



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Licensed Practical Nurse	
Position Number	Community	Division/Region
48-17272	Yellowknife	Long Term Care/Extended Care/Yellowknife Region

## **PURPOSE OF THE POSITION**

The Licensed Practical Nurse provides nursing care to residents of the Long-Term Care/Extended Care Home in accordance with established standards of nursing practices for Licensed Practical Nurses, 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 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 Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous. Health and social services include 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 Tłı̨chǫ Community Services Agency (TCSA) and Hay River Health and Social Services Agency (HRHSSA) operate under separate boards, 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 NTHSSA.

NTHSSA administers health and social services to the residents of the Yellowknife (YK) Region in the NWT. The NTHSSA directly and contractually employs over 300 staff who deliver these services in Yellowknife, Ft. Resolution, Łutselk'e, Ndilo, and Dettah for the YK Region. NTHSSA provides and supports the delivery of services to adults, children, and seniors on an inpatient,



outpatient and outreach basis at multiple sites across the city of YK and the communities of Łutselk'e, Ndilq, Dettah, and Ft. Resolution. These services include community-based social services, a public health clinic, primary care services, rehabilitation services, home and community care services, and long-term care/extended care services.

Located within Yellowknife Region and reporting directly to the Regional Manager, EC/LTC, the Licensed Practical Nurse (LPN), is part of a small team of nurses responsible for the provision of culturally sensitive nursing care to residents of the Long-Term Care/Extended Care houses. Long Term Care (LTC) and Extended Care (EC) have long term care beds, and respite/palliative care beds.

The LPN is a member of the nursing team who provides direct nursing care to residents who have common well-defined nursing diagnoses. The LPN acts as a resident advocate and facilitates communication resulting in a holistic approach to planning, organizing, teaching, and relationship development that will best meet the needs of the residents. The LPN works alongside registered nurses (RN) and Personal Support Workers (PSW) to provide supportive care to the residents with varying levels of needs and acuity. Although the LPNs provide direct nursing care to patients, when faced with unfamiliar situations or situations outside the LPNs' scope of practice the LPN will refer the situation or problem to the RN or Supervisor for direction. LPNs can legally act on medication orders from physicians within their scope of practice and provide the following, but not limited to, starting IVs, administering narcotics, etc. that is within the scope of an LPN. LPNs are able to administer all medications upon completion of appropriate certification.

Residents within the LTC/EC houses are usually long-term convalescent, geriatric, respite or palliative care residents. These residents live within the home and are experiencing a chronic illness or disability that has resulted in physical frailty and/or cognitive impairment and require 24-hour professional nursing services. The residents' medical outcomes are somewhat predictable. Residents within the LTC/EC are visited a minimum of once per month or more frequently as required by their practitioner. 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. The NTHSSA follows the Supportive Pathways Model of Care, and the LPN is expected to be a champion for this model of care for all residents.

Based on resident census and acuity throughout the facility the incumbent may be required to provide standardized nursing care to any and/or all of the LTC/EC homes within the scope of an LPN's practice.

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 others.  
(Legislation, acts, regulations) that the position works within. Also include the community the position is located in and its reporting relationships.)



## **RESPONSIBILITIES**

- 1. Provides nursing care to long-term residents and palliative care 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 residents.**
  - Assesses, plans, implements, documents and evaluates care to ensure a coordinated holistic approach which best meets the needs of the resident.
  - Creates care plans for residents based on assessments (electronic or paper based).
  - Assists residents to achieve their optimum level of health in situations of normal health, illness, injury, or in the process of dying.
  - Advocates the dignity and self-respect of residents.
  - Promotes the autonomy of residents and helps them to express their health needs and values to obtain appropriate information and services.
  - Follows the Supportive Pathways Model of care for all provisions of care.
  - Safeguards 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.
  - Applies and promotes principles of equity and fairness to assist clients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
  - Acts in a manner consistent with their professional code of ethics, responsibilities, and standards of practice.
- 2. Provides direct nursing care and assessments in collaboration with other nursing team members.**
  - Takes vital signs and conducts other assessments including but not limited to pulse oximetry, blood glucose, height, weight and body system assessments.
  - Provides specialized interventions within the LPN scope of practice for which training has been provided. These interventions include but are not limited suctioning of airways, catheterization, use of feeding tubes, care for ventilated residents, and simple or specialized dressing changes such as negative pressure wound therapy.
  - Follows plan of care for each resident and update as required.
  - Performs point of care laboratory testing (e.g., blood glucose) following the completion of training and competency requirements, and documents findings in the health care record.
  - Medication administration of oral, topical, sublingual, rectal, intramuscular and subcutaneous injections.
  - Reviews for accuracy medication administration records and signs as appropriate.



