



## LOCH LOMOND VILLA, INC. JOB DESCRIPTION

<b>DEPARTMENT:</b>	Nursing
<b>JOB TITLE:</b>	Licensed Practical Nurse (LPN)
<b>CLASSIFICATION:</b>	NBU - Licensed Practical Nurse (LPN) - 150
<b>SUPERVISED BY:</b>	Registered Nurse (RN)
<b>DATE OF REVIEW / REVISION:</b>	03-2006, 10-2009, 01-2016, 12-2020

### **PURPOSE:**

The primary role of the LPN is to build meaningful relationships with residents and establish trust. The LPN partners with the residents to provide both basic and advanced care and companionship while ensuring their safety, comfort, and personal hygiene in accordance with professional responsibilities, ethical and legal guidelines and within the scope of practice as defined by the Association of New Brunswick Licensed Practical Nurses.

Commit to meeting the individualized needs of the residents who live at Loch Lomond Villa through the Planetree Philosophy of Person-Centered Care.

Conduct all actions according to the mission of Loch Lomond Villa, promote its organizational values, and a commitment to encourage and function as part of a Team.

### **ALL TEAM MEMBERS WILL POSSESS:**

- Resident and Customer Focus: maintain effective relationships with internal and external customers to gain their trust and respect
- Integrity and Trust: Direct and truthful in a helpful manner; admit mistakes; follow policies and procedures as set forth by Loch Lomond Villa; Conduct self according to Loch Lomond Villa's Code of Conduct and Values.
- Compassion: Demonstrate empathy for others and genuine care for people.
- Dealing with Ambiguity: Effectively cope with change, risk, and uncertainty.
- Peer Relationships: Encourage collaboration while focusing on problem solving and building consensus within a team.

### **THE SUCCESSFUL LPN WILL HAVE THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES:**

- A strong desire and passion to care for people that are ill, disabled, or living with dementia. Relates extremely well with elders
- Flexibility and willingness to modify duties as needed
- Action Oriented: Enjoy working hard and full of energy for situations viewed as challenging
- Patience: Seek to understand others before making judgments
- Problem Solving: Ask "why?" and doesn't stop at first answer; Utilizes full range of assessment skills.

- Listening: Practice attentive and active listening; has the patience to hear people out
- Approachability: Easy to approach and talk to; spends the extra effort to put others at ease
- Grade 12 Academic or equivalent
- Current active Registration with the Association of New Brunswick Licensed Practical Nurses (ANBLPN).
- Ability to work with minimal supervision and flexible in setting priorities.
- Ability to give and receive constructive feedback.
- Ability to prepare and submit written and computer reports as required.
- Maintain high standard of personal appearance and grooming, which include wearing the proper uniform and nametag when working
- Team player - ability to work well with others and function as a team member.
- Ability to read, write, and follow written/verbal instructions.
- Good previous work and attendance record.
- Neat and clean in appearance.
- Physically able to perform all assigned duties.
- Must provide a Criminal Record Check/Vulnerable Persons Check.
- Must pass a Department of Social Development Record Check.
- Must pass pre-employment medical.

#### **DEFINING SUCCESS:**

As a member of our team your primary responsibilities will include:

#### **Resident Directed Care**

- Keep the resident's individualized preferences and needs at the center of your decisions and actions
- Assist residents to scheduled activities/appointments
- Accurately measure vital signs and perform other physical assessments as required
- Assist residents with activities of daily living including but not limited to bathing, toileting and dressing.
- Respond to call bells in a timely manner - within 3 minutes
- Assists the resident in the dining experience include table setting, serving, assisting and supervising. Works collaboratively with the dining team to maximize the resident dining experience.
- Requests direction from the RN when assistance is required and act as a Team Leader.
- Work is divided using each Care Team member's skill to the fullest extent, freeing the RN to do work that only an RN can do.
- Perform within a Case Management model of resident care delivery. Using Momentum RAI-LTCF evaluate and update Care Plans, assessments and entering of electronic data.
- Completion of incident reports as required.
- Receive assignment from the Registered Nurse in charge of the resident care area.
- Answer telephone and receive and deliver message as directed and appropriate.
- Monitor resident's food, fiber and fluid intake and assists as necessary.
- Follow established bowel care routine such as administration of suppositories, enemas and ostomy care. Perform catheterizations, catheter irrigations, catheter removal, and insert rectal tubes.

- Collect urine, sputum and stool specimens as required/ordered.
- Administer tube feeding as per order.
- Assist residents with prosthetics, hearing aids, mobilization, range of motion and exercises.
- Ensures the safe and appropriate transfer of medication key from shift to shift including controlled products count.
- Performs treatments and procedures as directed by the Physician order and direction of RN in accordance with education and training.
- Apply, change and maintain Wound Care Management.
- Administer Vac dressing, if trained and required.
- Perform Phlebotomy, if certified.
- Prepare and administer medications by various routes following the 9 rights as per facility protocol and direction of the RN/House Manager.
- Attends and contributes to all Staff, Care Team and Interdisciplinary Team meetings according to the resident care area.
- Performs postmortem care as directed by the facility protocol and RN.
- Perform range of motion exercises and assist in ambulating residents.
- Assist with recreational programming when necessary.
- Involve the resident/family and Care Team in setting of objectives and goals.
- Organize nursing care to maximum use of time available and set priorities that reflect individual needs.
- Assist in bowel and bladder training and retraining programs.
- Administer Oxygen Therapy as ordered. Monitor and calibrate oxygen therapy as ordered.
- Provide palliative and End of Life care to the residents and support to the families.
- Perform suctioning, irrigation and tube feeding procedures.
- Assist to meet the needs of an emotionally, mentally and/or psychologically impaired residents.

