

Job Class Profile: Licensed Practical Nurse I**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	5	6	3	3	3	2	6	
Points	187	67	32	29	90	65	62	43	64	639

JOB SUMMARY

The Licensed Practical Nurse I (LPN I) are responsible to provide practical nursing care in the assessment process, assist with the implementation of care plans, collaborate with members of the multi-disciplinary healthcare team, and contribute to the treatment of patients. All duties must be performed within the scope of practice and can be performed in long-term care, community, and acute care settings.

Key and Periodic Activities

- Provides patient care and health assessment, (i.e. listens to shift reports, contributes to initial and ongoing assessment of patient and family needs, together with the healthcare team assesses and implements care plans and assesses patients for crisis intervention, or performs constant observation for those patients who may be physically and/or mentally unstable).
- Administers medications, applies medicated dressings, and counts narcotics. Observes and records side effects and/or adverse reactions to medications.
- Documents patients' treatments, medications, results and observations of assessments in patient's chart and provides verbal and written report to physicians and other healthcare staff.
- Provides personal care to patients related to daily living care (i.e. toileting or changing diapers, making beds, bathing, shaving, performing mouth/skin/wound/perineal care, etc.)
- Assists physicians and nurses with performing procedures, diagnostic tests, etc., on patients.
- Assists patients during meal time either by delivering and setting up food trays, feeding or assisting patients as needed with feeding, or administering feeding tubes. Maintains and records nutritional and fluid intake.
- Checks patients' vital signs (i.e. temperature, blood pressure); administers vaccinations; performs weight measurements, dressing changes, catheterizations, suture removal, bladder irrigation, glucometer testing, foot and trachea care; and administers treatment therapies (i.e. intravenous and oxygen), and records results.
- Provides mobility and skin care treatments that involves turning and positioning patients who may be immobile, assisting them with moving from beds to chairs, or supporting those who can walk. Applies, maintains, and removes bandages, splints, collars, braces, stockings, etc. to help with mobility.
- In consultation with the physician and nursing staff, teaches, promotes, and informs patients

Key and Periodic Activities

- and their families on illness management such as how to manage symptoms of substance abuse and addictions, how to increase mobility after a stroke, and explains proper care/caution to take when isolation precautions are required.
- May organize and provide instruction on procedures, equipment, tests, (i.e. Basic Life Support (BLS), fit testing, etc.), to nursing staff or students.
- May attend weekly patient rounds and family conferences, as part of the healthcare team, and advocates to other disciplines on behalf of patients and families assigned to their care.
- Acts as a preceptor to LPN and Personal Care Attendant (PCA) students.
- May answer telephone calls and responds to questions from family members or physicians.
- Provides care for patients who have catheters, ostomies, and gives enemas or suppositories.
- Collects specimens, swabs, tests patients' blood glucose levels, and may perform electrocardiograms (ECGs).
- Provides patient escorts or transports patients within the facility, to other facilities for tests, appointments, treatments, etc., or travels to homes to perform patient care.
- Cares for the dying and provides post mortem care to the deceased.
- Performs patient portering, some clerical functions, housekeeping, stock handling of supplies, medication carts, or laundry items, and performs equipment inspection, cleaning or calibration.
- May assist patients during recreational activities.

SKILL

Knowledge

General and Specific Knowledge:

- Licensed practical nursing and related policies, procedures, trends and developments.
- Patient care, assessment, and treatments.
- Equipment and technology as it relates to field.
- Current knowledge of trends, research and developments within nursing and related field.

Formal Education and/or Certification(s):

- Minimum: 2 year Diploma (Licensed Practical Nursing) and Licensure from the College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL). May require BLS recertification annually.

Years of Experience:

- Minimum: Less than 1 year of experience.

Competencies:

- Nursing skills within scope of practice.
- Skills in communication and interpersonal techniques.
- Ability to perform various therapies and procedures and operate equipment.
- Ability to work in a multi-disciplinary team and independently.
- Computer skills.

