

Job Description LPN

Department	Nursing Care
Classification	Licensed Practical Nurse (LPN)
Position	LPN
Date Reviewed: February 2019	

Position Summary:

Licensed Practical Nurses (LPN) are members of a self-regulating profession and are required to work within the Standards of Practice for Licensed Practical Nurses in Canada. An LPN who is employed with MacLeod Care will work within an interdisciplinary, collaborative practice care model with a Registered Nurse. The LPN is responsible and accountable to practice within the applicable legislation, regulations and by-laws of the CLPNPEI, as well as MacLeod Care Operational policies and the Operational and Care Standards for Private Nursing Homes. The LPN will assess, plan, implement, and evaluate Resident care within the LPN Scope of Practice.

The LPN will provide holistic resident care, taking into consideration their physical, emotional, spiritual, and psychological health needs. The LPN will assess, plan, implement, and evaluate Resident care within the LPN Scope of Practice. The LPN will function as a team leader and provide direction and supervision for Resident Care Workers in the Home.

The LPN as an integral member of the care team and is expected to have an understanding of their own competence as per the Standards of Practice. In accordance to the LPN standards of practice, the LPN will collaborate with other Health care team members when a resident condition changes, deteriorates and or the LPN realizes that the Resident needs are beyond their scope of practice. At this time, the LPN will work under the direction of the Registered Nurse.

Responsibilities of the LPN include but are not limited to:

Demonstrate Professionalism, Accountability and Responsibility

1. Practice within appropriate legal parameters and competence
2. Practice in accordance with the *Standards of Practice for Licensed Practical Nurses in Canada*
3. Report to the RN any change in the Residents Status
4. Engage in self-assessment of their professional practice and competence
5. Recognize practice limitations
6. Seek opportunities for continuous learning
7. Advocate and protect the rights of the Resident with a strong focus on person centered care
8. Assume responsibility for one's own actions at all times.
9. Take steps to maintain optimal personal health and safe work environment.
10. Report to appropriate authority all incidents of unsafe practice or professional misconduct of nursing or other health providers.
11. Seek assistance and guidance when the care required exceeds personal training.
12. Incorporate, model, and encourage the behavior of others to reflect occupational professionalism and the Nursing Code of Ethics.
13. Manage time effectively.
14. Be accepting of change.



Care In Your Community

15. Embrace flexibility - be adaptive and accepting of new ideas, be willing to approach new challenges, and adjust plans to meet new priorities.
16. Verify Resident consent before initiating care.
17. Verify orders and procedures before assuming care
18. Promote cooperation and teamwork with the health care team
19. Respect the dignity, right to privacy, and the spiritual and cultural beliefs of every resident.
20. Promote person centered care philosophy to the health care team

Knowledge Based Practice

1. Work within the collaborative practice care model with a Registered Nurse
2. Maintain current trends and issues in health care that impact Resident and Nursing Outcomes
3. Collaborate in the development and revision of Resident Care plans
4. Promote Resident involvement in the development of Care plans
5. Assess and recognize the normal healthy adult and the aging process
6. Be familiar with chronic disease management
7. Monitor vital signs (Temp, Heart rate, Respirations, Blood Pressures, SPO2, glucose, neurological assessments)
8. Perform assessments using observation, auscultation, palpation
9. Assess resident's general appearance and health condition
10. Assess and Manage integumentary changes including wound care
11. Assess changes or alterations in elimination
12. Assess changes in circulation and oxygenation
13. Monitor and or assess acute symptoms of respiratory distress, circulatory distress, gastric distress, inflammation, shock, fluid and electrolyte imbalance, intestinal distress, urinary distress, cerebral and neurological distress, infection, and pain
14. Respond to hypoglycemic and hyperglycemic symptoms and reactions
15. Measure report and record intake and output
16. Measure report and record height and weight

Conduct Planning

1. Participate in the development of nursing care plans and functional profiles to meet the residents' needs.
2. Involve the resident and family in identification of needs and setting of goals.
3. Organize nursing care and set priorities that reflect individual needs.
4. Participate in establishing nursing interventions to achieve expected outcomes.
5. Assist in establishing priorities for nursing interventions.
6. Participate in discharge planning.
7. Organize nursing care and set priorities that reflect individual needs and maximize use of time.

