



# *Provincial Job Description*

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

**PAY BAND:**  
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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 driver's 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:***

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***SEIU:***

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***SGEU:***

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***SAHO:***

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***Dated this day April 14, 2011***