

Licensed Practical Nurse – Subsidiary 6

APS Benchmark Listings

Sub.No.	Bench- mark	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Licensed Practical Nurse (Point Range 233-233)												
006	061LP02	Seniors, Community and Social Services	Licensed Practical Nurse	D	I	2	152	25	38	R1	43	233

Last Review: December 2021

Subsidiary 6

Benchmark Evaluation – 061LP02

Identification Section

Working Title:	Licensed Practical Nurse
Department:	Seniors, Community and Social Services
Division, Branch/Unit:	North Regional Delivery Services, McCullough Center
Reports To:	Medical Services Lead (MH 2)
Levels to D.M.:	6
Job Description:	061LP02
Minimum Recruitment Standards:	See the Minimum Recruitment Standards for Licensed Practical Nurse
Pay Grade:	061LP - Licensed Practical Nurse

Comments on Role

McCullough Center is a 24/7 transitional housing facility for homeless men facing multi-faceted issues (addictions, substance abuse, mental health, abuse issues and dual diagnosis). Provides interim housing for a six to twelve month duration and can accommodate 115 eligible men ages 18-65.

Reporting to and under the direction and supervision of the Medical Services Lead, the position supports the 24/7 health care and safety of residents by providing primary care to men facing multi-faceted issues (addictions, substance abuse, mental health, abuse issues, and dual diagnosis). The position helps ensure the provision of medical services are available to the residents of the Center. The position functions in accordance with Licensed Practical Nurse standards of practice as well as operational standards, guidelines and procedures, ensuring proper medical care and health services are provided. As a member of a multi-discipline team, the position supports a holistic wrap around service approach to promote quality of life.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D12 152	25% 38	R1 43	233

Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Completion of Licensed Practical Nursing (LPN) training program, registration with the Alberta College of Licensed Practical Nurses, and diversified nursing experience working in an institutional

setting. The position requires professional clinical and technical knowledge of a wide range of cognitive, behavioral, physical, emotional and social abilities of residents, in order to assess and diagnose. The position must also have knowledge of epidemiology of the populations in order to identify health care issues relating to the ongoing management of the residents' health care, and complete triage assessment.

Complexity and Diversity:

As part of the medical services team and the multi-disciplinary team, the position provides licensed practical nursing services to a diverse resident population with multi-faceted issues, within a defined scope of practice, established lifestyle and transition plans and in accordance with professional standards of practice, applicable legislation, policies, procedures and guidelines.

Human Relations Skills:

Must have strong verbal, written and interpersonal communication skills to interact daily with the residents, engage in ongoing communication with the members of the multi-disciplinary team and staff within the center, and to provide information essential to a resident's well-being. Position maintains professional relationships with a variety of external parties, and is required to translate technical information when exchanging or obtaining information.

- **Creativity/Problem Solving:**

Working as part of the medical services team, to assess the health, care and well-being of the residents within a broad spectrum of health conditions, the position is governed by well-established medical services procedures, guidelines, past practices, standards, precedents and scope of practice with readily available assistance, which aligns with the 25% rating. The position is not rated 29% as the work activities are well defined as are the responses to situations encountered including many precedents and there is limited variation in assigned work reducing the need to determine appropriate procedure/course of action to follow nor is there a requirement to develop new processes.

- **Responsibility:**

This is a service delivery position providing primary care to residents in a transitional housing facility which supports the R1 rating.

Last Reviewed: December 2021

Subsidiary 6 Benchmark Job Description - 061LP02

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

McCullough Centre, Family Violence Prevention and Homeless Supports Division, Human Services, is located near Lac Ste. Anne. The Centre is a 24/7 transitional housing facility for homeless men facing multi-faceted issues (addictions, substance abuse, mental health, abuse issues, and dual diagnosis).

The facility provides interim housing for a six to twelve month duration and can accommodate 115 eligible men ages 18-65 (Residents). Residents are provided with a private bedroom in a cottage shared with three to six men. Food and medication are also provided. Under the supervision of the Director of McCullough, a multi-disciplinary team provides the support required to prepare the Residents for successful transition to the larger community. A Lifestyle Support Plan is developed for each resident.

Residents are given opportunities to learn and/or enhance their knowledge of basic life skills and are given the responsibility of contributing to tasks and general duties throughout the Centre including learning about budgeting, nutrition and food preparation, basic hygiene, care and maintenance of a home and surroundings. Connections to education/training/retraining opportunities are provided. Referrals are made to treatment specialists/facilities when appropriate.

The goal of this supportive environment is to empower residents to make informed decisions, increase their level of self-esteem, assist them become stabilized and have them move with transition plans in place, to live in affordable, sustainable long-term housing within the larger community. The mandate of McCullough Centre is aligned with *A Plan for Alberta: Ending Homelessness in 10 Years*.

Position reports to the Medical Services Lead. The Licensed Practical Nurse provides a full scope of licensed practical nursing services. The position provides individualized health care, utilizing the licensed practical nursing process in the treatment of men and will function in accordance with professional standards of practice as well as operational standards, guidelines and procedures. It ensures proper medical care and service are provided in areas of medicine and mental health. The Licensed Practical Nurse will also assume a role in the ongoing development of McCullough programs. The position requires shift work.

