



# Opaskwayak Health Authority Position Description

## Identifying Information

<b>Position Title</b>	LPN
<b>Reports To</b>	ICT RN Coordinator
<b>Program</b>	Clinical & Primary Care
<b>Integrated Care Team</b>	Jordan's Principle
<b>Date</b>	2-Mar-21

## Job Summary

Reporting to the ICT RN Coordinator, the LPN is responsible for assessing, planning, implementing & evaluating care; integrated care team support; safety & security; and communication. The LPN is a key member of the Jordan's Principle Integrated Care Team; is assigned key responsibilities; works in a multi-disciplinary team in consultation & collaboration with OHA program managers to develop & deliver programs & services that meet organizational needs; follows OHA policies & procedures; practices organizational & cultural competencies to the highest level; and provides scheduled coverage to other team members as required.

## Key Responsibilities

Assessing, Planning, Implementing, & Evaluating Care
<ul style="list-style-type: none"> <li>• Administers prescribed medical treatment in accordance with education, competency, transfer of function &amp; professional standards</li> <li>• Advocates for client / family at the service delivery level fostering client / family decision-making, independence, growth &amp; development</li> <li>• Applies age-appropriate principals of teaching / learning when providing education</li> <li>• Assess client needs using clinical guidelines, protocols &amp; pathways</li> <li>• Assists providers, as needed</li> <li>• Collaborates proactively with clients to facilitate &amp; maximize client healthcare outcomes</li> <li>• Coordinators / manages physician follow-up requests</li> <li>• Determines health care goals based on identified health needs in collaboration with client</li> <li>• Develops a nursing statement (actual or potential diagnosis) reflecting identified needs</li> <li>• Documents clinical documentation into EMR, ensuring that it is complete &amp; concise</li> <li>• Evaluates effects of nursing interventions</li> <li>• Incorporates data from a variety of sources to identify strengths, problems / concerns &amp; learning needs</li> <li>• Initiates required therapeutic measures &amp; general nursing care</li> <li>• Involves client in implementation respecting individuality, privacy, choices &amp; personal beliefs</li> <li>• Manages panel acute &amp; chronic care needs</li> <li>• Oversees client care through enhanced triage including coordinating client phone enquiries, monitoring &amp; managing conditions</li> <li>• Promotes health care outcomes within clinical practice guidelines</li> <li>• Provides appropriate follow-up as directed &amp; / or per established guidelines</li> <li>• Provides client education, advice &amp; information on health assessment, disease process, medications &amp; treatment plans</li> <li>• Provides client education, advice &amp; information on health assessment, medications &amp; treatment plans</li> <li>• Provides information in regularly scheduled team huddles</li> <li>• Reviews &amp; addresses client follow-up requests, within established guidelines</li> <li>• Reviews &amp; addresses labs / radiology results, within established guidelines</li> <li>• Reviews &amp; managers provider referrals in conjunction with the RN Case Coordinator</li> <li>• Reviews care plan with client; involves client in revision of plan of care</li> <li>• Reviews medication refill requests, within established guidelines</li> <li>• Revises care plans based on client responses to nursing care</li> </ul>

- Schedules diagnostics, procedures & clinic appointments, as required
- Selects nursing interventions designed to achieve expected outcomes
- Sets priorities in consultation with client in developing the plan
- Systematically assesses individual health needs & responses by collecting pertinent data on admission; updates database on an ongoing basis; consults & confers with members of health care team as required
- Utilizes client-based tracking system or clinical database(s) to track, schedule, monitor tasks & ensure appropriate client follow-up is completed
- Work closely in collaboration with the pediatrician to ensure all requests & follow-up are completed between pediatrician appointments

### Integrated Care Team Support

- Acts as a nursing resource to all ICT members
- Collaborates proactively with all ICT members
- Collaborates with other ICTs to share & establish a best practice model for primary care
- Identifies, develops & incorporates best practices for panel management
- Maintains practices that ensure client confidentiality of information
- Maintains statistics for reporting requirements
- Orders supplies as required
- Participates in daily / weekly ICT huddles to facilitate & maximize client healthcare outcomes
- Participates in program planning
- Provides orientation to new staff, as required
- Responds to emergency situations

