1. IDENTIFICATION

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<th>Position No.</th>
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<td>See Appendix A</td>
<td>Licensed Practical Nurse</td>
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Freebalance Coding: See Appendix A

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The Licensed Practical Nurse (LPN) is a member of the multidisciplinary team working in partnership with registered nurses, physicians, allied health professionals and other members of the team to provide healthcare to clients with actual or potential health problems.

In collaboration with the healthcare team, under the supervision of a registered nurse, the Licensed Practical Nurse assesses client status, plans and performs client interventions and evaluates client outcomes following the Standards of Practice adopted by the Government of Nunavut with the intention of regaining and maintaining client health.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

The Licensed Practical Nurse is a member of the multidisciplinary team providing direct nursing care to clients, pediatric and adult, who are experiencing medical disorders with predictable outcomes. The range of skills required to adequately provide safe, effective care to all types of clients requires knowledge of various skills sets, each of which can be considered a specialty area.

- LPNs are responsible for providing quality nursing care within their scope of practice as outlined by the professional licensing body and the Government of Nunavut.
- Using evidenced based practice; LPNs provide competent nursing care while maintaining professional accountability.
- The LPN provides care for clients with defined health challenges and predictable outcomes. As the acuity or complexity of care increases, the LPN (under the supervision of a registered nurse) provides nursing interventions, within their scope of practice as described by the Licensed Practical Nurses Act, its accompanying regulations and the Competency Profile for Licensed Practical Nurses.
- The LPN’s decisions and recommendations have a direct impact on the delivery of services to clients.
4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

All Licensed Practical Nurses are expected to have a working knowledge of the following areas: Medicine; Surgery; Paediatrics; Psychiatry; Gerontology; Palliative; Maternal Newborn; Infectious Disease Control and Employee Health and Wellness. The range of skills required to adequately provide safe, effective care to all clients requires knowledge of many skills sets, each of which is considered a speciality.

1. Plans, implements and evaluates health service activities by:

- Applying the nursing process (assessment, diagnosis, planning, implementation, and evaluation) to assess clients (individuals, families) in order to identify needs, develop and implement nursing care plans, and promote health and disease prevention for optimal functioning and well-being;
- Collaborating with other members of the health care team to advocate health care environments that are conducive to ethical practice and to the health and well-being of clients;
- Working independently in a healthcare setting under the direction of the nurse manager or designate;
- Utilizing and acquiring appropriate resources within the health care and community setting;
- Continuously evaluating and modifying care by providing and implementing evidenced based practice to ensure competent nursing services;
- Recognizing and reacting to cultural differences in the delivery of client services;
- Performing in a variety of specialty areas including but not limited to obstetrical, pediatric, medical, surgical, palliative, geriatric, and perioperative;
- Recognizing the fiscal constraints within the Department of Health and relevant health care division and working within these constraints;
- Acting as a resource to the public, other health care centers, health care professionals, students, and other agencies;
- Maintaining a safe environment of care through the use of quality assurance and risk management strategies, and applying quality assurance and risk management policies, procedures and protocols;
- Maintaining up to date knowledge of work sites and community disaster plans and procedures and participating in disaster exercises;
- Participating in interdisciplinary meetings to plan, implement and evaluate joint projects related to client health;
- Maintaining confidentiality of all work and client related information.

2. Provides professional practical nursing care to clients in accordance with established Government of Nunavut policies and procedures, the Licensed Practical Nurse Scope of Practice, the Licensed Practical Nurse Standards of Practice, the GN Code of Ethics and the Government of Nunavut Competency Profile for Licensed Practical Nurse by:
• Applying nursing protocols to intervene in the disease process and restore health;

• Making decisions regarding client management including crisis management and facilitating referrals in consultation with other health care professionals and/or other agencies;
• Identifying and utilizing available support agencies and resource people;
• Dispensing and administering pharmaceuticals in accordance with established regulations, policies, practices, competencies, and safety procedures;
• Participating in client/family conferences with other health care professionals and/or other agencies;
• Maintaining the confidentiality of all client related information.

3. **Provides direct nursing care in a cross cultural setting by applying the nursing process for all clients in the system by:**

• Providing client education regarding illness/injury, plan of care, general health measures, and health promotion/disease prevention;
• Advocating on behalf of client/family;
• Promoting and ensuring informed consent is obtained;
• Performing independent health assessments for all clients, including physical assessment and health history;
• Reviewing, documenting, and maintaining client health records;
• Developing nurse-client relationships to encourage the building of a rapport with clients while ensuring privacy and confidentiality is maintained;
• Providing individualized care that reflects the priorities established during assessment and established nursing diagnoses;
• Developing and modifying a client care plan based on the assessed needs of the client and the prescribed medical regimen;
• Planning for discharge to promote client independence and responsibility;
• Implementing an individualized care plan in daily nursing activities;
• Evaluating, diagnosing, treating and referring concerns to appropriate medical staff;
• Maintaining interpersonal relationships with health care team members, support staff, clients, visitors, and students;
• Recognizing and respecting cultural differences by planning and implementing culturally competent services;
• Initiating, monitoring and evaluating nursing care provided to clients/families;
• Maintaining universal precautions to ensure safety of clients, families, and staff;
• Initiating and participating in conflict resolution with clients, families, and staff;
• Delegating to support staff as per GN and facility policies;
• Adapting to fluctuations in the clinical setting;
• Providing urgent/emergent medical/nursing care in the absence of an immediate physician or registered nurse.

