CONDITIONS

Physical Demands

The incumbent is required to bend, lift, carry pull, push, stand for long periods of time, stretching and twisting during their working hours. Transferring patients in and out of bed, transferring to the hospital for activities, stripping/bed making, raising/lowering beds, moving of heavy equipment (beds, wheelchairs) and standing for long periods to deliver care. All of these activities the incumbent does in moderate for the length of the shift. The frequency of these activities makes up the majority of their work. These activities may lead to back, neck and extremity strain and injury.

The incumbent is required to work in limited and restrictive space, like the resident's washroom. This awkward bending or twisting may promote poor posture and can lead to injury.

Environmental Conditions

Exposure to sharps, prescribed medication, biohazardous and human waste.

Sensory Demands

Most senses must be utilized in observing, assessing, and treating residents. Being alert to the other residents while working with emergency situations is very demanding. Their assessment skills are vital to maintain human life.

Mental Demands

Establishing relationships with and providing care to residents who may be ill or disabled can be stressful, especially with the death or increased incapacitation of residents - daily - little control. Long-term care residents may be especially demanding of incumbents causing stress - daily - no control. Family members can be demanding and lacking understanding of the limits to care in a facility, causing stress for incumbents - occasionally - some control.

Dealing with aggressive, confused, physical/verbal abusive residents-daily, intoxicated visitors at times - daily - no control over exposure, some control over the outcome. For some residents a language barrier exists and trying to meet their requests and expectations can be stressful at times.

The LPN is expected to remain calm, controlled and professional regardless of the situation and demonstrate care and compassion to the resident, family and other members of the health care team.

High turnover rates and difficult in recruiting qualified staff leads to mental stress and fatigue. Constant disruption of their lifestyle caused by shift work schedules, overtime and on-call can create mental/emotional fatigue and disruption of sleep patterns.

CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Director/Chief Executive Officer Signature</p>	<hr/> <p>Date</p>
<p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

July 2013-education changes

February 2015-editorial changes

May 2016-education requirements updated

July 2018 – logo, scope, site, commitment statement, editorial