



Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-16-31; U-17-31; U-23-31; CA -1350	Licensed Practical Nurse	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Clinic Services	Manager, Primary Care & Community Health	Clinics

PURPOSE OF THE POSITION

The Licensed Practical Nurse is a member of the client care team who uses the nursing process (assessment, planning, implementation, and evaluation) within the scope and standards of practice for Licensed Practical Nurses in the N.W.T. to provide appropriate care for clients who access the programs and services of the Medical/Specialist Clinics. The Licensed Practical Nurse provides nursing and administrative support services to physicians and nurse practitioners to ensure services to client are accessible and efficient and in keeping with the Hay River Health and Social Services Authority philosophy, policies and objectives.

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; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; 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.

The Medical Clinic is located in the hospital. The LPN provides nursing support to the Clinics by assisting physicians/specialists or nurse practitioners in examinations, supplies, diagnostic tests and treatments (e.g., dressing changes, intramuscular injections). On average 150 patients are seen monthly at Specialist clinic and up to 100 patients per day at medical clinic. The LPN also acts as liaison between clients, staff, physicians and specialists, maintains and promotes communication and is responsible for controlling patient flow. The incumbent reports to the Manager, Primary Care & Community Health.

RESPONSIBILITIES

- 1. Under the direction of the Manager of Primary Care & Community Health, the Client Care Coordinator and/or Physicians, and in accordance with nursing practices, the LPN provides nursing support to the physicians or nurse practitioners.**

Main Activities:

- Maintain a safe, clean and orderly environment.
 - Assure adequate supplies are assembled in designated areas.
 - Direct patients to appropriate consult rooms if required. Perform clinical nursing duties for the practitioners, which includes: Pre-examinations, prenatal and medical work-ups, six week checks, weight, blood pressure, lab work.
 - Assist the practitioners with various exams and treatments such as, but not limited to, PAPs, endometry biopsies, skin lesions etc.
 - Prepare the patient rooms in between patient visits.
 - Perform dressing changes as ordered.
 - Collect specimens such as: Hgb, urinalysis, pregnancy tests, random blood sugars, cultures, cytology and pathology and label and pack all specimens and complete the necessary forms to forward to the laboratory.
 - Respect the client's individuality as a person and with cultural differences.
 - Provide patient teaching as required (i.e., regarding laboratory tests and procedures).
 - Draft all prescriptions for medications required for any scheduled procedure
 - Remove sutures and staples on physician=s orders.
 - Check and monitor glucometer and hemocue and the fridge temperature.
 - Set up any equipment and/or tools necessary for the operation of the clinic
 - Review lab work, consults and any other tests as required
 - Collects and documents statistics as directed
 - Provide relief for each workstation within Clinic Services
- 2. The LPN performs administrative duties and other general duties to ensure effective and efficient operation of the Specialist Clinic.**

Main Activities:

- Photocopy documents as required that apply to the patient and place in their chart. The originals are to be sent to the Medical Records Department.
- Instruct the patient to make their own appointments with Diagnostic Imaging, and the Dietician and also ensure client has appropriate referral and/or requisitions.
- Order all medical supplies and drugs from the appropriate departments.
- Schedule appointments and arrange travel documentation for patients to be seen in either Yellowknife or Edmonton.
- Promote and maintain interpersonal relationships with other health centre and hospitals.
- Co-ordinate and organize patient information to be sent to Yellowknife Telehealth Co-coordinator at least three days prior to Telehealth conference call. Notify patients that will be using Telehealth advising them of time and place of conference call.
- Coach, train and support relief staff.
- Notify patients if Stanton calls for patient to see specialists that do not come to Hay River, as required.
- Notify patients regarding appointments for treatments at Stanton or southern facilities.
- Arrange and facilitate all travel clinics
- Ensure supporting documentation for all travel clinics and client appointments when traveling out of Hay River
- Facilitate all processes related to the specialty clinic such as, medical travel, referral, electronic systems and partner processes, such as requisitions for DI, and/or lab, referrals for MRI
- Ensure follow-up care related to appointments is in place and monitored

3. Perform administrative duties in accordance with guidelines and HRHSSA policies and procedures to improve patient services to ensure effective and efficient operation of the Medical Clinic.

Main Activities:

- Order office supplies, liquid nitrogen, medical supplies and drugs
- Scan & link reports into appropriate patient charts
- Ensure the Medical Clinic is run in a competent and professional manner in the absence of Manager, Primary Care & Community Health.
- Support and assist with reception duties as required, including faxing follow up information, lab results, U/S reports, X-Rays to appropriate specialist when the results become available and identify on lab sheet report.
- Ensure quality assurance checks, such as glucometer, fridge temperature and oxygen
- Organize client schedule to ensure clients are ready and appropriate preparations are done for the designated appointment, such as medicals, IUD procedures, WCSS

- Assist Practitioners with software orientation and/or issues
- Ensure specimens are appropriately processed and forwarded to the Lab
- Ensure the flow of documents in designated work area
- Address all income calls to designated work area including inquiries from clients and outside departments/facilities.
- Administer injections, remove sutures/staples and provide routine vitals as required
- Work directly with the DI – Mammography program to ensure appropriate client care and follow-up.

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

Knowledge and ability to apply the nursing process and current nursing practices.

Sensitive to geographical/cultural needs of the regions and understand how community and culture impact on the delivery of the health care team.

The incumbent is required to have the medication administration, physical assessment, and intramuscular injection courses.

Good communication skills, both written and oral and ability to teach clients.

Ability to effectively work under pressure, handle multiple tasks, and meet deadlines while displaying a calm and professional manner.

Initiative to seek advice and guidance from supervisors and other qualified staff.

The level of knowledge is acquired through successful completion of a recognized LPN Program. Registration as an LPN in the N.W.T. and current certification in basic CPR is mandatory. Two years previous experience in a medical clinic setting is required.

WORKING CONDITIONS

Physical Demands

The incumbent is required to bend, lift and stand for long periods of time during their working hours. All of these activities the incumbent does in moderate intensity for the length of the shift. The frequency of these activities makes up the majority of their work. These activities may lead to back, or neck strain.

Environmental Conditions

The incumbent is at risk for infectious disease as a result of direct exposure to patients, human waste and sharp disposal.

The incumbent is exposed to a busy work environment, which includes demanding patients, or crying children, requests made from other staff, and physicians require continual prioritizing of work happening simultaneously.

Sensory Demands

The incumbent must pay attention to repetitive details with many interruptions. The nature of the work demands long period of concentration, accompanied by frequent interruptions and reprioritizing one's work duties. The demands and expectations are usually moderate to high in intensity. There is a need to remain focused and acutely aware of all the activities in the clinic. The senses of hearing, watching, touching and focused listening are extremely important to be aware and react quickly to situations.

Mental Demands

The environment is dynamic and constantly changing, therefore, the incumbent has limited control over their work pace. The incumbent could be submitted to physical and/or verbal abuse on a daily basis. The LPN is expected to remain calm, controlled and professional, regardless of the situation and demonstrate care and compassion to the patient.

CERTIFICATION

Position Number:

<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^.

April 28, 2004

November 4, 2004 – editorial changes only

December 2006-editorial changes

August 2007-editorial changes

July 2008-editorial-add other position #'s & remove #3(3)

July 2009 – editorial changes only; add CCC #1

November 2009-editorial changes; add new Scope & Client Safety, took out #'s put bullets.

March 2011 – editorial changes only

October 2011 – Scope

September 2012 – reports to changes only

June 2017 – scope, editorial and commitment statements