Demonstrate Leadership

1. Promote the advancement of nursing knowledge and person-centered care philosophy.
2. Assist with special projects.
3. Provide leadership and guidance for RCWs
4. Lead care meetings.
5. Give end of shift report to oncoming staff.
6. Provide input for performance reviews of RCWs
7. Orientate new LPNs
8. Be capable of listening and assimilating information from others, identifying various potential outcomes and consequences, presenting persuasive arguments and winning concessions while maintaining relationships.

9. Leadership Skills - encourage and support others while building valued and trusting relationships with others. Practice open communication, lead by example, and effectively provide honest and constructive feedback.
10. Team Building Skills - Promote collective achievement, contribute to the development and achievement of group objectives, be respectful, and actively listen to and seek out opinions and ideas from others.
11. Utilize Therapeutic Communication
12. Provide appropriate information to and receive information from the resident, their family and all members of the health care team.
13. Communicate with the resident to facilitate their understanding.
14. Encourage the resident's participation in planning and implementing their care plan.
15. Encourage the resident to assume responsibility for their own health
16. Establish therapeutic communication with the Resident
17. Apply charting principles.
18. Foster good communications within and amongst departments and services
19. Create a welcoming environment for residents, families, and all staff.
20. Utilize conflict resolution and mediation skills to resolve issues between residents, their families, and staff.
21. Prepare and deliver shift report to oncoming nursing team.
22. Participate in physician rounds.
23. Communicate in a respectful, courteous and helpful manner.
24. Develop and maintain caring relationships - pursue a relationship with the resident but be careful not to cross professional boundaries to negatively interfere with the Resident's decision making.
25. Observe and report signs of emotional discomfort whenever they occur.
26. Respect families as care partners.
27. Be vigilant for possible dementia triggers and develop care planning to avoid such triggers in the future.
28. Guide and Delegate as per the Emergency Plan in the event of an emergency

Conduct Admissions, Discharges and Transfers

1. Orientate resident to facility, unit and room
2. Care for and secure resident valuables
3. Assist in discharge planning
4. Provide and reinforce discharge orders with the resident and/or family

Utilize Devices and Equipment:

1. Use equipment that helps promote healing, prevention of deformities, or minimizes the effects of immobility
2. Use resident lifts when required
3. Care for residents who require assistive devices, including assessment and maintenance of equipment
4. Operate manual and electric beds
5. Make beds
6. Operate equipment in a safe manner
7. Clean and prepare utensils for sterilizing
8. Identify equipment needs
9. Monitor the maintenance, use, and cleaning of equipment
10. Evaluate client equipment needs and communicate to the appropriate authority
11. Apply bandages, triangular slings, cervical collars, splints, TED stockings, tensors, and braces

Monitor and Assist with Elimination

1. Use regular nursing measures to help the resident maintain regular elimination
2. Assist the resident to use bedpans, urinals, commodes, or toilet

3. Participate in bowel and bladder training
4. Provide catheter care
5. Provide ostomy care
6. Apply condom catheter
7. Obtain sterile catheter specimens
8. Insertion and Management of urinary catheters

Assist with Nutrition

1. Understand and promote Canada's Food Guide
2. Monitor and assist the resident with oral intake as necessary
3. Assist in maintaining dietary or fluid restrictions
4. Serve prescribed food supplements
5. Follow safe food handling guidelines in light meal preparation and serving
6. Prepare the resident for meals
7. Feed resident through gastrostomy tube
8. Report and record any resident and or nursing staff concerns relating to nutrition to appropriate authority

Person Centered Hygiene and Daily Living Support

1. Working with the resident as a partner in care, assist with personal care: bathing, oral care, hair care, nail care (non-diabetic), peri care.
2. Facilitate independence and coach through activities of daily living.
3. Assist with foot care (non-diabetics)
4. Assist with dressing and undressing
5. Diabetic Foot Care if LPN has successfully completed Foot Care Training Program

