



Government of  
Northwest Territories

**IDENTIFICATION**

Department		Position Title	
Northwest Territories Health and Social Services Authority		Relief Licensed Practical Nurse	
Position Number(s)	Community	Division/Region(s)	
37-14593	Fort Simpson	Continuing Care Services/Dehcho	

**PURPOSE OF THE POSITION**

Reporting to the Nurse in Charge, Long Term Care (NIC), the Relief Licensed Practical Nurse (RLPN) provides nursing care to residents of the Long Term Care facility in accordance with established standards of nursing practices for Licensed Practical Nurses (LPNs) and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure that the residents' physical, emotional, psycho-social, spiritual, educational and activities of daily living (AOL) needs are met.

**SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chʰ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chʰ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA-Dehcho Region (NTHSSA-DR) administers all regional health and social services delivered through 3 community health centers, 5 health cabins and 1 long term care facility in the Dehcho region. The NTHSSA-DR provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis as well as to residents of the Long Term Care (LTC) facility in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

Located in the Elder's Care Home (ECH) in Fort Simpson and reporting directly to NIC, the incumbent serves as a Relief Licensed Practical Nurse. There are 5 Licensed Practical Nurses (LPNs) and 6 Personal Support Workers (PSWs) and 5 Relief Personal Support Workers who provide 24-hour culturally sensitive care to residents of the 18 bed LTC facility. During evening, night and weekend shifts the LPN will take a lead role in the provision of care.

Residents within the ECH are usually long-term convalescent, geriatric, respite or palliative care patients ranging from pediatric to geriatric. The majority of the residents are geriatric. The residents live within the facility (home environment) and are experiencing a chronic illness or disability that has resulted in physical frailty and/or cognitive impairment and require 24-hour care. The residents' medical outcomes are somewhat predictable.

Although the RLPN provides direct nursing care to residents, when faced with unfamiliar situations or situations outside the RLPNs scope of practice the RLPN will refer the situation or problem to the NIC or Community Health Nurse (CHN) for direction. The RLPN is able to proceed with Physicians' orders once confirmed. RLPNs can dispense oral and subcutaneous medications including narcotics. The RLPN cannot administer either intramuscular nor intravenous treatment or medications unless certified (proof of certification must be provided by the incumbent).

After normal hours of operation (8:30 am – 5:00 pm) emergencies requiring nursing assessment or treatment will be handled by the Community Health Nurse (CHN) on call through the Fort Simpson Health and Social Services Centre. The NIC will be called for urgent administrative problems.

## **RESPONSIBILITIES**

- 1. Provides practical nursing care to long-term and respite residents using a problem solving approach and in accordance with the standards, guidelines and scope of practical nursing practice to facilitate individualized nursing care to patients/residents of the ECH.**
  - Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach using the Integrated Service Delivery Model (ISDM) and Supportive Pathways to best meets the needs of the residents,

- Deliver treatment as outlined by a health care providers (i.e. including but not limited to providing exercise as identified by physiotherapist, dressing or re-dressing wounds based on the NIC's nursing care plan, applying topical cream on bed sores based on the NIC's nursing care plan, and dispensing medications including subcutaneous insulin injections),
- Assist residents with all activities of daily living (i.e. including but not limited to mobility, eating, dressing, washing, socialization, etc.),
- Assist residents to achieve their optimum level of health in situations of normal health, illness, injury, or in the process of dying,
- Once verified, the RLPN can perform all skills within the scope and practice of their training,
- Once certified, provide advance foot care to the clients and residents of LTC,
- Promote the autonomy of residents and help them to express their health needs and values to obtain appropriate information and services,
- Safeguard the trust of residents that information learned in the context of a professional relationship is shared outside the health care team only with the residents permission or as legally required,
- Apply and promote principles of equity and fairness to assist clients in receiving unbiased treatment and a share of health services and resources proportionate to their needs, and
- Act in a manner consistent with the RLPN professional responsibilities and standards of practice.

**2. Advocate practice environments that have the organizational and resource allocations necessary for safe, competent and ethical nursing care.**

- Provide coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve an acceptable quality of standard of care,
- Collaborate with nursing peers and other members of the health team to advocate for health care environments that are conducive to ethical practice and to the health and well-being of the residents and staff,
- Participate on committees and in relevant research projects,
- Report any damage or problems with equipment, tools or structures used by the staff to the Nurse in Charge so that arrangements can be made for corrective action in a timely manner to ensure safety to clients and staff,
- Performs all duties and assignments in accordance with established policies and procedures,
- Complies with all safety rules and regulations,
- Takes responsibility for assigned duties during emergency and disaster situations
- Uses proper body mechanics as all times,
- Accepts additional assignments within scope, training (formal and or on the job), education, or experience, and
- Participates actively in orientation programs, in-service education and on the job training.

