



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Licensed Practical Nurse, Home Care	
Position Number	Community	Division/Region
37-14831	Fort Providence	Continuing Care Services / Dehcho

## PURPOSE OF THE POSITION

The Licensed Practical Nurse, Home Care, is responsible for providing comprehensive nursing services to residents of Fort Providence and Kakisa in accordance with current Northwest Territories and Canadian legislation, standards of nursing practice and clinical practice guidelines from the Government of the Northwest Territories (GNWT), Department of Health and Social Services (DHSS) and the GNWT Registrar. This position provides services according to the mission, values, strategic plan, administrative directives and standard operating procedures of the Northwest Territories Health and Social Services Authority.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA), administers all public health, home care, social services and general physician services throughout the Dehcho Region. The NTHSSA provides and supports the delivery of community based health care services to adults and children in order to enhance the health and well-being of communities through excellence, accountability and respect for regional diversity.

Located in Fort Providence and reporting to the Nurse in Charge (NIC) of Regional Home Care Services, the Licensed Practical Nurse, Home Care (LPN's) scope of practice is similar to a registered nurse (RN) with the exception of administration of narcotics. As well, the experience is beyond the scope of a graduate LPN and the expanded role requires independent thinking, judgment and critical decision-making skills for the delivery and management of nursing care for Home Care clients.

In comparison to the hospital setting where physicians and other supportive resources are readily available to the nurse, the LPN, Home Care works independently and collaboratively in the community. The LPN models and promotes excellence through the hands on delivery of

nursing care to residents of Fort Providence and Kakisa, and may be assigned to all of the program areas of Wound Care, Palliative Care, Chronic Care, and Foot Care. The incumbent independently makes six to eight home visits a day and coordinates the care of 25-35 clients concurrently. It is the incumbent's responsibility to set priorities, develop work plans and manage workloads, while balancing each individual client's needs, complexity and acuity.

The LPN initiates, coordinates, manages and evaluates the resources needed to promote the client's maximum level of health and function. Complex procedures and treatments are performed within very unpredictable home environments. The LPN must have the experience, skill, knowledge and confidence to deliver comprehensive nursing services, including palliative care in the home setting, working with the professional care team, the family caregivers and family dynamics. For example, chronic wounds may be assessed and managed by the LPN.

The LPN is an advanced foot care provider who: participates in the development of the foot care program; has input into policies and procedures for the foot care program; develops and delivers a teaching package to teach basic foot care to Home Support Workers. The position supports foot care clients (clients with diabetes and/or poor circulation who are high risk for infection which can lead to gangrene and amputation) and spends 2 days per week performing foot care duties. The remainder of the time the incumbent performs general home care nursing to clients.

The role of the LPN, Home Care is to protect, restore and/or maintain health or provide end of life care for Home Care clients with a broad array of diagnoses across the lifespan and the health-illness continuum, using the principles of primary health care, preventive, curative, maintenance and comfort nursing interventions, education, communication and support for the informal caregiver. The LPN, Home Care promotes community wellness through health promotion, prevention, and screening and intervention activities.

Appropriate problem-solving and decision-making have a direct impact on improving a client's level of health and maintaining partnerships with the client, family and community. Decisions frequently prevent complications and allow for early intervention, resulting in cost-savings of significant magnitude to the health system as a whole. The incumbent will be expected to communicate in a caring, professional, therapeutic manner at all times with a wide variety of clients, caregivers, and health care providers.

Position requires the incumbent to work shift work, including days, evenings and weekends.

This position is guided and governed by the *Licensed Practical Nurses Act*, *Public Health Act*, Reportable Disease Control and Disease Surveillance Regulations, Hospital and Health Care Facility Regulations, *Access to Information and Protection of Privacy Act (ATIPP)*, Regulations, and Worker's Safety and Compensation Commission (WSCC) Occupational Health and Safety Regulations.

## **RESPONSIBILITIES**

### **1. Provide comprehensive nursing care in the community setting to assist clients in achieving optimum health and quality of life in situations of chronic disease, acute illness, and injury or through the process of dying, using basic and advanced nursing knowledge and skills in one or more specialty areas, including wound care, palliative care or chronic illness.**

- Assess the client and family's physical, emotional, intellectual and spiritual needs.
- Determine the need for Home Care nursing services and admit or discharge the client as appropriate.
- Identify supports available to the client, such as community organizations, occupational therapy, mental health counseling, etc.
- Develop a treatment plan that incorporates the client's goals, needs, support systems, treatment and interventions, and the resources required to achieve these goals.
- Make referrals to other health care professionals to ensure early diagnosis and prompt intervention.
- Coordinate the implementation of the care plan.
- Perform nursing interventions and transfer lab or medical functions.
- Provide case management on clients' health related matters.
- Facilitate communication among client, family and other health care providers.
- Problem-solve to overcome obstacles in delivery of client care and enhancement of client independence e.g. transportation, dressing supplies, medication safety.
- Evaluate care on an ongoing basis to determine its effectiveness and appropriateness, and make changes as indicated.

### **2. Participate in the ongoing development, delivery, evaluation and improvement of Home and Community Care programs and services.**

- Maintain current expertise in program areas, e.g. wound care, palliative care, chronic disease management.
- Act as a resource for home health knowledge and practice (for example, wound care, palliative care, home intravenous) for health care providers in other communities in the NWT.
- Participate in meetings within the Department, NTHSSA, Stanton, and with community organizations, as required
- Under the direction of the Regional Manager, Continuing Care Services, participate in interdisciplinary committees responsible for researching, developing and evaluating programs, including their associated forms, clinical policies and procedures
- Research, develop, revise and evaluate educational resources necessary to support clients.
- Research, develop and present information for in-service programs within the Home and Community Care Program, NTHSSA and other agencies in the community.
- Participate in the advancement of home health nursing practice by acting as a mentor and preceptor for students and new practitioners from Territorial and other Canadian nursing programs.
- Orient new employees to the NTHSSA Home and Community Care Program.
- Participate in special projects and research, as requested.

