

**Job Class Profile: Licensed Practical Nurse II****Pay Level: CG-33 Point Band: 718-741**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	5	5	6	4	4	3	3	6	
Points	187	83	32	29	120	87	62	64	64	728

**JOB SUMMARY**

The Licensed Practical Nurse II (LPN II), within their scope of practice, are responsible to provide supervision and coordination of nursing functions to other LPN's and support staff in providing practical nursing care in the assessment process, assisting with the implementation of care plans, collaborating with members of the multi-disciplinary healthcare team, and contributing to the treatment of patients and may work in a long-term care or acute care setting.

**Key and Periodic Activities**

- Develops schedules, plans, organizes, assigns, and coordinates nursing services of LPN's and other support staff.
  - Coordinates interdisciplinary and traveling clinics, patient records, and appointments.
  - Provides education and training for new staff or students; monitors, and evaluates performance.
  - Performs routine equipment inspection, cleaning, calibration, quality assurance, and coordinates any maintenance or repairs. Evaluates new equipment and supplies and makes recommendations for purchase.
  - Participates in the development of policies and procedures, and standards of practice within program area.
  - Monitors inventory levels of supplies, restocks, rotates supplies, and/or orders as required.
- May perform all or some functions of the Licensed Practical Nurse I class such as:
- 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/or nurses with performing procedures, diagnostic tests, etc., on patients.

### Key and Periodic Activities

- 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, administers treatment therapies (i.e. intravenous and oxygen); and records results.
- Provides mobility and skin care treatment which involves turning and positioning patients who may be immobile, assists 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 and their families on illness management such as how to manage symptoms of substance abuse and addictions, how to increase their 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 care.
- Acts as a preceptor to LPN and Personal Care Attendant (PCA) students.
- Answers 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 and/or courses required for a specific program area.

**Years of Experience:**

- Minimum: 5 years 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 direct LPNs, support staff and students, listen to information, ask questions, provide expert advice or counselling for staff as well as other programs, resolve disputes, and deal with upset/angry people. In addition, skills are used to provide care, comfort, information, and advice to patients and their families; to work cooperatively with co-workers 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, provide advice and guidance and to instruct or mentor other LPNs, support staff, and students.
- Communications occur 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 moving, repositioning, or transferring 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 to perform fine finger precision work with the computer mouse to document information, develop schedules, or talk on the phone with members of the interdisciplinary team or patients' family members and make patient appointments.
- When performing patient care activities, there is a constant need for gross motor skills, maintains 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, disoriented, or young children), conduct assessments, check vital signs, work on the computer, and enter information into reports/charts.

- **Auditory** concentration is required to listen for call bells/monitors/alarms (placed on beds), patients, managers, staff 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 (e.g. 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 to assess patients for clinics, 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 which allow similar skills and knowledge. The tasks are constantly repetitive/well defined where there are a wide variety of responsibilities and situations. Some tasks are different, but related with some unrelated aspects (i.e. clinical work and clinical supervision). 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; however, normally 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, responding to questions from patients and their families, and supervising the day-to-day clinic activities including the coordination of multiple patient appointments.
- Complexities are typically solved by consultation, collaboration, and seeking expertise offered by members of the healthcare team, the manager, referring to various reference materials including the Compendium of Pharmaceuticals and Specialties (CPS) Manual for medication administration, following code of ethics, guidelines, organizational policies and procedures, Acts, the internet, and the CLPNNL.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work is typically performed under the general direction of a nurse or physician.
- Without formal approval decisions can be made with regards to patient care and comfort, medication administration, and patient dietary requests, ordering small supplies or having equipment repaired, delegating assignments to staff to complete work, deciding the priority of the workload activities, and making recommendations to the manager regarding staffing coverage. All patient care activities must remain within the scope of practice.
- Formal approval is required for travel purposes, to administer non-routine medications and certain treatments, 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 some staffing decisions.
- Work involves interpreting directions and applying 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 when treating patients (within scope of practice) to ensure proper care and patients' health and safety. Decisions outside scope of practice must be made in collaboration with a registered nurse.
- Work includes providing information and recommendations to co-workers, physicians, nurses, patients and family members regarding treatments, and providing advice and guidance to other LPNs and support staff with regard to clinical functions, education, and nursing activities.

### Impact

- Tasks and activities have an impact on the immediate work area, within in and outside department/organization, and patients.
- There are impacts 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. inaccurate patient identification and treatments, and a medication error), the consequences could have an extreme impact on the patient and 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.). There could also be errors in scheduling of staff resulting possibly in inadequate levels of staffing.
- Clinic errors are mitigated as the work tasks and activities are moderately 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 nursing practice are done in collaboration with a registered nurse in charge. Supervisory activities are in consultation with the manager. Work requires licensure to practice and all professional activities are monitored through the professional association. Errors are typically identified within hours of identification.

### Development and Leadership of Others

- Provides a coordination role covering such responsibilities such as direction, scheduling, delegating/allocating tasks, feedback, organizing, coordinating, and reviewing/checking the work of LPNs' and support staff.
- Also performs other types of development and leadership responsibilities such as provides on-the-job advice, guidance, orientation and training to new staff and/or students. Acts as a mentor and coach to student LPNs' doing their preceptorship training.
- Performs team lead responsibilities with regard to education and training of LPNs and support staff, communication to other team members, and recommending staffing levels to the manager.

## WORKING CONDITIONS

### Environmental Working Conditions

- 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 increases.
- Due to the nature of the work environment, this class is constantly exposed to infectious diseases (MRSA, H1N1, etc.), odours, and bodily fluids, and waste.
- Regularly, there is exposure to toxic or poisonous substances when administering medications, heavy machinery (mechanical lifts), sharp objects (needles), wet or slippery surfaces, unusual/distracting noise, dirt/dust, and often works in confined spaces where there is lack of privacy.
- 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 (portable x-ray machines).