Responsibilities and Activities

(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)

Provides nursing services within a defined scope of practice to residents based on developed assessments and treatment plans:

- Screens and accesses residents to determine the need for seeing the doctor, and if not provides the necessary intervention to address residents' medical concerns.
- Assesses, evaluates and monitors vital signs.
- Completes pre- and post-operative dressings where needed and makes sure that they are properly disposed.
- Organizes and gives intramuscular and subcutaneous injections according to medical condition and doctor's orders.
- Follows established process for tuberculosis assessment.

- Provides foot care for residents who are diabetic and makes recommendations relating to the need to see a podiatrist.
- Provides ongoing medical charting.
- Responds to emergencies requiring first aid and/or CPR, takes charge of the situation, and makes decisions regarding the immediate need of the Resident (i.e., the need to transport the resident to hospital).
- Makes appropriate referrals for follow-up and treatment to psychiatrist, center physical, or external consultants.

Provides nursing care according to established policies and procedures and in compliance with the Registered Nurses Association and Registered Psychiatric Nurses Association Standards and Practices:

- Administers and controls prescription and non-prescription medication.
- Administers medication as prescribed by physicians with zero tolerance for medication errors.
- Documents and reports any medication errors to be investigated by the Medical Services Lead.

Promotes effective lines of communication to ensure the health and safety of staff and residents:

- Participates in daily shift change, provides information pertaining to change in resident treatment plan.
- Immediately reports any threat to the health and safety of employees and or residents.
- Supports the Medical Services Lead in training and subsequently certifying eligible RKWs to correctly administer medications as per the McCullough Centre medication policy/protocol.
- Provides general and specific staff briefings and in service on general medical conditions applicable to the resident population.
- Makes sure that sharp containers are sent to the pharmacy in a timely manner.
- Actively participates in unit and general staff meetings.

Supports Resident Lifestyle Support Plan:

- Attends to residents' needs in collaboration with resident care staff and may participate in some direct care activities.
- Reports any observed unsafe acts or condition of the residents.
- Participates in educational programs offered by McCullough Centre, which may be required.
- Shares information for food preparation and dietary needs.
- Provides input to Lifestyle Support Plan and supports the implementation of the plan.

Supports other McCullough Program:

- As a member of a multi-disciplinary team, uses a holistic wrap around service approach to promote quality of life and promote the enabling of each Resident achieving his highest level of independence in sustainable long-term housing within the larger community.
- Promotes and encourages residents participation in approved recreation and leisure activities.
- Promotes the program through participation in recreation and leisure activities with the residents when/where possible.

Team approach is supported:

- As a member of the Medical Services Team, provides input to staff meetings and participates in all staff center meetings.
- As a member of a multi-disciplinary team, the Licensed Practical Nurse supports a holistic wrap around service approach to promote quality of life and that enables each Resident to achieve his highest level of independence and sustain permanent housing within the larger

community.

Supports other McCullough Programs:

- Promotes and encourages Resident participation in approved recreation and leisure activities.
- Promotes the program through participating with Residents when/where possible.
- Participates in orientation and knowledge sharing on the role of nutrition in substance abuse and mental health recovery.
- Information sharing on symptoms and referral support available through the Medical Services unit.
- Provides input to the development and maintenance of the Lifestyle Support Plan and the Transition Plan for each resident.

Scope

(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Reporting to the Medical Services Lead, the position helps ensure provision of medical services and being available to the residents of the Centre. The position supports the 24/7 health care and safety of residents. This requires the position to be familiar with a wide range of cognitive, behavioural, physical emotional and social abilities of Residents. Under the direction and supervision of the Medical Services Lead, provides primary care to men facing multi-faceted issues (addictions, substance abuse, mental health, abuse issues, and dual diagnosis).

Knowledge, Skills and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Education:

The Licensed Practical Nurse requires graduation from a licensed practical nursing program and a current active or temporary practice permit with the College of Licensed Practical Nurses of Alberta. Diversified nursing experience is preferred.

Knowledge:

Knowledge of a variety of Acts pertinent to nursing practice; the position of a Licensed Practical Nurse has a broad scope of practice regarding use and implications:

- Licensed Practical Nurses Standards of Practice.
- *Health Professions Act.*
- *Medical Profession Act.*
- *Medical Health Act.*
- *Protection for Persons in Care Act.*
- *Freedom of Information and Protection of Privacy Act.*
- *The Alberta Human Rights Act.*
- Demonstrates sound knowledge of epidemiology of the populations' health care issues as they relate to ongoing management of client health care.
- Demonstrates knowledge of pharmacological therapies.

Skills:

- Has a working familiarity of the licensed practical nursing practice in an institutional setting.
- Demonstrates clinical and technical competence to include assessment and diagnostic skills, teaching, problem solving, decision making.
- Demonstrates understanding in caring for homeless males dealing with mental, physical, and addition disabilities.
- Has the ability to work independently.

Contacts

(The main contacts of this position and the purpose of those contacts.)

As part of the Medical Team, position provides licensed practical nursing services to diverse group of Residents on a daily basis. Internal contact includes the Director, Medical Services Lead, Recovery Program Coordinator, Addictions Counsellor, Lifestyle Support Worker, Team Leads, Resident Key Workers, Nutritional Life Skills Coordinator/staff and Administrative Support Team.

There may be some contact with physicians, psychologists and other individuals that make up the network of the members of the multi-disciplinary team supporting Residents.

Position maintains professional relationships with a variety of agencies, medical institutions or facilities for the purpose of exchanging or obtaining information.

Communications with operations is important in identifying security issues and providing information essential to a residents' well-being.

Supervision Exercised

(List position numbers, class titles, and working titles of positions directly supervised.)

No Supervision.