



# *Provincial Job Description*

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***TITLE:***  
**(340) Licensed Practical Nurse Working  
Supervisor**

***PAY BAND:***  
**17**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises and delegates work assignments to staff and students. 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
- ◆ Communication skills
- ◆ Organizational 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: 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 staff.
- ◆ Provides orientation for staff and students.
- ◆ Determines training needs and coordinates educational sessions/workshops.
- ◆ 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 information.
- ◆ Provides input into budgets (e.g., capital and operating).
- ◆ Coordinates 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 processes.
- ◆ 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).

## **B. Direct Patient Care (cont'd)**

- ◆ Provides pre-operative 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).
- ◆ 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.

## **C. 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.

## **D. 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.

**D. Indirect Patient Care (cont'd)**

- ◆ Completes transfer/lift/repositioning/fall matrix assessment and posts appropriate logos.
- ◆ Assists/porters clients/patients/residents to activities, appointments, outings.
- ◆ Attends multi-disciplinary care plan meetings.

**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/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:**

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**SGEU:**

**SAHO:**

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**Date: March 16, 2023**