



# Hay River Health & Social Services Authority

3 Gaetz Drive, Hay River, Northwest Territories X0E 0R8

## Job Description

### IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-14-106	Licensed Practical Nurse	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Long Term Care	Manager of Continuing Care	Woodland Manor

### 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 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 is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated Health Authority that includes a 29 bed Acute/Long Term Care hospital, which also provides Ambulatory outpatient and emergency

services and two Dialysis stations; Woodland Manor, a 15 bed long term care resident facility; Supportive Living Services, comprised of 3 residences and a skills development centre building; Diagnostic Imaging & Laboratory Services; Medical and Specialty Clinic Services; Community Counselling Services; Child & Family Services; Community Health and Home Care Services; Rehabilitation Services and a full range of support services.

This position is located at the HH Williams Memorial Hospital Long Term Care Unit and Woodland Manor in Hay River, which is a 15-bed multi-level, secure long term care facility. 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 Manager of Continuing Care or Resident Care Coordinator.

## **RESPONSIBILITIES**

- 1. Under the direction Manager/RCC and in accordance with nursing practices, the LPN will provide 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.
- Maintain a safe, clean and orderly environment for residents.
- Residents' laundry at Woodland Manor.
- 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.

**2. Under the direction of the Manager/RCC and in accordance with nursing practices and the HRHSSA policies and procedures, the LPN will provide nursing care to residents to enhance the recovery period and to support the end of life.**

***Main Activities:***

- Notify physicians of any change in the resident and obtain orders as required.
- Report significant changes in resident condition to the Manager/RCC and/or physician.
- Follow Treatment protocol as ordered by the physicians.
- May accompany residents transferred to other facilities.
- Apply routine splints and orthotic devices.
- Collect and label specimens
- Establish and maintain nursing care plans.
- Maintain diabetic routines on the unit.
- 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
- 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 patient 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
- Other related duties as per changes in policies and once in-servicing have been provided.

**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.
- Chart, 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 policies in the absence of the Manager.
- 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.
- Assist staff and provides feedback on performance of staff to the Manager.
- Assist in performing Doctor' s/ Nurse Practitioner's rounds.
- Collaborating and functioning as part of a multi-disciplinary team to provide quality nursing care.
- Explaining procedures, treatments and other health related information to residents' and/or families.

- Makes decisions regarding client/resident care.
- Makes recommendations and participates in the implementation of change.
- Reports concerns to Manager.
- Provides leadership, mentoring and guidance to other LPN's, 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.
- Exercise effective cost control in use of equipment and supplies.
- Other related duties as required.
- 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.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and ability to apply the nursing process and current nursing practices
- Knowledge of trans-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 function as a team member.
- Demonstrated interest in the elderly and infirm.
- Initiative to seek advice and guidance from supervisors and other qualified staff.

- WHMIS certification.

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. CPR with annual Re-certification and WHIMIS is mandatory. Supportive Pathways 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 and provide the supper meal. 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**

Dealing with sharps and prescribed medication may be stressful especially if there is an emergency with a resident. 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, intoxicated, physical/verbal abusive residents - 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

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Director/Chief Executive Officer Signature</p>	<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