



# HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	<b>13-03-27</b>
Section	Role Description	Date	March 2018
		Reviewed/ Revised:	August 2022
Guideline	<b>Licensed Practical Nurse (LPN)/ Registered Practical Nurse (RPN)</b>	Page #	Page 1 of 6

## STATEMENT

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

## PURPOSE

Provide standardized and specific expectations, responsibilities, and role description for every employee.

## PROCEDURE

**DEPARTMENT:** Nursing Services  
**JOB TITLE:** **Licensed Practical Nurse (LPN)  
Registered Practical Nurse (RPN)**  
**REPORTS TO:** Nursing Manager

### JOB SUMMARY:

In keeping with the Mission, Vision, and Values of Park Place, the LPN/ RPN, in collaboration with the interdisciplinary team, uses the nursing process and applies his/her nursing knowledge, skills and clinical judgment in performing assessments, planning, implementing, and providing quality and person-centred nursing care to the Residents. The LPN/ RPN operates in accordance with the competency guidelines and full scope of practice as outlined by the relevant provincial governing body’s practice standards and Code of Ethics and Park Place policies and procedures. The LPN/ RPN practices in a setting where the client care needs are established and changes in health condition are predictable and ensures a commitment to Park Place’s “culture of safety.”

### DUTIES AND RESPONSIBILITIES:

#### 1. Nursing Knowledge

- 1.1. Demonstrates knowledge and the ability to utilize the nursing process in identifying the Residents’ health care needs in an environment that facilitates achieving mutually agreed upon health outcomes;
- 1.2. Demonstrates knowledge and the ability to use critical thinking and problem-solving skills in all aspects of care;
- 1.3. Demonstrates knowledge and ability to prioritize and manage Resident care according to identified care needs;
- 1.4. Demonstrate knowledge and ability to identify and provide support to the Residents and their family and establish a therapeutic relationship with them;
- 1.5. Demonstrates knowledge of computer skills to do the following:
  - 1.5.1. Document Resident care;
  - 1.5.2. Acquire and share information appropriately with the health care team while respecting confidentiality;
  - 1.5.3. Validate evidence-based practice



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- 1.6. Respects and advocates for Residents’ rights by:
  - 1.6.1. Obtaining informed consent prior to performing any nursing procedure;
  - 1.6.2. Promoting self-determination and autonomy in the formulation of the Residents’ plan of care; and,
  - 1.6.3. Adhering to Park Place’s “Residents Bill of Rights.”
- 1.7. Understands the Code of Ethics for LPN/ RPN and applies these ethical principles to guide decision making in his/her nursing practice and individual behavior.

## 2. Nursing Practice

### 2.1. Assessment and Care Planning

- 2.1.1. Utilize standardized assessment tools available (e.g., MDS-RAI, User Defined Assessments) based on Residents’ identified care needs and recognized best practices;
- 2.1.2. Demonstrates the knowledge and ability to carry out move-in and move-out processes as well as Resident transfers, both internal and external, in an efficient and timely manner; including but not limited to completing the following tasks identified in their full scope of practice:
  - 2.1.2.1. Perform and complete a comprehensive and focused health and psychosocial assessment including a thorough health history taking;
  - 2.1.2.2. Processing Physician /Nurse Practitioner (NP) orders;
  - 2.1.2.3. Documenting and reporting;
  - 2.1.2.4. Provision of health teachings;
  - 2.1.2.5. Medication Reconciliation;
  - 2.1.2.6. Care planning;
  - 2.1.2.7. Advance care planning;
- 2.1.3. In collaboration with the Resident, their family and the interdisciplinary team, develops an individualized care plan to promote health, prevent illness and provide person-centred care;
- 2.1.4. Documents health assessment and pertinent clinical information accurately and in a timely manner in the Resident’s electronic health record and/or chart as appropriate;

### 2.2. Medication Management

- 2.2.1. Understands the principles of pharmacology and medication administration;
- 2.2.2. Performs Resident assessment prior to medication administration and observes the appropriate “rights” and “checks” to ensure Resident safety and reduce the likelihood of medication errors;
- 2.2.3. Administers medications in accordance with Park place and pharmaceutical policies and procedures and LPN/ RPN full scope of practice as well as monitor, evaluate and document medication effectiveness;
- 2.2.4. Initiates, discontinues and manages hypodermoclysis infusions and its complications as ordered by the Physician/ NP;

