



Provincial Job Description

TITLE:
(020) Licensed Practical Nurse

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Promotes health and healing, and provides education as a member of the health care team to achieve optimum care for clients/patients/residents in all phases of health care.

QUALIFICATIONS:

- ◆ Practical Nursing diploma
 - ◆ Licensed with the College of Licensed Practical Nurses of Saskatchewan

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ 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: 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.**
- ◆ **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 (e.g., nasogastric catheters, traction, non-stress testing, fetal monitoring, dialysis, basic foot care).**
- ◆ **Provides wound care including specialized treatments for Coban dressings and negative pressure therapy.**
- ◆ **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, maintenance and monitoring of Central Lines, Peripherally Inserted Central Catheter (PICC) lines, chest tubes and portacaths (e.g., give blood and blood products).**
- ◆ **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.**

B. Medication/Immunization Administration

- ◆ Administers and records medications/immunizations (e.g., oral, subcutaneous, pulmonary, rectal, intramuscular, IV push).
- ◆ Initiates, administers and maintains intravenous therapy (e.g., flow rate, site integrity).
- ◆ Pre-loads dosettes.
- ◆ Ensures accurate accounting of all medications/immunizations administered.
- ◆ Medication reconciliation and review.

C. Indirect Patient Care

- ◆ Completes admission/transfer/discharge forms and discharge planning.
- ◆ Liaise with out-patient resources to ensure continuity of care.
- ◆ 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/fall matrix assessment and posts appropriate logos.
- ◆ Assists/porters clients/patient/residents to activities, appointments, outings.
- ◆ Attends multi-disciplinary care plan meetings.

D. Education and Evaluation

- ◆ Provides client/patient/resident/family education based on the service being provided.
- ◆ 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/distributes/secures medication from Pharmacy.
- ◆ Maintains inventory and supplies (e.g., code carts).
- ◆ Performs data entry.
- ◆ Cleans instruments, makes bundles and autoclaves (e.g., suture/dressing sets).
- ◆ Notifies maintenance of required repairs to equipment.
- ◆ Participates in Quality Improvement programs.
- ◆ Answers phones, takes messages, photocopies/faxes physician orders and reports.
- ◆ Communicates and participates in emergent situations as per protocols (e.g., codes).

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: March 16, 2023