4. **Performs administrative functions, including but not limited to:**

• Providing orientation, support, and guidance to new nurses, students and support
staff;
- Participating in and contributing input to mentorship programs for new graduate practical nurses;
- Performing regular maintenance checks of equipment;
- Performing delegated administrative functions, processing correspondence and forms, requisitioning, processing and receiving supplies and equipment;
- Managing in person and telephone inquiries from clients, administration, physicians, other health care professionals, and the general public;
- Ordering, processing, receiving, and monitoring the storage of pharmaceutical/biological agents as delegated;
- Maintaining client and administrative records in a concise, accurate, and confidential manner;
- Attending and actively participating in staff meetings and relevant committees to exchange information and contribute to policy and procedure development and planning, and evaluation of health care programs and services;
- Advocating practice environments that have the organizational and resource allocations necessary for safe competent, and ethical professional nursing care;
- Developing and maintaining good working relationships with colleagues, supervisors, other health care professionals and agencies, and the public;
- Participating in Continuous Quality Improvement activities.

5. Maintains a thorough and sound working knowledge of current nursing practices, skills and knowledge by:

- Attending in-services, conducting self-directed studies, pursuing professional development activities and reviewing current relevant literature;
- Maintaining a high level of professional responsibility, competency, growth and development;
- Attending and participating in staff and committee meetings;
- Obtaining and maintaining certifications, such as Cardiopulmonary Resuscitation (CPR), Non-Violent Crisis Intervention, etc.;
- Researching, developing, revising, and evaluating, on an ongoing basis, the educational resources necessary to support clients;
- Maintaining a working knowledge of equipment, supplies, and materials used for work.

6. Performs other related duties, assignments, and projects such as, but not limited to:

- Providing coaching and leadership to peers, students, and other members of the health care team to develop the necessary skill levels to achieve the highest standard of care;
- Supervising support staff;
- Coordinating client care and appointments;
- Orientating new employees to specific specialty programs;
- Participating in task forces and research projects as assigned;
- Answering the telephone;
- Maintaining all client care areas in a state of cleanliness and readiness.

A Licensed Practical Nurse may be assigned to work in one of the following healthcare areas:
5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Licensed Practical Nursing Diploma from a recognized institution for practical nursing education.
- Licensed as an LPN with the Government of Nunavut.
- Knowledge of relevant sections of federal and territorial health care acts and regulations, including Licensed Practical Nurse Standards.
- Knowledge of the GN Code of Ethics.
- Knowledge of nursing/medical process in direct client care.
- Ability to recognize and report changes in the client’s health status.
- Ability to work independently with minimal supervision.
- Ability to think critically and use self-direction to successfully perform the duties of the role.
- Ability to function in a cross-cultural setting understanding that language translation,
either written or verbal, may not be available at all times.
• Current CPR and annual recertification is a requirement.
• Current WHMIS training.
• A clear criminal record.
• Excellent communication and assessment skills.
• Basic computer skills.
• Positive interpersonal skills in a clinical setting.
• Possession of one or more of the following preferable but not required on initial hire: Basic Trauma Life Support, Non-Violent Crisis Intervention, Critical Incident Stress Debriefing, Cross Cultural Training, Back Injury Prevention Program.
• This is a Highly Sensitive Position. Vulnerable Sector and Criminal Record Checks are required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one’s senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

• Licensed Practical Nurses are considered essential services whereby they are required during times of extreme weather.
• Long hours of work, night shifts, and frequent on call (all of which are disruptive to personal life and normal sleep patterns).
• Lifting and transferring of heavy clients and equipment daily.
• Standing for extended periods of time.
• Maintaining awkward positions (i.e.; life saving measures; during labour and deliveries; during surgery).
• Working with hazardous materials (sharps, compressed medical gases, surgical saws).
• Potential for exposure to contaminated body fluids and nosocomial infections.
• Potential for exposure to violent and abusive behaviors from clients and families.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

• Daily exposure to hazardous and/or toxic chemicals and drugs.
• Daily exposure to contaminated sharps (i.e., used injection needles, used suture
needles, used surgical blades, and used saw blades).
- Exposure to infectious and communicable diseases.
- Exposure to violence, illness, death and dying.
- Required to travel in extreme weather conditions to report for duty (essential employees).

Sensory Demands

Indicate the nature of demands on the jobholder’s senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

- Continuous use of all senses to make assessments concerning client demands.
- Exposure and interpretation of body fluids.
- Daily exposure to high noise levels (i.e., cleaning and sterilizing equipment, client call bells, telephones).
- Daily exposure to strong and sometimes offensive odors.
- Concentrated mental and psychomotor skills required during all nursing activities (i.e., surgery, labour and delivery, emergency situations)
- Multi-tasking is a necessity to respond to needs of client, family, and multidisciplinary team simultaneously.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- Constant exposure to sickness, illness, death and dying.
- May be required to perform post-mortem care including collection of specimens, preparation for family viewing and identification of body.
- Required to work long hours in stressful situations.
- May be required to be on-call after normal working hours.
- Potential exposure to physical and verbal abuse.
- Constant exposure to the changing work environment (i.e. – how many, or conditions of clients as they enter the system).
- Required to remain current with nursing care in spite of limited educational opportunities and/or resources.
- Required to work rotating shifts, which can be difficult to adjust to and very hard on work-life balance.
- High client care loads can result in considerable pressure to meet the needs of all clients.
- High stress from the responsibility to make decisions directly affecting client health status.
7. CERTIFICATION

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<th>I certify that I have read and understand the responsibilities assigned to this position.</th>
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<th>Date</th>
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<table>
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<tr>
<th>Date</th>
<th>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</th>
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8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.
9. Appendix A – List of Positions and Corresponding Information

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