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- 2.2.5. Performs and maintains records of accurate drug counts on controlled medications;
  - 2.2.6. Reports adverse reactions and medication errors according to provincial legislation and Park Place Policies and procedures.
  - 2.3. Performs, monitors and evaluates nursing procedures and interventions such as but not limited to head to toe assessments, taking/ recording and interpreting vital signs, assistance with activities of daily living, elimination, nutrition and hydration management, basic foot care, basic wound care, palliative care, and post mortem care as outlined in the provincial professional competencies for LPN/ RPN;
- 3. Communication and Technology**
- 3.1. Demonstrates the ability to communicate fluently in English, both verbally and in writing;
  - 3.2. Demonstrates knowledge and application of therapeutic communication techniques;
  - 3.3. Documents and updates all relevant information about care to achieve Resident safety and comfort;
  - 3.4. Shares appropriate information about Residents' care with the health care team while respecting confidentiality;
  - 3.5. Performs related clerical duties such as answering the telephone, making appointments, ordering supplies and initiating diagnostic requisitions.
  - 3.6. Nursing informatics
    - 3.6.1. Understands the impact and implications of informatics and technologies in health care;
    - 3.6.2. Demonstrates willingness to learn and adapt to electronic processes pertaining to documentation and reporting;
    - 3.6.3. Monitors timely completion of Care staff documentation on electronic health record;
    - 3.6.4. Completes User Defined Assessments (UDA) appropriately and completely;
    - 3.6.5. Attends to, clears and documents on alerts sent by the staff online;
    - 3.6.6. Accurately enters, processes and updates orders received from Physicians/NP on the electronic Health Record system;
    - 3.6.7. Reports and documents incidents appropriately on the available online incident reporting platform(s);
    - 3.6.8. Enters and updates accurate information on the Residents' electronic health record.
  - 3.7. Demonstrate knowledge of risks associated with inappropriate use of social media.
- 4. Health and Safety Responsibilities:**
- 4.1. Responsible to read, understand and comply with Park Place's and provincially-mandated Occupational Health and Safety policies and safe work practices;
  - 4.2. Involved in all aspects of the Health and Safety Program including:
    - 4.2.1. Uses safe work procedures;
    - 4.2.2. Promotes health and safety policy and awareness;



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- 4.2.3. Makes safety suggestions;
- 4.2.4. Reads OHS minutes posted.
- 4.3 Responsible to take every reasonable precaution to protect the safety of Residents, self, other workers and the general public by adhering to established safety policies, standards and procedures including emergency procedures and infection control guidelines;
- 4.4 Reports any near miss, injury, and accident or equipment damage to supervisor immediately and completes required reports;
- 4.5 Corrects and/or reports unsafe conditions and malfunctioning equipment to the Nursing Manager or designate;

## 5. Professionalism and Leadership

- 5.1. Demonstrates a professional presence and models professional behaviour;
- 5.2. Develops and maintains a professional relationship with the interdisciplinary team based on mutual respect for the different roles and responsibilities of each member;
- 5.3. Establishes and maintains appropriate professional boundaries with the Residents and their family and distinguishes social and therapeutic nurse-client relationships;
- 5.4. Demonstrates knowledge and application of conflict resolution skills to foster collaboration and trust;
- 5.5. Supervises staff by scheduling and coordinating work assignments, evaluating performance and determining related training and orientation requirements and assesses the appropriateness of assigning care to the unregulated care providers;
- 5.6. Ability to organize workload and demonstrate time management skills to fulfill assigned tasks;
- 5.7. Assists in the orientation and sharing of information with new staff, students, and other members of the interdisciplinary team;
- 5.8. Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings and committees.
- 5.9. Ability to work well in teams and supervise others in a respectful manner;
- 5.10. Assesses current knowledge level and learning preferences and seek opportunities for professional growth to enhance competence thereby ensuring the delivery of the highest standard of nursing care.
- 5.11. Performs other related duties as assigned.

## QUALIFICATIONS:

- 1. Education:
  - 1.1. Graduation from a recognized program for Licensed Practical Nurses (LPN)/ Registered Practical Nurses (RPN)
- 2. Experience:
  - 2.1. At least one (1) year recent related experience
- 3. Registration/ Certification(s).
  - 3.1. Responsible to maintain and provide proof of active registration with respective provincial College:



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- 3.1.1. British Columbia College of Nursing Professionals (BCCNP),
- 3.1.2. College of Licensed Practical Nurses Association (CLPNA); and,
- 3.1.3. Registered Practical nurses Association of Ontario (RPNAO)
- 3.2. Certified in First Aid as required by provincial legislation.

**EQUIPMENT USED:**

Computer, iPad, iPod, telephone, facsimile and photocopier;  
 Vital signs machine;  
 Mechanical lift;  
 Medication/ wound cart

**PHYSICAL DEMANDS:**

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

**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