**3. Perform administrative functions that contribute to the effective functioning of the Home and Community Care Program.**

- Maintain current Home Care charts with updated information as a legal and communication record.
- Enter statistical information into Health Suite in a timely manner.
- Maintain records related to hours worked, use of personal and office vehicles, services provided to clients without NWT health care coverage and other records as required.
- Collect and document demographic and statistical information.

**4. Assist the NIC with day-to-day administration and team direction.**

- The LPN will act as a resource to the staff by demonstrating initiative to problem solve and model ethical practices.
- Monitor stock levels both medical and non-medical supplies and notify NIC when supplies are required.
- LPN will provide direction and support to the PSWs and Rec Aide, under the direction of the NIC. LPN will report attendance to NIC.
- LPN will provide NIC with daily, weekly, monthly reports if required.

**WORKING CONDITIONS**

**Physical Demands**

Approximately 80% of each working day is spent doing home visits, independently in the community with the following demands:

- Carrying supplies and/or equipment weighing up to 50 pounds, up and down stairs, in and out of vehicles and homes.
- Assisting clients with ambulation or transfers or providing personal care as needed.
- Driving, standing or performing client assessment or care while bending and standing in awkward positions or in cramped space for approx. 80% of each working day.

**Environmental Conditions**

- Exposure to unsanitary conditions, cigarette smoke, pets, loud noises, and extremes of heat and cold in the client's home.
- Exposure to communicable diseases and infectious organisms, needle stick injuries, blood and body fluid, hazardous materials.
- Exposure to all weather conditions including temperatures ranging from -40 to +30, wind, rain and snow, mosquitoes. Drives in winter conditions for 7 months of the year.

**Sensory Demands**

- Maintaining acute cognitive focus while using the combined senses of touch, sight, smell and hearing during assessments and provision of care in an uncontrolled setting.

**Mental Demands**

- Work environments and situations encountered are unpredictable and must be dealt with independently.

- Working alone in unpredictable and uncontrolled conditions; must be aware of the risk of verbal or physical assault, and unknown or unpredictable situations.
- Emotionally upsetting experiences during which the incumbent is expected to remain calm, controlled, professional and demonstrate compassion and team work.
- Providing nursing care and special treatments in homes with poor lighting, frequent interruptions, constant observation and conversation by informal caregivers.
- Work pace is controlled by the client and the incumbent must adapt to the client's level of readiness for interventions.
- Ongoing reprioritization and reorganization of workload during the work day in response to uncontrollable factors.
- The incumbent works shift work and occasional on-call may be required.

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

- Knowledge of current nursing practice, primary health care and trends in health promotion and disease prevention.
- Knowledge of the nursing process (assessment, planning, implementation and evaluation) to collaborate, develop, coordinate and implement mutually agreed upon care plans, negotiate priorities in care, and support clients to navigate and transition through the continuum of care.
- 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 in a community setting.
- Knowledge and current expertise in a broad range of areas, including adult education, community-based nursing, working with families, disease processes, long-term care assessment, community resources, wound care and specialized dressings, medications, grief management and pain management.
- Knowledge of computer programs including but not limited to: word processing; Health Suite, Internet Explorer, Outlook e-mail, EMR (Wolf electronic medical record system).
- Ability to make informed, pertinent assessments and decisions while working independently in the community.
- Ability to act independently to set priorities, develop work plans and manage workload while balancing clients' needs, complexity and acuity.
- Ability to be self-directed, meet deadlines and manage several tasks at once.
- Ability to use basic and advanced nursing skills to perform and adapt complex procedures in the home care setting.
- Ability to adapt, be flexible and responsive in the safe and appropriate use of various types of equipment, technology and treatments to address the challenging health needs of clients
- Ability to perform pharmacy skills such as dispensing of medications under approved policies.
- Ability to think calmly and respond therapeutically in emergency situations.

- Ability to apply appropriate learning principles to encourage clients, families and others to recognize their capacity for managing their health needs and to participate in their care.
- Ability to integrate activities to avoid duplication of service and inappropriate use of resources, both for individual clients and within the nurse's current caseload.
- Ability to work in a culturally diverse environment using resources, such as interpreters, appropriately.
- Ability to communicate effectively (orally and in writing).
- Ability to operate and/or use medical equipment such as, but not limited to, intravenous pumps and lines, a variety of intravenous access devices, sphygmomanometer, blood glucose monitor, pulse oximeter, wheel chair, canes, crutches, etc.

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

A Licensed Practical Nursing Certificate with at least two (2) years of recent, acute care LPN nursing experience in a medical, surgical, home care or community health environment.

**ADDITIONAL REQUIREMENTS**

Proof of immunization in keeping with current public health practices is required.

**Dehcho Region Requirements**

Within the NTHSSA, LPNs must be licensed with the GNWT Registrar of Professional Licensing.

With the NTHSSA, all LPNs must be able to acquire within a reasonable time frame and remain current with the following training:

- NWT Immunization Certificate
- Blood Glucose monitoring
- In-Service on Proper Body Mechanics
- Transcription of orders and Administration of medications
- Standard First Aid and CPR
- WHMIS
- Successful Criminal Reference Check Training in Non-Violence
- Knowledge of local aboriginal language
- Class 5 Driver's License
- Advanced Foot Care
- Supportive Pathways
- Fit Testing

**Position Security**

- ☐ 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

**Indigenous language:** Select language

- ☐ Required  
☐ Preferred