



Provincial Job Description

TITLE: (340) Licensed Practical Nurse Working Supervisor
PAY BAND: 17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises and delegates work assignments to staff (e.g., Home Care Aides/Special Care Aides [HCA/SCA], support staff, Licensed Practical Nurses). Performs the duties of a Licensed Practical Nurse.

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal and communication skills
- ◆ Organizational and leadership 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: Twenty-four (24) months previous experience working as a Licensed Practical Nurse to develop practical application of theoretical knowledge.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Interviews and makes recommendations for hiring HCAs/SCAs.
- ◆ Provides orientation for HCAs/SCAs.
- ◆ Determines training needs and coordinates educational sessions/workshops (e.g., TLR, foot care, transfer of function).
- ◆ Provides input into and/or assists with completion of performance appraisals.
- ◆ Ensures compliance with policies and procedures.
- ◆ Retains records of attendance/certification for educational sessions.
- ◆ Performs scheduling duties (e.g., master schedule, vacation approval, field schedules for Home Care).
- ◆ Approves and submits payroll sheets.
- ◆ Provides input into budgets (e.g., capital and operating).
- ◆ Coordinates HCA/SCA staff meetings.
- ◆ Supervises and assists with monthly wellness meetings.
- ◆ Provides client/family education (e.g., diabetic foot care, colostomy care).
- ◆ May direct Back-to-Work programs.
- ◆ May direct long-term care support staff (e.g., Food Services, Environmental Services, Laundry).

B. 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).

B. Direct Patient Care (cont'd)

- ◆ 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.

C. 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).

D. 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.

E. 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.

F. 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:

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