



IDENTIFICATION

Department		Position Title	
Northwest Territories Health and Social Services Authority		Licensed Practical Nurse – Long Term Care	
Position Number(s)	Community	Division/Region(s)	
67-11059	Fort Smith	Continuing Care Services/Fort Smith	

PURPOSE OF THE POSITION

The Licensed Practical Nurse, (LPN), for long term care (LTC), is a member of the resident care team, who uses the nursing process (assessment, planning, implementation evaluation and documentation) within the framework of the standards of practice of the Licensed Practical Nurse of the NWT. Under the strategic guidance of the Northwest Territories Health and Social Services Authority (NTHSSA), the LPN will adhere to policies and procedures to provide optimal care to residents in a home like setting to support maximum independence, best possible health and to support the resident in a peaceful death.

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 Tłı̨chǫ 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 Tłı̨chǫ 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 – Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and the surrounding area. The regional facilities include one Type C facility and a 28 Bed Long Term Care Facility.

The position is located within the Northern Lights special Care Home (NLSCH) – Fort Smith Region of Northwest Territories Health and Social Services Authority, and reports directly to the Regional Supervisor – Long Term Care. The NLSCH is a 28-bed multilevel care facility with 26 TAC Beds and 2 respite care beds. The Licensed Practical Nurse, LTC provides care to the Residents 24-hours per day with a preferred minimum staffing complement of one LPN on each 12 hour shift. The Regional Supervisor LTC and the Regional Manager of Continuing Care Services are only on Monday to Friday during the day (8:30 – 5 PM). During all other shifts the LPN, LTC, will take a lead role in the provision of care. The delivery of services has a direct impact on the quality of life and satisfaction for the residents and their families. After regular hours, the LPN will assume a leadership role and be responsible for day-to-day activities of the home. Although the LPN, LTC, provides direct nursing care to residents utilizing the LPN full Scope of Practice, when faced with unfamiliar situations or situations outside the LPN's scope of practice the incumbent will refer the situation or problem to the Registered Nurse at the Fort Smith Acute Care/Emergency Unit, or to the on call physician.

Residents within the Northern Lights Special Care Home are usually long-term care, because of the aging process, dementia or are individuals with a disability requiring a secure environment or respite care. These residents live within the Home, and are experiencing a chronic illness, or disability that has resulted in physical frailty and/or cognitive impairment. Residents within the facility are visited a minimum of once per week or more frequently as required by the physician/nurse practitioner.

The LPN, LTC is a member of the resident care team who provides direct nursing care to the residents who have common well-defined nursing diagnoses. The LPN, LTC acts as a resident's advocate and facilitates communication between the resident, the family, the resident care team 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.

The LPN, long term care, will ensure the safety and comfort, maintain hygiene, facilitate physical activities, and promote the independence and mental well-being of the resident's in a respectful and compassionate manner. How the elders are cared for is a reflection on the whole organization.

RESPONSIBILITIES

- 1. Under the direction of the Regional Supervisor, Long Term Care and in accordance with nursing practices, the LPN, LTC will provide practical nursing care to residents to aid in their recovery, to achieve their maximum independence, provide a secure, comfortable home like environment and support the resident in a peaceful death.**
 - 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, hyperdermoclysis, isolation techniques, medical asepsis,
 - Measure, interpret and record vital signs
 - Perform appropriate physical assessments on residents and chart appropriately per NISS guidelines.
 - Participate in the planning care of residents.
 - Participate in interdisciplinary team and resident care conference
 - 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, and
 - 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
 - Promote dignity, comfort and respect for the residents cultural and personal beliefs, and
 - Collaborate with all RCA's and other staff within the Home to ensure a holistic approach to daily living needs.
 - May transport clients to and from medical appointments
- 3. Advocate practice environments that have the organizational and resource allocations necessary for safe, competent and ethical nursing care.**
 - Maintain a safe, clean, orderly environment for residents
 - Maintain continued competencies in medication administration
 - Respond to emergencies following policies of the NTHSSA

- Monitor stock levels (medical and non-medical) and notify the supervisor when levels are getting low so that she/he can arrange for the ordering of supplies as required
 - Report 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.
 - Lift and transfer with the use of good body mechanics and principles of TLR.
 - Provide 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,
 - Demonstrate knowledge of Code Red and Code orange
 - Collaborate 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 employees
- 4. Assist the Regional Supervisor, Long Term Care with the day-to-day administration and clerical functioning of the NLSCH.**
- Review and-update ICP
 - Ensure adequate notes on charts
 - Prepare written shift reports on ADL, or occurrences about residents
 - Collect individual statistics for management
 - Schedule and replace staff in the absence of the Regional Supervisor, Resident Care
 - Liaise with other departments
 - Demonstrates ability to use software applications to order supplies, enter incidents of potential risk, report time worked etc.
 - Participates on committees as requested by the supervisor
- 5. As a member of the Residents' Care Team, the incumbent will actively contribute to the mental, spiritual, psychological and social well-being of residents.**
- Encourage residents to participate in planned social and recreational activities,
 - Develop and implement activities for all residents, either individually or as a group,
 - Provide residents with social interaction on a daily basis.
 - Assisting with attending to medical appointments

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time will be spent supporting residents in ADL, which will involve lifting, assisting and helping residents with mobility, which can be very physically demanding. Lifting of the physical support or residents within NLSCH may be done on an individual basis or as a group. Cognitively impaired residents are often resistant to assistance from the health care providers placing increased physical demands, as the incumbent 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 positions while performing patient assessment or care.

Environmental Conditions

For entire shifts the incumbent will have moderate levels of exposure to communicable diseases (i.e. TB), blood (i.e. drawn from patients), body fluid and hazardous materials (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 Home.

Mental Demands

Residents within the NLSCH are long-term and the facility is the resident's home. As a result, the LPN, LTC has the opportunity to develop relationships with the resident and the residents' family. The LPN, LTC is required to support a peaceful and dignified death of these residents that 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 LPN, LTC may be 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 LPN, LTC must have knowledge of and an ability to apply the nursing process (assessment, planning, implementation, evaluation and documentation) and practice to ensure that the patients/residents' physical, emotional, psychosocial, spiritual, educational and daily living (ADL) needs are met.
- An ability to educate residents and their families (where applicable) on appropriate self-care methods and techniques
- Demonstrate knowledge and ability to research, assess appropriateness, identify risk factors and contra-indicators, safely calculate, prepare and administer medications including, all routes of administration
- Knowledge and ability to accept, process and initiate medication and other Dr's orders in a safe and competent manner according to NTHSSA Policy
- 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 acceptance standards of practice.

- Knowledge of and an ability to network resources within, and outside the NTHSSA (i.e. Social Services, Public Health, Physiotherapy, Medical Clinic, 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, etc.)
- An ability to effectively operate non-medical equipment used during the care of patients/residents within LTC (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.

Typically, the above qualifications would be attained by:

This level of knowledge is commonly acquired through the successful completion of a Licensed Practical Nursing Certificate and two years recent experience in a long-term care setting.

ADDITIONAL REQUIREMENTS

Fort Smith Regional Requirements:

Within the Fort Smith Region, the LPN, LTC must be licensed with the GNWT Registrar of Professional Licensing and have completed a satisfactory criminal record check.

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

- Blood Glucose Monitoring
- TLR
- Infection Control Standards
- CPR
- Supportive Pathway
- Foot Care
- Safety Mask Fit Testing

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: To choose a language, click [here](#).

☐ Required

☐ Preferred