



# *Provincial Job Description*

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***TITLE:***  
**(020) Licensed Practical Nurse**

***PAY BAND:***  
**16**

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***FOR FACILITY USE:***

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***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 diploma**
  - ◆ **Licensed with Saskatchewan Association of Licensed Practical Nurses**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently and as a member of a multi-disciplinary team**
- ◆ **Valid driver's license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Direct Patient Care**

- ◆ **Applies critical thinking and clinical judgement in health assessments and throughout nursing process.**
- ◆ **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.**
- ◆ **Accepts, transcribes and initiates physician orders (e.g., telephone orders, accompanying physician on rounds).**
- ◆ **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, swabs for antibiotic-resistant organisms [ARO]) and transports to lab.**
- ◆ **Ensures proper nutrition and hydration (e.g., assist/feed, nasogastric, gastrostomy).**
- ◆ **Provides respiratory and airway care (e.g., tracheostomy, suctioning, oxygen therapy, chest percussion, ventilator).**
- ◆ **Provides pre- and post-operative care (e.g., preparation for surgery, dressing changes, removing sutures/clips/staples, cast care).**
- ◆ **Provides interventional and therapeutic treatments, where required (e.g., wound care, nasogastric catheters, traction, non-stress testing, fetal monitoring, dialysis).**
- ◆ **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 and takes appropriate action.**
- ◆ **Provides care and maintenance of Central Lines, Peripherally Inserted Central Catheter (PICC) lines and portacaths (e.g., give blood and blood products), where required.**
- ◆ **Monitors, interprets and records vital signs (e.g., blood pressure, temperature, pulse, respirations, oxygen saturations, attaches cardiac monitors and telemetry devices).**
- ◆ **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.**
- ◆ **Performs post-mortem care (e.g., pronouncement of death).**
- ◆ **May perform phlebotomy, where required.**

## **B. Medication Administration**

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

## **C. 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.
- ◆ Completes transfer/lift/repositioning assessment and posts appropriate logos.
- ◆ Assists/porters clients/patient/residents to activities, appointments, outings, where required by the job.

## **D. Education and Evaluation**

- ◆ Provides client/patient/resident education (e.g., diabetic care, colostomy care, palliative, self-catheterization, post-natal care).
- ◆ Provides pre-operative 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.

## **E. Related Key Work Activities**

- ◆ Orders/receives medication from Pharmacy.
- ◆ Maintains inventory and supplies (e.g., code carts).
- ◆ Performs data entry, where required by the job.
- ◆ 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 Improvement 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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

***SGEU:***

***SAHO:***

***Date: February, 2011***