



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Licensed Practical Nurse, Long Term Care	
Position Number	Community	Division/Region
48-15157	Norman Wells	Continuing Care Services/Sahtu

## PURPOSE OF THE POSITION

The Licensed Practical Nurse (LPN) provides multifaceted basic nursing care to residents of the Sahtú Dene Nechá Kó Long Term Care Facility in accordance with established standards of nursing practice for LPNs and the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure that the patient's physical, emotional, psychosocial, spiritual, educational and daily living needs are met.

## SCOPE

The NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʼo 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 Tłıchʼo 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 an integrated delivery system as part of the government's transformation strategy.



Located within the Sahtú Dene Nechá Kó Long Term Care Facility and reporting directly to the Regional Manager of Continuing Care (RMCC), the LPN - Long Term Care provides culturally sensitive care to residents who have medical disorders with predictable outcomes in the 18-bed Long Term Care facility and two transitional care beds. During the day shift, the Long-Term Care Supervisor will be on duty. The LPN, under supervision of the LTC Supervisor and the Regional Manager of Continuing Care (RMCC), will lead his/her team and be accountable for the overall nursing care of all residents within the facility. Team members include Personal Support Workers, Day Program staff and Kitchen staff who require supervision, support and direction from the LPN. In the Long-Term Care Model of Care, additional members may become part of the Team. I.e. cooks, cook assistants, day program staff and housekeeping staffs.

Outside of these hours, the LPN - Long Term Care will be in charge and is accountable for the overall nursing care of all patients within the Facility. Every LPN in Long Term Care may be required to act as the Responsibility Nurse when working nights or weekends. The LPN will have access to an RN when working nights or weekends.

The LPN in Long Term Care is a member of a multidisciplinary team who performs the following tasks: determine resident status at weekly team meetings; respond to actual or potential health problems; plan and perform interventions; and evaluate resident outcomes with the intention of maintaining or regaining resident's health. Residents are admitted to the facility for a variety of reasons and generally have common well-defined needs. The residents are long-term convalescent, geriatric, respite, and/or cognitively impaired residents or palliative care patients. As a result, the LPN may be called on to make independent day-to-day decisions regarding individual nursing care plans based on written medical orders verified by an RN on duty.

The LPN in Long Term Care acts as a patient advocate and facilitates communication between the residents, family, and other health care professionals. This will result in a holistic approach to planning, organizing, teaching, and relationship development that will best meet the needs of the residents.

Although the LPN provides direct nursing care to residents, when faced with unfamiliar situations or situations outside the LPN's scope of practice the LPN will consult on the situation or problem with a Registered Nurse through consultation with the Regional Manager, Continuing Care or the Nurse on Call at the Norman Wells Health and Social Services Centre for care direction. The LPN will provide medications within their scope of practice and as defined by NTHSSA policy.

Depending on acuity and census, the LPN may be responsible for up to 20 residents at any one time, using sound judgment to provide care through independent nursing interventions and delegated medical orders from the physician. As a result of the nature of the residents' illnesses



and lengths of stay (the facility is their home) the Long-Term Care Facility is often full or near capacity and requires continual assessment, monitoring and treatment of residents.

## **RESPONSIBILITIES**

### **1. The LPN - Long Term Care provides independent nursing care to residents requiring**

- 24-hour medical and nursing treatment using a problem-solving approach and in accordance with the standards, guidelines and scope of professional nursing practice to facilitate individualized nursing care to patients of the Long-Term Care Facility.
- Orientate new employees to facility specific programs.
- Assess, plan, implement, document and evaluate care to ensure a coordinated holistic approach which best meets the needs of the residents.
- Deliver treatment as outlined in the individual care plans, including but not limited to, medication administration, including, subcutaneous and intramuscular injections, tube feeds, catheterizations, colostomy care, isolation techniques, and medical asepsis.
- Measure, interpret and record vital signs.
- Perform appropriate physical assessments on residents and chart appropriately per policy and procedures.
- Participate in the planning care of residents.
- Participate in interdisciplinary team and resident care conferences.
- Assist residents to achieve their optimum level of health in situations of normal health, rehabilitation, illness, injury, or in the process of dying,
- Advocate the dignity and self-respect of residents.
- 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 resident's 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.
- Act in a manner consistent with their professional responsibilities and standards of practice.

### **2. Ensure the continued health and well-being of all residents by ensuring that the residents have timely access to all activities of daily living with little to no restrictions.**

- Assist residents with all activities of daily living.
- Assist residents with physical or occupational activities.
- Lead and perform specialized exercises as per the resident's care plan.
- Promote dignity, comfort and respect for the residents' cultural and personal beliefs.
- Collaborate with all Personal Support Workers and other staff within the Long-Term Care Facility to ensure a holistic approach to daily living needs.



**3. As a responsibility nurse, the LPN - Long Term Care assumes accountability for the standard of care delivered toward determining and achieving resident care goals.**

- Makes decisions necessary to promote change and ultimate outcome of goal attainment.
- Communicate with other members of the health care team regarding the residents' health care to provide continuity of care and promote collaborative efforts directed toward quality patient care.
- Take a lead role in disaster responses within the Long-Term Care Facility.
- Directs and supervises the functions of others who provide direct care and support (Personal Support Workers, Activity Aide, etc.).
- Ensures adequate staffing levels during all shifts (i.e. calling in appropriate relief staff).
- Ensures adequate staffing levels during programs and activities by assigning personal support worker (s) to ensure resident safety.

