



Provincial Job Description

TITLE:
(432) Licensed Practical Nurse Supervisor

PAY BAND:
16

FOR FACILITY USE:

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 College of Licensed Practical Nurses of Saskatchewan**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Analytical skills**
- ◆ **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.**
- ◆ **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., patient flow).**
- ◆ **Works with clinical teams and support staff to ensure patient flow.**
- ◆ **Ensures staff compliance with policies/procedures and emergency preparedness codes.**
- ◆ **Assists in budget preparation.**
- ◆ **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.**
- ◆ **Coordinates the development of educational materials for distribution to patients.**

C. Quality Improvement and Evaluation

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

D. Related Key Work Activities

- ◆ Participates on national and provincial committees.

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