Support Respiration and Ventilation

1. Set up equipment and initiate oxygen therapy
2. Monitor and maintain oxygen and humidity
3. Remove oxygen therapy as ordered
4. Teach and promote safe use of oxygen Teach and reinforce deep breathing exercises
5. Recognize complications of oxygen therapy Monitor oxygen saturation
6. Auscultate and assess lung sounds
7. Perform prescribed chest physio Use suction via nasal or oral routes to maintain a clear airway
8. Monitor and Provide Protection and Comfort
9. Assist and maintain a safe resident environment
10. Verify resident identification
11. Ensure resident accessibility to the call bell system
12. Promote relaxation and sleep
13. Develop relationships with resident to meet emotional, psychological and mental needs
14. Follow falls management program and least restraint policy
15. Apply principles of good body mechanics and follow transfer, lifting and repositioning
16. Remove from resident's room and dispose of soiled incontinent pads, soiled linens, etc.
17. Stock and keep adequate linens for use with residents



Care In Your Community

Provide Specimen Collection and Diagnostic Tests Support

1. Collect and label urine, stool, or sterile urine and sputum specimens
2. Collect and label throat, nasal, and rectal swabs
3. Strain urine
4. Test blood sugar using diagnostic device
5. Prepare resident for undergoing a diagnostic test, procedure, or exam
6. Collect and label wound swabs

Promote Teaching and Education

1. identify modifications which promote resident independence
2. identify functional and dysfunctional health behaviors
3. attend work related in-services and workshops
4. identify resident and family health needs and provide appropriate teaching for health promotion
5. implement and evaluate resident teaching strategies
6. orientate new LPN staff and students

End of Life Care

1. Participate in meeting the needs of the palliative Care Resident and their family using a person-centered care model
2. Provide post mortem care for the deceased resident,
3. Provide comfort to the family

Provide Safety and Emergency Care

1. Perform basic first aid measures
2. Perform basic emergency procedures including CPR and anti-choking maneuver
3. Practice principles of safety and accident prevention
4. Implement routine practices and additional precautions as per infection control manual
5. Maintain a culture of safety within the organization and be aware of role in supporting client safety within the organization
6. Remain up to date with department and facility policies and processes that support client safety

Assist with Mobility

1. Have Knowledge and understanding of the TLR program
2. Supervise the RCWs to ensure they are in compliance with the TLR recommendations for Residents
3. Perform passive range of motion exercises
4. Encourage resident to practice active exercise and range of motion
5. Organize and encourage recreational activities
6. Provide assistance when positioning a resident
7. Assist and encourage Resident mobility where appropriate
8. Assist with the use of ambulatory devices
9. Collaborate with other health team members to deliver special exercise programs

Monitor Drainage, Irrigation and Suctioning

1. Monitor and maintain body drainage tubes
2. Irrigate eyes when required
3. Catheter irrigation as per physicians order
4. Perform oral and nasal suctioning

Medication Administration and Management

1. Verify medication orders
2. Processing of Doctor's orders
3. Understand and have knowledge of medication prior to administering it to a Resident
4. Contact Pharmacy when required
5. Prepare and administer medications by various routes
 - i. *Oral*
 - ii. *Rectal*
 - iii. *Topical*
 - iv. *Subcutaneous (including hypodermaclysis intramuscular)*
 - v. *Ophthalmic*
 - vi. *Optic*
 - vii. *Sublingual*
 - viii. *Inhalant*
 - ix. *Vaginal*
6. Demonstrate use of the medication cart
7. Be aware and in compliance with the controlled substances Act
8. Be aware and in compliance with policies as they pertain to medication including narcotics and pain management
9. Monitor, report and record resident's response to medication administration

Conduct Audits and Evaluations

1. Continually evaluate nursing care delivery to ensure quality care is being delivered
2. Conduct audits including but not limited to Resident care audits and chart audits
3. Collect and utilize objective and subjective data regarding the outcomes of nursing actions on the resident and family
4. Participate with resident, family, and health professionals in the revision of goals, priorities, and nursing actions

Other Duties and Responsibilities

1. Participation in facility or provincial meetings as required.
2. Duties delegate by the RN

Qualifications

- Successful completion of a recognized Practical Nursing Program including pharmacology, health assessment, and medication administration
- Current license with the College of Practical Nurses of Prince Edward Island
- Current Firs Aid and CPR
- Certificate in TLR
- Familiar with Seniors Assessment Screening Tool
- Experience with Alzheimer's Disease and other Dementia related illnesses
- Experience in Palliative Care