### Safety & Security

- Administers medication safely & performs treatments according to policy, procedure & standards of care
- Cooperates with Workplace Safety & Health Committee & assists in determining cause of accidents & supports corrective actions
- Ensures nursing practice is consistent with legislative, regulatory, ethical & professional standards
- Follows established safety procedures & reports faulty mechanisms to appropriate manager
- Follows safe work practices & uses appropriate safety devices
- Integrates client safety practices into daily activities
- Participates in identification of knowledge base & competency level required for safe practice in specific areas
- Questions health care practices that may not be in best interest of client &/or public & where appropriate uses established mechanisms to report & follow-up
- Recognizes, responds & reports adverse events & near misses
- Reports activities / occurrences that result or could potentially result in injury to client, visitors, staff or self
- Understands & follows legislation & workplace safety & health requirements
- Understands client safety practices that reduce risk of adverse events including infection control, injury prevention, safe administration of medication & risk awareness

### Communication

- Acts as a liaison with physicians & other disciplines as required
- Acts as a resource to members of the health care team
- Acts as an advocate by recognizing & reporting when clients rights to health care, confidentiality, privacy & informed consent are at risk
- Collaborates with interdisciplinary team to develop & implement an individualized plan of care
- Reports clinical information & records as necessary
- Resolves problems or concerns by following correct channels of communication

## Education & Training

### Education

- Diploma - LPN
- Active registration – College of Licensed Practical Nurses of Manitoba (required)

	<ul style="list-style-type: none"> <li>• Mental health first aide for First Nations (preferred)</li> </ul>
<b>Licenses &amp; Certificates</b>	<ul style="list-style-type: none"> <li>• Certificates – First Aid, CPR, Basic Life Support, Transportation of Dangerous Goods, Safe Food Handling (preferred)</li> </ul>
<b>Employment Checks</b>	<ul style="list-style-type: none"> <li>• Child abuse registry &amp; vulnerable sector checks (required)</li> <li>• Criminal record check (required)</li> </ul>

## Knowledge, Skills & Abilities

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Aboriginal health issues (required)</li> <li>• Knowledge of assessing, planning, implementing &amp; evaluating care for disability clients (required)</li> <li>• Knowledge of client safety (required)</li> <li>• Knowledge of clinical guidelines &amp; protocols (required)</li> <li>• Knowledge of general medical procedures; ability to anticipate complications &amp; knowledge of related therapeutic interventions (required)</li> <li>• Knowledge of LPN nursing code of ethics (required)</li> <li>• Knowledge of Privacy – FIPPA, PHIA, PIPEDA (required)</li> <li>• Knowledge of chronic pain management methodologies (preferred)</li> <li>• Knowledge of First Nations community culture, resources &amp; services (preferred)</li> <li>• Knowledge of First Nations Inuit Health Branch programs &amp; services (preferred)</li> <li>• Knowledge of Seven Sacred Teachings (preferred)</li> <li>• Knowledge of trauma informed practice (preferred)</li> <li>• Knowledge of WHMIS &amp; Health &amp; Safety requirements (preferred)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Cultural competency / cultural sensitivity / cultural safety skills (required)</li> <li>• Demonstrated skills in client advocacy &amp; teaching, medications, diets &amp; lifestyle skills (required)</li> <li>• Proficiency in Windows operating system, Microsoft Office Suite – Word, Excel, Outlook (required)</li> <li>• Strong problem-solving skills (required)</li> <li>• Excellent listening, communication, &amp; interpersonal skills (required)</li> <li>• Excellent time management &amp; organizational skills (required)</li> <li>• Effective stress management skills (required)</li> <li>• Strong analytical &amp; problem-solving skills (required)</li> <li>• Strong decision-making skills (required)</li> <li>• Familiarity with Accuro software &amp; Manitoba eChart (required)</li> <li>• Familiarity with Mustimuw software (preferred)</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability &amp; willingness to support, promote &amp; practice client-centered care (required)</li> <li>• Ability to maintain the confidentiality of information (required)</li> <li>• Ability to operate in a culturally sensitive manner (required)</li> <li>• Ability to prioritize tasks (required)</li> <li>• Ability to think proactively, critically &amp; independently in order to make strong &amp; informed decisions (required)</li> <li>• Ability to work in a “readiness to change” model of care (required)</li> <li>• Ability to work in a multi-disciplinary work environment (required)</li> <li>• Ability to work independently &amp; within a team environment (required)</li> <li>• Commitment to continuous self-development (required)</li> <li>• Demonstrated ability to consistently act in a professional manner (required)</li> <li>• Physical capability to perform skills (required)</li> <li>• Ability to communicate in Cree (asset)</li> </ul>

