



POSITION DESCRIPTION

POSITION TITLE:	LICENSED PRACTICAL NURSE
DEPARTMENT:	ACUTE CARE & PERSONAL CARE HOME PROGRAM
CLASSIFICATION:	LICENSED PRACTICAL NURSE
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER, MANAGER, SUPERVISOR, CLINICAL RESOURCE NURSE
POSITIONS SUPERVISED:	NA

POSITION SUMMARY

The Licensed Practical Nurse provides comprehensive nursing care to patients/ residents/ clients in accordance with established standards, policies, and procedures. The Licensed Practical Nurse provides clinical direction to Health Care Aides, Unit Clerks and other LPN's and Nurse II's when the LPN is assigned charge responsibilities. Licensed Practical Nurses recognize and fulfill their Professional responsibilities by practicing within the scope of practice of the Licensed Practical Nurses Act, the approved College of Licensed Practical Nurses of Manitoba (CLPNM) Scope of Practice and Entry–Level Competencies, provincial and federal legislation and within the guidelines of professional ethics. The position of Licensed Practical Nurse functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Responsibilities:

1. The LPN is required to practice in accordance with the following to their level of scope of practice, expertise, training and experience

- The Licensed Practical Nurses Act of Manitoba
 - The Practice Expectations/Standards of Practice (CLPNM)
 - Entry level competencies for LPNs
 - Professional Code of Ethics (Canadian Nurses Act (CNA))
2. Obtain and maintains the relevant competencies for the position as offered by Interlake-Eastern RHA.
 3. Other duties as assigned.
- A. Patient/ Resident Safety**
- Performs in a manner that enhances patient/resident safety;
 - Participates in and supports the region's Patient Safety Initiatives and Programs;
 - Reduces to a degree that is reasonably practicable the rate of adverse events by learning to anticipate and manage them, to reduce the likelihood and severity of their occurrence
- B. Continuous Quality Improvement**
- Participates in the region's Continuous Quality Improvement Program and Accreditation Program.
 - Within the Personal Care Home program, participates in and completes documentation for the Manitoba Health Standards to obtain PCH licensure.
- C. Environmental Management**
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Prevention and Control Guidelines;
 - Obeys all safety and health rules and follows recommended Safe Work Procedures;
 - Co-operates with the Workplace Health & Safety Committee as necessary;
 - Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS);
 - Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the Fire, Disaster and Evacuation plan;
 - Participates in the development of Safe Work Procedures.
- D. Education/ Inservice/ Professional Development**
- Collaborates with inservice education programs to identify, plan and facilitate implementation and evaluates orientation and staff development programs;
 - Promotes the goals and objectives of educational programs established by the region;
 - Maintains and updates knowledge of new developments in departmental areas through journal reviews, interest groups, lectures, and committee work;
 - Serves as a resource to staff and other health care professionals;
 - Maintains and updates professional and through continuing education programs, literature reviews, interest groups, and lectures;
 - Maintains professional and management linkages/networks with peers.

E. Committee Participation

- Participates on appropriate committees as requested.
- Participates in regular staff meetings.

F. Communications

- Communicates with co-workers both individually and as a group to promote efficient operation and high morale.
- Communicates with co-workers in achieving efficient operation of the department/program.
- Communicates with co-workers in promoting inter-program, inter-departmental and regional operations.
- Demonstrates respectful communication at all times.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Active practicing licensure with the College of Licensed Practical Nurses of Manitoba (CLPNM), or eligible for active practicing licensure with the (CLPNM)
- Current Basic Life Support (BLS) Training – as delineated in Interlake-Eastern RHA Required Certification / required Policy GA11-50
- Additional unit specific qualifications – Refer to Appendix A

REQUIRED KNOWLEDGE:

- Knowledge, competence and ability to demonstrate clinical nursing skills and concepts in accordance with approved nursing standards
- Basic knowledge and skills to work with computers, and electronic software programs.

EXPERIENCE REQUIRED:

- Experience in geriatrics and dementia care preferred (for Personal Care Home program sites only)

SKILLS/COMPETENCIES:

- Ability to make effective decisions regarding nursing care
- Demonstrated effective problem solving, organizational skills and the ability to work independently.
- Demonstrated communication skills.
- Ability to maintain positive working relationships with co-workers and clients.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.

- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: _____
Date

Revised: _____
March 2021
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by:

Vice President, Human Resources

Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Appendix A

Selkirk Regional Health Centre

1. Emergency
 - Successful completion of an accredited Emergency or Critical Care Course
 - One (1) year equivalent full time Emergency Room experience as a Licensed Practical Nurse within the last three (3) years
2. Special Care Unit (SCU)
 - Successful completion of an Accredited Critical Care/ICU Nursing Program
 - One (1) year equivalent full-time experience in an active Intensive Care Unit or Coronary Care Unit as a Licensed Practical Nurse within the last three (3) years
3. Operating Room
 - Successful completion of a recognized OR Nursing and Techniques Program
 - One (1) year equivalent full-time experience in an operating room as a Licensed Practical Nurse within the last three (3) years.
4. Obstetrics
 - One (1) year equivalent full-time experience in Maternal-Child nursing as a Licensed Practical Nurse within the last three (3) years; or have successfully completed an accredited Midwifery Program
5. Renal Program
 - Successful completion of the Manitoba Nephrology Nursing Course
 - One (1) year equivalent full-time experience in a Renal Program as a Licensed Practical Nurse within the last three (3) years.
6. Endoscopy
 - One (1) year equivalent full-time experience in an Endoscopy Program as a Licensed Practical Nurse within the last three (3) years.
7. Diagnostic Imaging
 - One (1) year equivalent full-time experience in Diagnostic Imaging as a Licensed Practical Nurse within the last three (3) years.
8. Surgery

One (1) year equivalent full-time experience in the last five (5) years in an Acute Care Setting required. Experience in rural nursing and/or medical/surgical nursing preferred
9. Medicine
 - One (1) year equivalent full-time experience in the last five (5) years in an Acute Care Setting required. Experience in rural nursing and/or medical/surgical nursing preferred
10. Outpatient Centre
 - One (1) year equivalent full-time clinical experience in the last five (5) years in an Acute Care Setting required.
 - Wound Care Level 1 required.
 - Wound Care Level 2 obtained within 18 months of hire required.
 - Experience in rural nursing or emergency nursing preferred

Beausejour and District Hospital

1. Emergency / General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred
 - Must be proficient in Conscious Sedation patient monitoring
2. Endoscopy
 - Successful completion of conscious sedation learning package

Gimli – Johnson Memorial Hospital

1. Emergency / General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred
2. Hemodialysis (Renal Program)
 - Successful completion of the Manitoba Nephrology Nursing Course

Pine Falls Hospital

1. Emergency / General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred
2. Hemodialysis (Renal Program)
 - Successful completion of the Manitoba Nephrology Nursing Course

Pinawa Hospital

1. Emergency / General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred

Stonewall Hospital

1. Emergency / General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred

Teulon – Hunter Memorial Hospital

1. Emergency /General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred

Ashern – Lakeshore Hospital

1. Emergency /General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred
2. Hemodialysis (Renal Program)
 - Successful completion of the Manitoba Nephrology Nursing Course

Arborg Hospital

1. Emergency General Nursing Area
 - Minimum of one (1) year clinical experience in past 5 years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred

Eriksdale Hospital

1. Emergency / General Nursing Area
 - Minimum of one (1) year clinical experience in past five (5) years specific to Acute Care Setting required
 - Experience working in a rural facility or emergency nursing preferred

Hodgson and Berens River Dialysis

1. Hemodialysis (Renal Program)
 - Successful completion of the Manitoba Nephrology Nursing Course

Appendix B

Certification Courses as per Interlake-Eastern RHA Required Certification / Required Education Policy GA 11-50

Course	Training Required
BLS – Level C	All LPNs working in acute care
Advanced Cardiac Life Support (ACLS) Provider (P) and Renewal (R)	All LPNs working in ERs and designated /Special Care Units
Acute Care Nurse Orientation (ACNO)	All LPNs working in Acute Care facilities.
Canadian Triage and Acuity Scale (CTAS)	All LPNs working in all Acute Care facilities with an ED
American Association of critical care nurses (AACN) essentials of critical care Orientation (ECCO)	LPNs working in the Selkirk ED
Neonatal Resuscitation Provider (NRP)	LPNs in Selkirk Obstetrics program
Introduction to Fetal Heart Monitoring (Online course)	LPNs in Selkirk Obstetrical Unit
Intermediate Fetal Heart Monitoring Course	LPNs in Selkirk Obstetrical Unit