Interpersonal Skills

- A wide range of interpersonal skills are used to listen to information, ask questions, provide expert advice or counselling, resolve disputes, and deal with upset/angry people. In addition, interpersonal skills are used to provide care and comfort, information and advice to patients and their families, to work cooperatively with coworkers as part of a team to complete work issues and solve problems, other members of the healthcare team, and with the supervisor to discuss any problems or concerns, and periodically to instructs or mentor students.
- Communications occur on with employees within the immediate work area, within and outside the department, volunteers, supervisors, patients and their families, and less frequently with suppliers/contractors, sales representatives, department executives, professional association, and advisors.

EFFORT

Physical Effort

- The demands of the job constantly result in considerable fatigue, requiring periods of rest, and a need for strength and endurance.
- When providing direct patient care, there is constant physical exertion and handling, moving, pushing or pulling objects between 10 – 15 lbs (i.e. chairs, IVs, wheelchairs, stretchers, small machines, etc.), and occasionally supporting, lifting or moving patients over 50 lbs.
- Regularly required to work in awkward cramped positions when performing patient care activities. Activities such as positioning patients, performing daily living, and other types of care require bending, kneeling, and stretching. Constantly standing and moving about when performing work related activities; however, occasionally there is a need to sit at a computer and perform fine finger precision work with the computer mouse to document information.
- When performing patient care activities, there is a constant need for gross motor skills, maintaining balance, and regularly operating heavy equipment such as mechanical lifts to transfer patients from beds to chairs.

Concentration

- **Visual** concentration is required to give medications, read physicians' orders/referrals and patients' charts, document charts/reports, observe and treat patients (some of whom may be confused or disoriented), conduct assessments, check vital signs, work on the computer, enter information into reports/charts, or to drive to and from patients' homes to provide care.
- **Auditory** concentration is required to listen for call bells/monitors/alarms (placed on beds), patients concerns or questions, check vital signs, assess patients, and to listen to verbal reports/updates.
- **Other sensory demands** such as **touch** and **smell** are required to perform physical assessments, give injections, treat patients, assist with personal care (i.e. personal hygiene), or are used to detect abnormal physical conditions (i.e. fever).
- A **high level of alertness and concentration** is required when patients have a higher level of acuity, when giving medications, transporting a patient on a mechanical lift, and when performing treatment procedures to ensure accuracy and the health and safety of patients. Tasks which are **repetitive and require alertness** are assessing patients, performing daily patient care, repositioning or turning patients, and giving medications.

- There are **time pressures and deadlines** specifically when administering medications, as they have to be administered at certain times during the day, when providing morning care as patients need to get ready for their day (i.e. washed, moved, repositioned, etc.), their beds need to be made and meals given to ensure patients receive the appropriate care. There is **lack of control over the work pace** due to emergencies, extra responsibilities, and changes in a patient's situation/condition.
- **Exact results and precision** are required when taking glucose and pulse readings, as this dictates the amount of medication or type of treatment a patient should receive. Also, exact results are required when taking a patient's vital signs, charting and reporting on a patient's condition, when using mechanical lifts to transfer patients, and when administering medications, or performing treatments/therapies.

