



Provincial Job Description

TITLE:
(020) Licensed Practical Nurse

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Promotes health and healing by functioning as a member of the care team to provide optimum care for convalescent, acutely/chronically ill, home care and long-term care clients/patients/residents.

QUALIFICATIONS:

- ◆ Practical Nursing certificate
 - ◆ Licensed with Saskatchewan Association of Licensed Practical Nurses

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills, where required by the job
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Direct Patient Care

- ◆ Provides initial and ongoing assessment of clients/patients/residents.
- ◆ Assists physician with procedures, where required.
- ◆ Contributes in the development of nursing care plans.
- ◆ Provides direct patient care by following nursing care plans and protocols.
- ◆ Observes, reports and records physical and psychological observations/changes in patient condition.
- ◆ Assists with/provides personal hygiene to clients/patients/residents.
- ◆ Collects specimens (e.g., urine, stool and sputum) and transports to lab.
- ◆ Ensures proper nutrition and hydration (e.g., assist/feed).
- ◆ Provides respiratory and airway care (e.g., tracheostomy, suctioning, oxygen therapy).
- ◆ Provides pre- and postoperative care (e.g., preparation for surgery, dressing changes, removing sutures/clips/staples).
- ◆ Provides interventional and therapeutic treatments, where required (e.g., wound care, nasogastric catheters, traction).
- ◆ Coordinates activities of other staff/departments/facilities in providing tests/care.
- ◆ Provides bowel and bladder care (e.g., enemas, suppositories, catheters, colostomies).
- ◆ Maintains asepsis of all equipment and surroundings.
- ◆ Assists with mobility and/or transfers of clients/patients/residents.
- ◆ Monitors blood glucose.
- ◆ Monitors, interprets and records vital signs (e.g., blood pressure, temperature, pulse, respirations, oxygen saturations).
- ◆ Supports/assists clients/patients/residents in meeting their spiritual needs.
- ◆ Promotes the emotional well-being of clients/patients/residents, monitors and manages their behaviour as outlined by care plans.
- ◆ Promotes good communication with clients/patients/residents and their support system.

B. Indirect Patient Care

- ◆ Completes admission/transfer/discharge forms.
- ◆ Records information in clients/patients/residents chart.
- ◆ Participates in shift report.
- ◆ Informs care team of clients/patients/residents current status.
- ◆ Makes beds, empties hampers, re-stocks supplies, cleans equipment and tidies room.
- ◆ Accompanies physician and processes orders, where required.
- ◆ Completes transfer/lift/repositioning assessment and posts appropriate logos.
- ◆ Assists/porters clients/patient/residents to activities, appointments, outings, where required.

C. Education and Evaluation

- ◆ Provides client/patient/resident education (e.g., diabetic foot care, colostomy care).
- ◆ Provides preoperative and post-operative education.
- ◆ Explains and reassures clients/patients/residents/families of procedures/equipment.
- ◆ Provides occasional guidance to the primary function of others, including training.

D. Medication Administration

- ◆ Administers and records medications (e.g., oral, subcutaneous, pulmonary, rectal).
- ◆ Pre-loads dosettes, where required by the job.
- ◆ Ensures accurate accounting of narcotics (e.g., counting, recording).
- ◆ Maintains intravenous therapy (e.g., flow rate, site integrity).

E. Related Key Work Activities

- ◆ Orders/receives medication from Pharmacy.
- ◆ Maintains inventory and supplies (e.g., code carts).
- ◆ Performs data entry, as required.
- ◆ Cleans instruments, makes bundles and autoclaves (e.g., suture/dressing sets), where required by the job.
- ◆ Notifies maintenance of required repairs to equipment.
- ◆ Participates in Quality Assurance programs as required by local protocols.
- ◆ Answers phones, takes messages, photocopies/faxes physician orders and reports, as necessary.
- ◆ Communicates and participates in emergent situations as per protocols (e.g., code blue, code white, death, fire, disaster).

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September, 2006