## Experience

<b>Experience</b>	<ul style="list-style-type: none"><li>• 2 years of experience providing care to a First Nations population (required)</li><li>• 2 years of experience in public health / community health / primary care or home care nursing (required)</li><li>• 1 year of experience working in an integrated care delivery model (preferred)</li><li>• Satisfactory employment record including attendance at work (required)</li></ul>
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## Employment Checks

- Child abuse registry check (required)
- Criminal record check (required)
- Adult abuse registry check (required)

## Supervisory Responsibilities

- None

## Organizational Competencies (Core)

<b>Client Focus</b>
<ul style="list-style-type: none"><li>• Applies customer service guidelines that are appropriate for the situation</li><li>• Creates, develops &amp; nurtures culturally appropriate interactions &amp; connections with team members / clients / families / co-workers / service delivery partners / community members</li><li>• Develops &amp; maintains successful working relationships with team members / clients / families / co-workers / service delivery partners / community members</li><li>• Identifies &amp; embraces opportunities to provide helpful information to clients &amp; families</li><li>• Provides exceptional client service &amp; ensures that clients / families perceive that that all staff are invested in attending to their needs</li><li>• Understands &amp; is sensitive to culturally diverse customs &amp; traditions impacting health care of clients / family</li><li>• Works with team members to ensure efficient &amp; effective flow of clients through the department</li></ul>
<b>Teamwork</b>
<ul style="list-style-type: none"><li>• Attends staff meetings, training sessions, planning / problem solving sessions, huddles, check-in, etc., recognizing that active participation increases quality of client-focused service delivery</li><li>• Develops &amp; maintains interpersonal relationship in order to be a fully effective &amp; fully participating team member in a care delivery model that focuses on team building</li><li>• Mentors new / same position staff in other teams</li><li>• Participates in committees within the department</li><li>• Participates in fulfilling the mission, vision, values, goals &amp; objectives of the organization</li><li>• Serves as a resource to other administrative teams</li><li>• Supports &amp; participates as an active team member</li><li>• Works collaboratively with team members / clients / families / co-workers / service delivery partners / community members</li><li>• Works effectively in a multi-disciplinary team environment</li></ul>
<b>Communication</b>
<ul style="list-style-type: none"><li>• Attends &amp; participate in daily huddles &amp; check-ins as an key component of quality &amp; safety in client care</li><li>• Communicates issues &amp; concerns promptly to supervisor</li><li>• Communicates with team members to support &amp; facilitate high quality &amp; safety focused client care</li><li>• Ensures that verbal &amp; written communication is clear, concise &amp; understood by the listener; asks for feedback</li><li>• Liaises with internal &amp; external service delivery partners</li><li>• Practices professional &amp; effective written, oral &amp; interpersonal skills</li></ul>
<b>Quality of Service Delivery</b>
<ul style="list-style-type: none"><li>• Applies knowledge / complies with policies, procedures, best practice guidelines &amp; applicable legislation</li></ul>

- Complies with quality, safety & infection control standards
- Maintains a clean & orderly work environment
- Meets or exceeds attendance standards in order to support team performance
- Practices continuous quality improvement to program & service delivery, process & organizational effectiveness
- Reports defective or missing equipment & safety hazards
- Understands key concepts including same day access, primary care provider continuity, empanelment & integrated care