Complexity

- Work typically involves a series of tasks and activities that are different but can be performed using similar skills and knowledge.
- Tasks tend to be repetitive/well defined where there are a wide variety of responsibilities and situations. Problems may be simple with obvious solutions, or may be well-defined for which a limited number of solutions exist. From time to time problems may have limited opportunity for standardized solutions, but they can be resolved in a team setting and may have policy significance.
- Typical complexities include working with patients who sometimes require different treatments/assistance, ensuring quality patient care, and responding to questions from patients and their families.
- Complexities are typically solved by consultation, collaboration, and seeking expertise offered by members of the healthcare team, referring to various reference materials including the Compendium of Pharmaceuticals and Specialties (CPS) Manual for medication administration, guidelines, organizational policies and procedures, Acts, the internet, and the CLPNNL.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed under the general supervision of a registered nurse or physician.
- Without formal approval decisions can be made concerning patients care and comfort, medication administration, and patient dietary requests, ordering small supplies or having equipment repaired, engaging the help of support staff, and deciding the priority of some of their workload activities. All patient care activities must remain within the scope of practice.
- Formal approval is required: to administer non-routine medications and certain treatments; for patients to leave the building without proper notification and documentation; to change a patient's care plan; change policies and procedures; purchase large supplies/equipment; and staffing decisions.
- Work requires the interpretation of directions and applying of guidelines when giving information to families with regard to their family member's care. There is some discretion to give medications that are standard orders and to discuss confidential information about a patient's care with other members of the team.
- A high degree of discretion and judgment is exercised within the scope of practice when

<p>treating patients to ensure proper care and patients' health and safety. Decisions outside scope of practice must be made in collaboration with a registered nurse.</p> <ul style="list-style-type: none"> — Work includes providing information to co-workers, physicians, nurses, patients and family members and providing advice or recommendations to patients and family members regarding treatments.
<p>Impact</p> <ul style="list-style-type: none"> — Tasks and activities have an impact on the immediate work area, within in and outside department/organization, and patients. — Work activities impact on equipment if not serviced or used properly, processes and systems, information if it is not accurate, finances and materials if there are excessive wastage, human resources, corporate image, and health and safety. The most significant impacts are on patients, their treatment and information provided to them, and on co-workers and their abilities to perform their jobs properly. — In the event of a mistake or error (i.e. a medication error, the consequences could have an extreme impact on the patient), it would be felt within the immediate work area and department requiring possible changes to policies and procedures. There would also be some impacts outside the organization (i.e. family members, etc.). — Any errors are mitigated as the work tasks and activities are highly monitored or controlled through the documented process in the patient's care plan. Any incidents and occurrences are documented, and any decisions outside of the scope of practice are done in collaboration with a registered nurse in charge. There is a license to practice and professional activities are monitored through the professional association. Errors are typically identified within hours of identification.
<p>Development and Leadership of Others</p> <ul style="list-style-type: none"> — Not required to provide bargaining level supervision to staff. — Does provide some development and leadership responsibilities such as on-the-job advice, guidance, direction, feedback, orientation and training to new staff and/or students. Acts as a mentor and coach to student LPN's doing their preceptorship training, and may delegate and organize tasks to junior staff or other support staff.

WORKING CONDITIONS

<p>Environmental Working Conditions</p> <ul style="list-style-type: none"> — When performing direct patient care there is a requirement to use protective equipment and take universal precautions such as wearing gloves, masks, gowns, etc., washing hands and using sharps containers, following safety procedures/precautions (i.e. Back Injury Preventative Training), using mechanical lifts, paging emergency codes (i.e. code white) as required, and following isolation procedures. — There is a moderate likelihood of receiving minor injuries or illness from this work; however, due to the heavy lifting, transporting, and positioning of patients, the risk of injury is increases. — Due to the nature of the work environment, there is constant exposure to infectious diseases (i.e. H1N1, etc), odours, bodily fluids, waste, and sharp objects (i.e. needles). — Regularly, there is exposure to toxic or poisonous substances when administrating medications
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such as chemotherapy, heavy machinery (i.e. mechanical lifts), wet or slippery surfaces, unusual/distracting noise, dirt/dust, and often works in confined spaces where there is lack of privacy. If the work is conducted in a community setting there is regular exposure to travel, often in adverse weather conditions to and from patients' homes or clinics.

- Occasionally, there is exposure to physical danger or threats (i.e. when working with dementia and psychiatric patients), hazardous chemicals, glare from the computer screen, and radiation (i.e. portable x-ray machines).