- Acts in a manner consistent with their professional code of ethics, responsibilities and standards of practice.

**3. Facilitates, implements and modifies resident and family education/teaching based on the needs of the resident.**

- Uses a holistic approach to facilitate individual learning of residents and their families upon transfer or discharge in relation to resident illness or injury (e.g., self-care, health promotion, etc.).
- Assesses the resident for physical and psychological needs, their knowledge of their health, disease process and learning needs.
- Develops, revises and evaluates on an ongoing basis, educational resources necessary to support residents.
- Coordinates the admission and transfer or discharge of residents. This includes explaining and ensuring that the resident understands the admission, transfer or discharge plan (established by the Health Care Team for the residents' care and treatment).

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

- 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.
- 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 patients/residents and others in the setting.
- Provides orientation of new employees to specific specialty programs.
- Participates in committees, task forces, research projects as related to the ECU.

**WORKING CONDITIONS**

**Physical Demands**

Between 25% and 50% of the incumbent's day will be spent lifting, moving and supporting residents who are partially or totally dependent on the staff for support (e.g., toileting, turning, general mobility, etc.). Lifting and physical support of residents within LTC/EC may be done on an individual basis, in pairs, or as a group. Cognitively impaired residents are often resistant to assistance from the LPN placing increased physical demands as the LPN is frequently moving the resistant resident during the course of a shift. In addition, the incumbent will be required to bend and stand in awkward position while performing resident assessment or care.



### **Environmental Conditions**

During their shift (100% of time) the incumbent will be exposed to communicable diseases, blood and body fluid, and hazardous materials (sharps, toxic cleaning and sterilizing solutions).

### **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. Many of the residents within LTC/EC are cognitively impaired which means that the LPN must be constantly alert (100% of the shift) of residents' physical and emotional needs (mood, hygiene, etc.). Care and approach to the resident must be tailored to their changing cognitive and emotional state requiring the LPN to make adjustments in the moment.

### **Mental Demands**

The LTC/EC home is the resident's home. As a result, the LPN has the opportunity to develop relationships with the resident and their family. The LPN is required to support a peaceful and dignified death of these residents that may cause significant emotional stress.

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

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

- 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.
- Knowledge of the Supportive Pathways Model of care and how to apply it to daily care of residents.
- 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 LTC/EC home and larger facility (e.g. Social Services, Public Health, medevac teams etc.) in order to ensure support of residents and their families.
- Ability to educate residents and their families (where applicable) on appropriate self-care methods and techniques.
- Ability to operate desktop computer in order to send and receive electronic mail and conduct research over the Internet as well as any assessments and documentation.



- Ability to operate and use standard medical equipment (such as but not limited to thermometers, stretchers, NG tubes, sphygmomanometer, blood glucose monitors, Kangaroo pumps, suction tubes, etc.)
- Ability to effectively operate non-medical equipment used during the care of residents within LTC/EC; (these include but are not limited to lifts (manual and electric), wheelchairs, bathing equipment, laundry equipment, kitchen, etc.).
- 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:**

A Licensed Practical Nursing Diploma.

Experience in a long-term care setting required.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Licensure with the Department of Health and Social Services prior to commencement of employment.
- Proof of immunization in keeping with current public health practices is required.

NTHSSA – YK Region has a number of certifications that are required upon hire, depending on the area where the employee works, including but not limited to: Living Well Together, Biohazardous Waste, Biosafety & Biosecurity, Infection Control, Workplace Hazardous Materials Information System (WHMIS) and others directly related to working in LTC/EC.

**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