**3. Assist the NIC with the day-to-day administration and clerical functioning of the ECH.**

- In the absence of the NIC, the RLPN is to act as a resource to the staff of this facility.
- The RLPN is to be a leader and must demonstrate initiative to problem solve within his or her ability,
- The incumbent will transcribe Physicians' orders according to policy,
- Prepare a written shift report on updates on resident conditions and incidents within the LTC facility,
- Complete a narcotic count on a shift basis. Recording must be in accordance with the pharmacy manual, and
- Monitor stock levels of Long Term Care supplies (medical and non-medical) and notify the NIC or designate when levels are getting low so arrangements for the ordering of supplies is done in a timely manner, as required.

**4. As a member of the Residents' care team the incumbent will actively contribute to the mental, spiritual, psychological, cultural and social well-being of residents.**

- Encourage residents to participate in planned social and recreational activities,
- Aid in the implementation of activities for all residents, either individually or as a group,
- Provide residents with social interaction on a daily basis,
- Promote the independence and mental well-being of the residents in a respectful and compassionate manner, and
- Promote dignity, comfort and respect for the residents' cultural and personal beliefs.

**WORKING CONDITIONS**

**Physical Demands**

Most of the incumbent's time will be spent supporting residents in ADLs/IADLs, which will involve lifting, assisting and helping residents with mobility which can be very physically demanding and may require them to bend or stand in awkward positions. The incumbent may be subject to physical assault when dealing with patients.

**Environmental Conditions**

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood, body fluid and hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risks to the incumbent.

Although the majority of the facility is non-smoking there is a designated smoking area for residents and some of the residents need help in and out of the designated area, which results in exposure.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment, provision of care and during continuous observation of residents within the ECH.

### **Mental Demands**

Residents within the ECH are long-term patients where the facility is the resident's home. As a result, the RLPN has the opportunity to develop relationships with the resident and the residents' family. The RLPN is required to support a peaceful and dignified death of the residents, which may cause significant emotional stress.

Within the health care setting there is significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress.

The incumbent will often be required to deal with family members who can be demanding and confrontational. As the community is small and the RLPN's are known throughout the community these interactions are not limited to just hours of work, which results in moderate levels of stress resulting from interruption of social and family life.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- The RLPN must have knowledge of and an ability to apply the nursing process (assessment, planning, implementation and evaluation) and practice to ensure that the patients/residents' physical, emotional, psycho-social, spiritual, educational and daily living needs are met.
- An ability to educate residents and their families (where applicable) on appropriate self-care methods and techniques.
- Basic knowledge of biological, physical and behavioral sciences in order to recognize interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice.
- Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, etc.) in order to ensure support of residents and their families.
- An ability to operate and/or use standard medical equipment (such as but not limited to thermometers, NG tubes, sphygmomanometer, blood glucose monitors, Kangaroo pumps, suction tubes, etc.)
- An ability to effectively operate non-medical equipment used during the care of patients/residents within extended care (these include but are not limited to lifts, wheel chairs, bathing equipment, laundry equipment, kitchen, etc.).
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.
- Knowledge of local culture, traditions and language.

**Typically, the above qualifications would be attained by:**

The completion of a Licensed Practical Nursing Certification and two years of recent experience in a long-term care setting.

**ADDITIONAL REQUIREMENTS**

**NTHSSA-Dehcho Region Requirements**

Within the NTHSSA, LPN's must be licensed with the GNWT Registrar of Professional Licensing and have completed a satisfactory criminal record check.

Within the NTHSSA all LPN's must be able to acquire within a reasonable time frame and remain current the following certifications:

- Blood Glucose Monitoring,
- Proper body mechanics
- Administration of Medications,
- Standard First Aid and CPR
- WHMIS
- Non-violent Crisis Intervention
- Transcription of Medications
- Cultural Awareness

An ability to speak a local aboriginal language is an asset.

**Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Aboriginal language:** Aboriginal Language - not specified

- ☐ Required
- ☒ Preferred