



HUMAN RESOURCES MANUAL

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STATEMENT

Park Place Seniors Living (PPSL) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and PPSL policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

PROCEDURE

DEPARTMENT: Nursing Services

JOB TITLE: **Licensed Practical Nurse (LPN)**

REPORTS TO: Nursing Manager

JOB SUMMARY:

In collaboration with the interdisciplinary team, performs assessments, plans, implements and provides personal and nursing care to residents. The LPN operates in accordance with the competency guidelines and full scope of practice within the standards of practice as outlined by the relevant provincial governing body and according to PPSL policies and procedures (for example, administers oral, subcutaneous and intramuscular medications in accordance with pharmaceutical and PPSL policies and procedures). Responsibilities include the direct supervision of care staff to meet resident's needs. The LPN ensures a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assesses and monitors resident/family's actual and potential strengths and limitations including physiological, psychological, socio-cultural, and spiritual needs. Where appropriate, encourages resident participation in activities of daily living. Establishes and maintains therapeutic relationships with the resident and significant others through the use of interpersonal and interviewing techniques ensuring resident choice and autonomy in decision-making and care planning. Adheres to the "Resident's Bill of Rights."
2. Contributes to the development and ongoing changes to the residents' individualized plan of care, including attending and providing input into resident interdisciplinary care plan meetings. Advocates for the interest of the resident and significant others.
3. Administers oral, subcutaneous and intramuscular medications including PRN medications in accordance with PPSL and pharmaceutical policies and procedures.
4. Supervises staff by performing duties such as scheduling and coordinating work assignments, evaluating performance and determining related training and orientation requirements. Assists care staff in the on-going assessment, formulation and implementation of care plans and evaluation of individual resident care, and ensures care is given as recommended.



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5. Provides maintenance of sub-cutaneous infusions by assessing the insertion site, monitoring flow rate and discontinuing infusion access when ordered by the physician.
6. Performs nursing procedures and interventions and monitors and evaluates the effectiveness of the procedures and interventions. Procedures include head to toe assessments, airway management, nutrition management, infusion management, catheterizations, applying and changing simple sterile and/or non-sterile dressings, colostomy care and irrigation, taking/recording blood pressures, administering suppositories and enemas, taking/recording temperature, pulse and respiration; records observations and reports problems and/or changes to designated nursing staff. Performs nursing procedures and interventions as required.
7. Performs admissions, discharges, and transfers of /residents according to PPSL policies and procedures. Communicates the resident's condition and changes to the designated RN/RPN.
8. Provides personal care to residents including assisting the resident with bathing, dressing, care of skin and hair; changing beds; assisting with toilet needs; and overseeing resident exercise routines.
9. Assists residents with meals by serving and collecting meal trays and feeding designated residents, maintaining intake and output records as required.
10. Documents and updates all relevant information about care and procedures to achieve resident safety and comfort according to PPSL policy and procedure.
11. Performs related clerical duties such as answering the telephone, making appointments, ordering supplies and initiating diagnostic requisitions.
12. Assists in the orientation and sharing information with new staff, students, and other members of the interdisciplinary team.
13. Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings and committees.
14. Maintains a safe environment for residents, significant others and staff by adhering to established safety policies, standards and procedures including emergency procedures and infection control guidelines. Reports unsafe conditions and malfunctioning equipment to the Nursing Manager or designate.
15. Performs other related duties as assigned.

HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
 - Uses safe work procedures,
 - Promotes health and safety policy and awareness,
 - Makes safety suggestions.
 - Reads OHS minutes posted.



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- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

QUALIFICATIONS:

Graduation from a recognized program for Licensed Practical Nurses plus one year's recent related experience or an equivalent combination of education, training and experience.

Certified in First Aide as required by provincial legislation.

Current full practicing licensure with the relevant governing body.

SKILLS AND ABILITIES:

- Ability to communicate fluently in English, both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to work in teams collaboratively and supervise others in a respectful manner.
- Physical ability to carry out the duties of the position.

EQUIPMENT USED:

Computer, facsimile and photocopier

PHYSICAL DEMANDS:

The LPN position requires a significant amount of lifting, walking, reaching, bending, pushing, standing and sitting. In an average day the employee spends 2 to 6 hours standing or walking. Lifts a maximum of 50 lbs., frequent lifting and/or carrying of 20 lbs. Must be able to manage stressful work situations with dexterity.

HEALTH AND SAFETY RISKS – ENVIRONMENT

Physical: Strain on shoulder, neck and back, cuts/scrapes/injection
 Environmental: Draught, dust exposure, working alone situation.
 Chemical: Equipment cleaners
 Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
 Radiation: Minimal