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

- Maintains a safe, clean, orderly environment for residents.
- Maintains continued competencies in medication administration.
- Responds to emergencies following policies of the NTHSSA.
- Monitors stock levels (medical and non-medical) and notifies the Supervisor when levels are getting low so that she/he can arrange for the ordering of supplies as required.
- Reports any damage or problems with equipment, tools or structures within the facility so that the Supervisor can arrange for corrective action in a timely manner.
- Lifts and transfers with the use of good body mechanics and principles of Transferring Lifting Repositioning (TLR).
- Provides coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care.
- Demonstrates knowledge of Code Red and other Emergency Codes.
- Collaborates with nursing colleagues and other members of the health team to advocate health care environments that are conducive to ethical practice and to the health and well-being of residents and others in the setting.
- Orientation of new employee team members to develop skill levels necessary to achieve the standard of care.
- Participate in committees, task forces, and research projects related to the Long Term Care Facility.
- Participate in education and training to maintain LPN skill levels and improve the care of the residents.

**WORKING CONDITIONS**

**Physical Demands**



Between 25% and 50% of the incumbent's day will be spent lifting, moving and supporting residents who are dependent on the nurses for support (i.e. toileting, turning, general mobility, etc.). Lifting of and physical support of residents within the Long-Term Care Facility may be done on an individual basis or as a group. Cognitively impaired residents are often resistant to assistance from an LPN. This can lead to increased physical demands on an LPN as he/she is frequently required to move a resistant resident during the course of a shift. In addition, the incumbent will be required to bend and stand in awkward positions while performing patient assessment or care.

### **Environmental Conditions**

During their shift (100% of time) an incumbent will be exposed to communicable diseases, blood and body fluid, hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risk to the incumbent.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of residents within the Long-Term Care Facility. Many of the residents within the Long-Term Care Facility are cognitively impaired which means that the LPN must be constantly alert (100% of the shift) of patients/residents' physical and emotional needs (mood, hygiene, etc.).

### **Mental Demands**

Residents within the Long-Term Care Facility are long-term residents where the Facility is the residents' home. As a result, the LPN has the opportunity to develop relationships with the residents and the residents' family. The LPN is required to support a peaceful and dignified death of these residents that may cause significant emotional stress. The compounding effects of end-of-life care can lead to compassionate fatigue, emotional and mental strain.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions that may lead to stress. There is uncertainty in knowing what to expect while at work. There is legitimate concern about being responsible for the lives of residents and their families, risk of assault and unknown and unpredictable situations.

The LPN is required to be motivated and innovative in the area of continuing education and practice to encourage the professional growth of self and other team members.

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

- The LPN - Long Term Care must have knowledge of and the ability to apply the nursing process (assessment, planning, implementation and evaluation) and practice to ensure



that the residents' physical, emotional, psychosocial, 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.
- Knowledge in 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, medevac teams, etc.) in order to ensure support of residents and their families.
- An ability to operate a desktop computer in order to send and receive electronic mail and conduct research over the Internet.
- An ability to operate and/or use standard medical equipment (such as but not limited to thermometers, nasogastric (NG) tubes, sphygmomanometer, stretchers, blood glucose monitors, Kangaroo pumps, suction tubes, etc.).
- Self-Control (Responds Calmly) - Feels strong emotion in the course of conversation or other tasks, such as anger, extreme frustration, or high stress, but controls emotions, and continues to talk or act calmly.
- Flexibility (Adapts to Normal Procedures) - Alters normal procedures or ways of working to fit a specific situation to get the job done and/or to meet NTHSSA goals, (i.e. perform co-workers' tasks when needed).
- Valuing Diversity (Monitors and Modifies Own Behavior) - An ability to monitor and evaluate own beliefs and behaviors with regard to prejudices and personal bias, and practice new behavior as appropriate.
- Initiative (Shows Persistence) - An ability to persist that may mean taking two or more steps to overcome obstacles or rejection (i.e. does not give up easily when things do not go smoothly).
- Analytical Thinking (Sees Basic Relationships) - An ability to take apart a problem into pieces and link those pieces together (i.e. A leads to B leads to C) and an ability to sort into order of importance.
- Conceptual Thinking (Sees Patterns) - When looking at information, sees patterns, trends, or missing pieces and notices when a current situation shows some similarities to a past situation, and identifies the similarities.
- Listening, Understanding and Responding (Listens responsively) - An ability to demonstrate objective and active listening. This includes an ability to behave in a helpful and responsive manner and an ability to seek out the facts and pertinent information before drawing conclusions.
- Resident Service Orientation (Addresses Underlying Needs) - An ability to seek information about the real, underlying needs of the resident, beyond those expressed initially, and matches these to available services.

- Teamwork and Cooperation (Cooperates) - An ability to participate willingly and support team decisions (i.e. is a good team player). This includes doing one's own share of the work and sharing all relevant and useful information.
- Expertise (Answers Questions) - An ability to answer questions as an expert when asked. This includes telling people about the current understanding of technical issues.
- Developing Others (Gives Behavioral Feedback) - An ability to give specific positive or mixed feedback for developmental purposes. This includes giving negative feedback in behavioral rather than personal terms and expresses positive expectations for future performance.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

This level of knowledge is commonly acquired through the successful completion of a Licensed Practical Nursing Diploma. Within the NTHSSA – Sahtu Region the LPNs must be registered with the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN).

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**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

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred