



POSITION DESCRIPTION

POSITION TITLE:	LICENSED PRACTICAL NURSE – HOME CARE
DEPARTMENT:	HOME CARE
CLASSIFICATION:	LICENSED PRACTICAL NURSE
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	HOME CARE CASE COORDINATOR
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Home Care Case Coordinator and management of the Clinical Team Manager - Home Care, the Licensed Practical Nurse – Home Care functions as a member of the multi-disciplinary team. The Licensed Practical Nurse – Home Care administers those functions/ activities as assigned to them by the Home Care Case Coordinator. The Licensed Practical Nurse – Home Care works with the team to promote an integrated, holistic health service that is responsive to the needs of the residents/ staff of the Interlake-Eastern Regional Health Authority.

The incumbent will exercise professional judgment in the completion of their duties and action to be taken on unusual day to day matters. The position of Licensed Practical Nurse – Home Care functions in a manner that is consistent with, and supports the mission, vision and values of the Interlake- Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Responsible to provide comprehensive nursing care to clients and families as assigned by the Home Care Case Coordinator.

- Formulates a plan for the nursing care function.
- Implements the nursing intervention.
- Monitors and evaluates care and services provided to client/ families.
- Documents nursing care according to established charting and policy guidelines.
- Provides current information on client health status to the Home Care Case Coordinator as required.
- Provides teaching/ counseling to individuals and families as related to the client's nursing care plan.
- Provides teaching as required to direct service workers in relation to the client service plan requiring delegated tasks.
- Participates in case conferences and staff meetings as required.
- Keeps current with new policies/procedures as indicated within the scope of the position requirements.
- Identifies knowledge requirements and independently seeks opportunities to gain the knowledge and skills required to carry out the functions within their scope and position requirements.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS:

- Demonstrates knowledge of and support for the College of Licensed Practical Nurses of Manitoba Standards of Practice for Licensed Practical Nurses
- Scope of practice as documented in the Licensed Practical Nurses Act
- Community Health Nursing Standards of Practice
- College of Licensed Practical Nurses of Manitoba Code of Ethics for Licensed Practical Nurses

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Licensed Practical Nurse with additional education or preparation applicable to the position
- Currently registered and a member in good standing with the College of Licensed Practical Nurses of Manitoba
- IV Therapy course

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Minimum one (1) year of nursing experience preferably in a Home Care setting

SKILLS/COMPETENCIES:

- Must possess a valid Manitoba driver's license and have access to a reliable personal vehicle as travel throughout the region is required
 - Work schedule to include weekends and evenings as required
 - Ability to work independently; to work alone and to work in isolated areas
 - Demonstrated ability to function independently, prioritize and organize assignments and meet deadlines in an efficient manner
 - Demonstrated ability to function within the professional code of ethics, professional standards and legislative requirements of the profession
 - Demonstrated ability to foster a collaborative interdisciplinary environment that supports quality services/ quality improvement and staff empowerment
 - Demonstrated ability to use an analytical and inquiring approach to problem-solving
 - Basic introductory computer skills would be an asset
 - Ability to maintain privacy and confidentiality
 - Demonstrated effective oral and written communication skills
 - Good interpersonal skills
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as

described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created:

Date

Revised:

October 2019

Date

Approved by:

Regional Manager/ Supervisor

Date

Approved by:

Vice President/ CEO

Date

Reviewed by:

Vice President, Human Resources

Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.