

1. IDENTIFICATION

Position No. See Appendix A	Job Title Licensed Practical Nurse	Supervisor's Position See Appendix A
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Department Health	Division/Region Health	Community See Appendix A	Location See Appendix A
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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 a variety of practice settings.

The use of technologies and telecommunication also known as virtual healthcare, The LPN can work under the supervision of the RN, NP, and/or physician by contributing to physical assessments, planning, implementation, evaluation, and documentation of nursing care in order to help support chronic disease management in community health centres.

The LPN 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. Additionally, the LPN observes, assesses, monitors, and documents all findings and care provided as per the Government of Nunavut Documentation Standards and Guidelines.

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, health promotion and prevention to clients. 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 and maintain a comprehensive knowledge of the following areas: Med/Surg. Paediatrics; Prenatal, Psychiatry; Home and Community Care; Maternal New-born; Infectious Disease Control, Public Health, Mental Health, Virtual Care, and Employee Health and Wellness. The LPN will work within their professional scope of practice as outlined by their governing

body and Government of Nunavut policies and procedures.

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

- Applying the nursing process to assess clients in order to identify needs, develop and implement nursing care plans, and promote health and disease prevention for optimal functioning and well-being.
- Performing relevant initial and ongoing physical, social, emotional, and culturally sensitive assessments using appropriate sources specific to the clinical practice setting.
- Continuously evaluating and modifying care by recognizing deviation from normal health status; communicates assessment to the RN and/or other multidisciplinary team members and takes appropriate action if required.
- Communicating with patients, families and interprofessional team members using active listening skills, respectful communication as well as being aware and sensitive to cultural differences in the delivery of client services.
- Collaborating and communicating with appropriate interprofessional team member(s) and internal/external resources to advocate health care environments that are conducive to ethical practice and to the health and well-being of clients;
- Awareness of 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 health care centers, other health care professionals, students, and agencies;
- Maintaining a safe environment of care through quality assurance, risk management strategies, 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.

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 or maintain optimal health;
- Making decisions regarding client management including crisis management and facilitating referrals in consultation with other health care professionals and/or other agencies;
- Providing support through management and coordination of chronic disease programs, specialty clinics and assist with virtual care clinics
- 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. Reviewing, documenting, and maintaining client health records as per Government of Nunavut Policies, Protocols and Guidelines as well as licensing body Standards for Documentation.

3. Provides direct or virtual 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;
- Maintaining current immunization certification, administering immunizations as per the Nunavut Immunization Schedule, and assist Public Health Nurse (PHN) with community wellness programs such as influenza, COVID-19 and immunization clinics;
- Advocating for the rights of the patient and family, providing accurate and consistent patient teaching in a flexible and creative manner in accordance with best practice while maintaining privacy and confidentiality
- Ensuring informed consent is obtained with consideration of potential cultural differences and language barriers
- 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 by physician or NP through specialty clinics, virtual care clinics, and community health centre visits.;
- Implementing client discharge plan to promote independence and responsibility;
- Maintaining routine practices and following infection prevention and control practice (IPAC) recommendations 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 emergent medical/nursing care in the absence of an immediate physician or registered nurse.

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

- Participating in the 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, Point of Care Testing (POCT) and participating in Continuous Quality Improvement Activities
- Performing delegated administrative functions:
 - processing correspondence and forms
 - requisitioning, processing, and receiving supplies and equipment
 - Ordering, processing, receiving, and monitoring the storage of pharmaceutical/biological agents as delegated
- Managing both in person, and telephone inquiries from clients, administration, physicians, other health care professionals, and the general public and refer accordingly;
- Coordinating client appointments and clinics;
- Maintaining client and administrative records in a concise, accurate, and confidential manner;
- 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.

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

- Maintaining professional responsibility, and competency by attending in-services, conducting self-directed studies, pursuing professional development activities and reviewing current relevant literature
- Participating in staff and committee meetings,
- Exchanging information and contributing to policy and procedure development.
- Managing treatment clinic which may include wound care, intravenous infusions, follow up monitoring, direct observation treatment (DOT) for tb, this list is not inclusive.
- Obtaining and maintaining certifications, such as Cardiopulmonary Resuscitation (CPR), Non-Violent Crisis Intervention, etc.;
- 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;
- Participating in task forces and research projects as assigned;
- Assisting the Nurse on Call (NOC) with basic telephone triage. Provide after hour support to NOC to monitor stable patients awaiting medical transfer, as well assisting with basic assessments, POCT, and clinical support.
- Obtaining the knowledge skills and abilities to engage in virtual health care safely and effectively by combining clinical experience, communication skills and ethical awareness.

Possible deployment with the Rapid Response Team to provide urgent clinical assistance, to manage unexpected surges in workload and maintain safe Health Centre operations. A Licensed Practical Nurse may be assigned to work in one or more of the following healthcare areas: acute care, continuing care, specialist clinic/family practice clinic, public health, home and community care, community health centres, and/or mental health facilities. Each practice area will have specific skills and responsibilities that unique to the specific practice area.

7. Acute Care and Continuing Care Centre

This position requires shift work, including weekends and statutory holidays, as the facility operates on a 24/7 basis year-round.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Contextual Knowledge

- Applicable legislation, policies and procedures including relevant sections of federal and territorial health care acts and regulations, including Licensed Practical Nurse Standards and the Nunavut Mental Health Act;
- Licensed Practical Nurse scope of practice.

Skills and Abilities

- Effective verbal and written communication skills;
- Interpersonal skills;
- Basic computer skills;
- 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 the language translation, either written or verbal, may not be available at all times;
- Basic computer skills.

Knowledge, skills, and abilities to safely and effectively engage in virtual healthcare.

The above knowledge, skills and abilities are typically acquired through;

- Licensed Practical Nursing Diploma from a recognized institution for practical nursing education;
- Eligible for registration and licensing as an LPN in Nunavut;
- Current BCLS and annual recertification is a requirement;
- Current WHMIS training (or willingness to complete within 6 months of hire);
- Current Immunization Certification (or willingness to complete within 1 month of hire)
- Possession of one or more of the following preferable but not required on initial hire: Non-Violent Crisis Intervention, Critical Incident Stress Debriefing, Cross Cultural training, Back Injury Prevention Program;
- May be required to provide support after hours, including weekends and statutory holidays, as facilities operates on a 24/7 basis year round
- The ability to communicate in more than one of Nunavut’s official languages is an asset.

This is a highly sensitive position. Criminal and vulnerable sector 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
 - 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 available 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.
- May be requested to provide support after hours 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

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

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

Community	Position	Supervisor	Freebalance Code
Arctic Bay	10-13623	10-04790	10601-01-2-200-1000000-01
Arviat	10-15049	10-05549	10613-01-3-300-1000000-01
Baker Lake	10-12343	10-05550	10614-01-3-305-1000000-01
Cambridge Bay	10-13800	10-13798	10701-01-4-410-1000000-01
Cambridge Bay	10-13801	10-13798	10701-01-4-410-1000000-01
Cambridge Bay	10-13802	10-13798	10701-01-4-410-1000000-01
Cambridge Bay	10-13799	10-13798	10701-01-4-410-1000000-01
Cambridge Bay	10-15006	10-05526	10646-01-4-410-1000000-01
Chesterfield Inlet	10-15051	10-05546	10615-01-3-310-1000000-01
Clyde River	10-12347	10-04779	10603-01-2-215-1000000-01
Coral Harbour	10-12344	10-05548	10616-01-3-315-1000000-01
Gjoa Haven	10-12468	10-12216	10628-01-4-415-1000000-01
Gjoa Haven	10-12469	10-12216	10628-01-4-415-1000000-01
Gjoa Haven	10-12381	10-12216	10628-01-4-415-1000000-01
Gjoa Haven	10-12382	10-12216	10628-01-4-415-1000000-01
Gjoa Haven	10-15047	10-05528	10622-01-4-415-1000000-01
Iqaluit	10-11581	10-9633	10647-01-2-235-1000000-01
Iqaluit	10-10629	10-09633	10647-01-2-235-1000000-01
Iqaluit	10-05088	10-09633	10647-01-2-235-1000000-01
Iqaluit	10-10431	10-06820	10646-01-2-235-1000000-01
Iqaluit	10-04328	10-06820	10646-01-2-235-1000000-01
Iqaluit	10-14132	10-9633	10647-01-2-235-1000000-01
Igloolik	10-12430	10-12428	10627-01-2-230-1000000-01
Igloolik	10-12538	10-12428	10627-01-2-230-1000000-01
Igloolik	10-12539	10-12428	10627-01-2-230-1000000-01
Igloolik	10-12540	10-12428	10627-01-2-230-1000000-01
Igloolik	10-15085	10-04786	10606-01-2-230-1000000-01
Kimmitut	10-15052	10-04784	10607-01-2-240-1000000-01
Kinngait	10-15005	10-04785	10602-01-2-210-1000000-01
Kugaaruk	10-15041	10-05530	10623-01-4-425-1000000-01
Kugluktuk	10-15007	10-05527	10624-01-4-420-1000000-01
Nauyasat	10-12345	10-05551	10618-01-3-325-1000000-01
Pangnirtung	10-13627	10-04783	10609-01-2-250-1000000-01
Pond Inlet	10-13625	10-04789	10610-01-2-255-1000000-01
Qikiqtarjuaq	10-13622	10-04782	10611-01-2-205-1000000-01
Rankin Inlet	10-11790	10-12199	10649-01-3-320-1000000-01
Rankin Inlet	10-12185	10-12199	10649-01-3-320-1000000-01
Rankin Inlet	10-12188	10-12199	10649-01-3-320-1000000-01
Rankin Inlet	10-15016	10-05552	10646-01-3-320-1000000-01
Resolute Bay	10-15003	10-04788	10621-01-2-260-1000000-01

Sanikiluaq	10-15053	10-05547	10619-01-3-265-1000000-01
Sanirajak	10-12346	10-04787	10605-01-2-225-1000000-01
Taloyoak	10-15042	10-05531	10625-01-4-430-1000000-01
Whale Cove	10-15050	10-05545	10620-01-3-330-1000000-01