



# *Provincial Job Description*

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***TITLE:***  
***(432) Licensed Practical Nurse  
Supervisor***

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

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Supervises the work processes and staff of a program/department/facility. Participates in the development, implementation and evaluation of work processes within the program/department/facility.**

***QUALIFICATIONS:***

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

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

- ◆ **Basic computer skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Organizational, analytical and leadership skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

## ***EXPERIENCE:***

- ◆ **Previous: Twenty-four (24) months previous experience working in the related program/department/facility as a Licensed Practical Nurse to consolidate working knowledge.**

## ***KEY ACTIVITIES:***

### **A. Supervision / Administration**

- ◆ **Supervises, prioritizes work load, schedules staff and deals with staff payroll issues in accordance with Collective Agreements.**
- ◆ **Provides input into staffing, performance evaluations and performance reviews.**
- ◆ **Coordinates and participates in the orientation of staff (e.g., Podiatrists, LPNs, Office Administrative Assistants).**
- ◆ **Determines staff educational and training needs; coordinates in-services and attendance at conferences and workshops.**
- ◆ **Participates in the development of policies and procedures for approval.**
- ◆ **Participates in the development, implementation and evaluation of clinical pathways and guidelines for clinical procedures.**
- ◆ **Analyzes and troubleshoots unusual problems (e.g., efficient patient flow).**
- ◆ **Works with clinical teams and support staff to ensure efficient patient flow.**
- ◆ **Ensures staff compliance with policies/procedures and emergency preparedness codes.**
- ◆ **Assists in budget preparation and strategic planning (e.g., financial processes to track revenue).**
- ◆ **Develops, implements and monitors patient scheduling strategies based on patient need and department/facility resources.**
- ◆ **Develops, coordinates and oversees special projects.**
- ◆ **Acts as liaison with other departments, outside agencies and the general public.**
- ◆ **Monitors and maintains inventory.**

### **B. Education / Training**

- ◆ **Develops, coordinates and conducts education and training for other health care professionals and students. (e.g., foot health, foot-at-risk).**
- ◆ **Coordinates the development of educational materials for distribution to patients.**

### **C. Quality Improvement and Evaluation**

- ◆ **Participates in quality improvement and evaluation activities.**
- ◆ **Assists with research, statistics and outcome management.**

**D. Related Key Work Activities**

- ◆ **Participates on national and provincial committees, as required by the job.**

*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:***

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***SGEU:***

***SAHO:***

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***Dated this day April, 2011.***