#### **Assessment and Documentation:**

- Perform wound/skin and other assessments and initiates the appropriate treatment in collaboration with the RN.
- Assess, monitor and document resident's health condition and behavior; report all changes in resident status to RN and complete both paper and electronic documentation.
- Evaluate resident safety needs in consultation with the RN and multidisciplinary team.
- Document all care, and treatments delivered on the Interdisciplinary Progress Notes.
- Participate in the admissions, transfer and discharge process of residents.
- Participate in the assessment and evaluation of resident's health status, and development of care plans. Implement interventions and evaluate their effectiveness according to nursing process. Utilize approved behavior mapping tools in the evaluation of behaviours.
- When necessary, lead Care Team and/or Interdisciplinary meetings.
- Provide health teaching and health promotion to RA's, LPN's, families and residents as necessary.

- Assess and ensure resident's protection and comfort. Immediately report incidents of suspected abuse or neglect to supervisor as per LPN standards of practice and facility policy.

### **Infection Prevention and Control**

- Maintains a clean, tidy and organized environment. Cleans tubs and shower chairs after every use, and other equipment as required according to infection control processes
- Follows proper handling and disposal of soiled items
- Follows correct use of PPE
- Performs correct hand hygiene practices
- Follow LLV infection control protocols

### **Health and Safety**

- Attends to residents' transfers, positioning and mobility using approved Back in Form techniques and equipment; Follow LLV No-Lift policy
- Is familiar with and follows disaster/emergency planning policies and procedures
- Maintain location and safety of all care supplies
- Promptly reports all accidents and injuries to supervisor, completes required reports and follows corrective actions

### **GENERAL**

- Participates in continuous education programs, and TENA Continenence System program as directed.
- Support and mentor new employees and students during the orientation process/preceptorship program.
- Approach all encounters with residents, families, guests, and employees in a friendly, service-oriented manner
- Always comply with PIPEDA and confidentiality policy.
- Maintain a clean and tidy environment for residents.
- Replenish supplies such as incontinent products, laundry and linen carts
- Assist residents with packing and unpacking of belongings upon admission and transfers.
- Collect garbage and disposes of waste as necessary.
- Participate in Nursing Department Committees, staff meetings, and education sessions as appropriate and requested.
- Proper regard for confidential information.
- Reviews annually the Loch Lomond Villa Policy, Nursing Procedure, and Infection Control Manual, Emergency Preparedness Manual and WHMIS Manual and any others.
- Maintain current Registration and provide copy of registration to the Director of Care Annually.
- Complete required leaning modules annually
- Complete required annual in-service/education sessions.
- Follow Loch Lomond Villa Social Media policy
- Ensure Quality and Risk Management and Risk Management activities are carried out in the Department. Complete audits as needed.
- Participate in and promote the Attendance Support / Early and Safe Return to Work /Quality Management as well as Accreditation Canada Standards.

- In case of fire, or other internal disaster or community disaster perform duties as assigned.
- Other duties as assigned.

**PHYSICAL DEMAND OF THE LPN**

- Must be able to read, speak and write English in an understandable manner
- There is potential for injury and exposure to blood, bodily fluids and communicable diseases
- Ability to see and hear or use prosthetics that will enable these senses to function adequately
- Must be able to move freely about, lift, push or pull up to 50 lbs.
- Walking, sitting, standing, squatting, stooping, kneeling
- There are stresses associated with working in a long-term care environment including: long and flexible hours, shift rotation, weekend and holiday duty, unusual or impaired behavior by residents, and death and dying.

**ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH AND SAFETY:**

- Has made a commitment to Health & Safety and is committed to doing his/her part in keeping their workplace safe and to safeguarding their fellow employees and resident they serve.
- To take part in all Safety Programs provided (i.e. Emergency Preparedness, WHMIS, Infection Control)
- Participate in Back-In-Form exercises before beginning work. To read, understand and comply with Loch Lomond Villa’s Health and Safety Policy, Safe Work Practices, Procedures and rules.
- To wear the safety equipment and personal protective equipment and clothing required by regulations and the organization.
- To notify his/her supervisor of any unsafe conditions or acts that may be a danger to residents, other workers or himself/herself.
- To report all accidents and injuries to his/her supervisor as soon as possible.
- To take every reasonable precaution to protect the safety of residents/clients, other workers and himself/herself.

**N.B. CLAUSE:**

The above duties are only the basic and prime duties of the job. Related or allied duties will be assigned from time to time, as may become necessary to the operation of the Home.

*I have read the job description as stated above and understand that any of the tasks may be modified or changed. I accept responsibility for knowing the modifications and/or changes in this job description. I can perform the essential functions of this job as listed above, with or without reasonable accommodation.*

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date: