

THE UNITED CHURCH HOME FOR SENIOR CITIZENS, INC.



POLICY

Title JOB DESCRIPTION – LICENSED PRACTICAL NURSE		Circulation EMPLOYEE MANUAL		Page 1 OF 4
				Review Date APRIL 1992 APRIL 1997 SEPTEMBER 2002 AUGUST 2005 JULY 2006 APRIL 2021 JANUARY 2023
Department NURSING	Authorization DIRECTOR OF CARE SERVICES	Original Date JULY 1982		

NATURE OF POSITION

Collaborates in the practice of nursing using the nursing process within scope of practice as well as providing personal care and assistance in the activities of daily living to residents. Participates as a member of the interdisciplinary team in providing nursing care to residents. Works under the direct or indirect supervision of a registered nurse.

QUALIFICATIONS

1. Graduate of an accredited course for Licensed Practical Nurses.
2. Active registration with the Association of New Brunswick Licensed Practical Nurses or eligible for active registration in New Brunswick.
3. Ability to work in a team setting and follow verbal and written instructions.
4. Knowledge of gerontology and experience in geriatrics preferred.
5. Physically and emotionally able to perform assigned duties.
6. Good work record
7. Professional personal appearance.

DUTIES AND RESPONSIBILITIES

A. Organizational Responsibilities

- A.1 Demonstrates knowledge of the nursing home's philosophy and mission, and conducts work in a manner consistent with this philosophy and mission;
- A.2 Participates in the nursing home's continuous quality improvement program to improve resident, staff, unit, department and facility performance outcomes;
 - a) Completes audits and measurements as required;
- A.3 Demonstrates knowledge of, and conducts work according to the nursing home's policies and procedures;

Title JOB DESCRIPTION - LPN	POLICY	Page No. 2 OF 4
<p>A.4 Assists in orientation and mentoring of new personnel and new residents;</p> <p>A.5 Participates in continuing education programs to nursing and other personnel;</p> <p>A.6 Utilizes unit and facility resources, such as supplies and equipment, economically and safely;</p> <p style="padding-left: 40px;">a) Maintains unit supplies, updating quotas as indicated. Orders and receives stock, monitors expiry dates;</p> <p style="padding-left: 40px;">b) Identifies equipment needs. Participates in evaluation of equipment on trial prior to purchasing.</p> <p>B. Nursing Care Responsibilities</p> <p>B.1 Utilizes the nursing process within established scope of practice in providing holistic resident service.</p> <p>Assessment:</p> <p style="padding-left: 100px;">Observes, collects, and reports information regarding the resident;</p> <p style="padding-left: 100px;">Conducts interviews;</p> <p style="padding-left: 100px;">Administers appropriate tests and procedures within established scope of practice standards.</p> <p>Planning:</p> <p style="padding-left: 100px;">Participates in planning care, goals and objectives and the strategies required to attain these;</p> <p style="padding-left: 100px;">Organizes clinical workload and sets priorities for carrying out assigned work.</p> <p>Implementation:</p> <p style="padding-left: 100px;">Participates in carrying out resident service plan and all assigned work;</p> <p style="padding-left: 100px;">Applies interventions within established scope of practice standards;</p> <p style="padding-left: 100px;">Ensures resident independence, safety, dignity, and comfort;</p> <p style="padding-left: 100px;">Documents resident care according to established guidelines;</p> <p style="padding-left: 100px;">Provides leadership, guidance and assistance as needed to the resident attendant in completion of activities of daily living by acting as a team leader;</p>		

Title JOB DESCRIPTION - LPN	POLICY	Page No. 3 OF 4
<p>Provides additional resident care responsibilities ie. medication administration, insulin administration, enteral tube feeding, wound management.</p> <p>Evaluation: Participates in evaluating care by observing, reporting, and recording resident responses and participating in care conferences and multidisciplinary reviews.</p> <p>B.2 Develops and maintains good interpersonal and communication skills and utilizes these skills in work with residents, families, co-workers, volunteers, and visitors;</p> <p>B.3 Maintains resident confidentiality and respects the residents' right to privacy;</p> <p>B.4 Participates in providing emotional support to residents and families;</p> <p>B.5 Participates and reinforces appropriate health related teaching of residents, families and other staff.</p> <p>C. Health and Safety Responsibilities</p> <p>C.1 Perform stretch and warm up exercises at the beginning of shift and throughout the shift, as necessary;</p> <p>C.2 Maintains current knowledge of facility policies and procedures for the disaster and fire plans;</p> <p>C.3 Maintains and applies current knowledge of facility policies and procedures for infection prevention and control, body mechanics and other programs as may be required by the nursing home;</p> <p>C.4 Has a thorough knowledge of and is able to demonstrate the safe use and care of supplies and assigned equipment required in the provision of resident care;</p> <p>C.5 Provides a comfortable, safe and clean environment for residents, volunteers and visitors.</p> <p>D. Individual Responsibilities</p> <p>D.1 Attends inservice programs, staff and committee meetings;</p> <p>D.2 Maintains own professional and personal development through participation in continuing education programs and other initiatives;</p> <p>D.3 Participates as team leader and team member.</p> <p>D.4 Participates in setting organizational goals and sets personal goals.</p>		

Title JOB DESCRIPTION - LPN	POLICY	Page No. 4 OF 4
<p>E. Operational Support</p> <p>E.1 Receives and relays messages accurately, effectively and efficiently;</p> <p>E.2 Participates in admission, transfer and discharge of residents as required;</p> <p>E.3 Utilizes information from resident profile software program. Documents in the resident profile software program as required.</p> <p>E.4 Collects and documents inter-RAI data required for the admission assessment and re-assessment of residents.</p> <p>Related and allied duties will be assigned from time to time as may become necessary to the operation of the home.</p>		
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