#### Quality of Performance

- Ability to perform job with minimal supervision
- Arrives at work & starts on-time in order to support of client-focused care delivery
- Develops & monitors a system for tracking / monitoring / managing tasks / actions items / projects
- Effectively prioritizes needs, problem solves & makes decisions to the level required by the position
- Efficiently & effectively manages multiple tasks / responsibilities
- Maintains & develops a high level of computer skills in order to effectively & efficiently access multiple programs that support high quality client service delivery
- Maintains professionalism at all times, practices conflict resolution skills with clients & staff
- Seeks out & participates in learning opportunities in order to develop practical / technical / professional skills required by the position
- Takes responsibility for all work activities & personal actions by following through on commitments

### Cultural Competencies (Core)

Seven Sacred Teachings	<b>Humility • tapaténimōwin • To accept yourself as a sacred part of creation is to know humility</b> <ul style="list-style-type: none"> <li>• Learn not to be arrogant</li> <li>• Do not think too highly of yourself</li> <li>• Do not want for yourself</li> </ul>
	<b>Honesty • tapwéyatisiwin • To walk through life with integrity is to know honesty</b> <ul style="list-style-type: none"> <li>• Be truthful &amp; trustworthy</li> <li>• Use straightforward &amp; appropriate communication</li> <li>• Be honest with yourself as well as with others</li> </ul>
	<b>Respect • kistenítamowin • To honour all creation is to have respect</b> <ul style="list-style-type: none"> <li>• Show regard for the values of people &amp; things through appreciation</li> <li>• Don't hurt anything or anyone on the outside or inside</li> <li>• Never take more than you need &amp; always give away that which you do not use</li> <li>• Learn respect &amp; learn balance</li> </ul>
	<b>Courage • sōkétahawin • To face life with courage is to know bravery; the personal strength to face difficulties &amp; challenges</b> <ul style="list-style-type: none"> <li>• Have courage</li> <li>• Make positive choices</li> <li>• Stand up for your convictions</li> </ul>
	<b>Wisdom • nipwakéwin • To cherish knowledge is to know wisdom</b> <ul style="list-style-type: none"> <li>• To live your life based on your unique gifts is to live wisely</li> <li>• Do not live based on what you wish you were</li> <li>• Live on what you are</li> </ul>
	<b>Truth • tapwéwin • To know these things is to know truth</b> <ul style="list-style-type: none"> <li>• Be sincere in action, character &amp; what you say</li> <li>• Pray, every day</li> <li>• Ask for yourself when there is no recourse</li> <li>• And give thanks, always</li> </ul>
	<b>Love • sakítowin • To know love is to know peace</b>

	<ul style="list-style-type: none"> <li>• You must understand and live the other six teachings before you can know love</li> <li>• Attachment is based upon devotion, admiration, tenderness, unselfishness, loyalty &amp; concern</li> <li>• To love yourself is to live in harmony with all creation</li> </ul>
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**Working Conditions**

<b>Mental Demands</b>	<ul style="list-style-type: none"> <li>• Frequent interruptions that are disruptive</li> <li>• Occasionally encounter emotionally charged situations</li> <li>• Occasional changes in policy / process</li> <li>• Occasional changes in workplace - staff, budgets, etc.</li> <li>• Occasional conflicting work priorities</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Pleasant work environment</li> <li>• Lack of onsite office &amp; / or shared workspace</li> <li>• Occasionally lifting, pushing &amp; pulling up to 50 lbs.</li> </ul>
<b>Work Context</b>	<ul style="list-style-type: none"> <li>• Occasionally encounter unpredictable deadlines</li> <li>• Occasionally required to work overtime</li> <li>• Occasional meeting cancellations &amp; / or interruptions</li> </ul>

**Approvals (required for new job descriptions only)**

I certify that this is an accurate description of the responsibilities required of the position & that it forms the basis for the position classification level & the performance appraisal related to this position.

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**Human Resource Coordinator**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Program Manager / Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Executive Director**

\_\_\_\_\_

**Date**

**Employee Signature (required upon acceptance of job offer)**

I have read the foregoing & understand it is a description of the duties assigned to my position.

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**Signature of Employee**

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**Date**