



# *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 (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:*

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*SGEU:*

*SAHO:*

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*Revision Date: March, 2011*