

POSITION DESCRIPTION

PART I - IDENTIFYING DATA

11-OG-05

Position No: 102591	Department: Health & Social Services
Working Title: Licensed Practical Nurse	Branch: Alcohol and Drug Services
Incumbent: Vacant	Location: Whitehorse, Yukon
Supervisor's Name: Val Osinchuk	
Title: Supervisor Detox and Facility	
Position No: 15-426	Date Completed: January, 2003

PART II

SUMMARY: (broad statement of why position exists)

Reporting to the Supervisor of Detox and Facility and Registered Nurse for shift supervision, the incumbent provides nursing care within the scope of practice to clients of the facility to help meet their physical, and emotional needs, during the initial withdrawal process. Responsibilities include guiding the functional care given by the Recovery Unit Attendants, and assisting in the daily operation of the centre.

A. Duties and Responsibilities

1. Major function - the single most important activity or responsibility required (describe what is done, why it is done, and how it is done.):

Provides direct nursing care to clients in the initial alcohol/drug withdrawal process promoting their physical, emotional well being, and providing an avenue for the client to change his/her drug pattern according to established departmental policies, procedures and regulations. This is achieved by:

- Assisting clients through the initial withdrawal process from chemicals monitoring physical/emotional progress, and the occurrence of hallucinations, seizures, DT'S and emotional stress
- having a basic knowledge of the withdrawal signs and symptoms of drug classifications
- Assisting clients with the activities of daily living; (bathing, grooming, dressing, nutrition)
- performing such nursing measures within the scope of practice and policy including: the admission of clients changing sterile dressings, applying hot and cold packs, taking vital signs
- Interpreting, transcribing and administering oral withdrawal medications during the withdrawal process as established by policy
- applying personal medications including medicated creams or lotions, rectal suppositories, instilling eye, ear, nose drops and over the counter medication protocols, as directed by the Registered Nurse.
- working harmoniously with other colleagues, referring agencies/agents and the general public
- accurately charting, recording observations and treatments in the client's file.
- assisting in provision of a safe, comfortable, clean and attractive environment;
- dealing effectively with abusive/aggressive client behaviours
- reinforcing nutritional needs of clients as outlined by the Registered Nurse.
- maintaining open communication with clients, their families, physicians,
- in consultation with the Registered Nurse assisting in the development, implementation and evaluation of individual client nursing care plans,
- providing guidance to Recovery Unit Attendants on the day to day functioning of the Detox Unit.

Approximate amount of job time major function is performed: over 80%

2. Other principal activities, in order of importance (describing for each what, how, and why, and approximate amount of job time required):

A. Assist client in the early recovery process by:

- providing information in basic knowledge of addictions and one on one supportive counselling;
- assisting clients to look at their addictive behavior;
- discussing early nursing and recovery plans with clients;
- offering treatment options and assist in the referral process;
- assisting Recovery Unit Attendants in providing daily awareness sessions on various topics
- providing a supportive atmosphere conducive to recovery by:
 - acting as an appropriate role model;
 - treating all clients, staff, and general public with respect and dignity;
 - maintaining confidentiality, and using tact and diplomacy in client discussions
- providing avenues for communication and relationship building by:
 - monthly staff meetings;
 - use of Detox unit reports, progress reports, communication log, e-mail use etc.
- assisting clients in making and keeping appointments e.g. medical, outpatient counselling
- assisting Registered Nurse and Supervisor in staff/client consultation, case planning and case conferences.

B. Assist in the daily operation of the Detoxification Center:

- observing all fire and safety regulations, reporting any hazards immediately
- reviewing facility emergency plans on a quarterly basis;
- being economical in use of supplies, replacing supplies as needed and reporting shortages;
- caring for equipment properly, reporting necessary repairs of equipment, furniture, building, etc. in a timely manner, to appropriate personnel;
- assisting in maintaining a tidy, clean, safe and hygienic work environment
- assisting when required with laundry and restocking linen

C. Assist General Public (non-clients) by:

- Explaining the role of the Detox Center to potential clients over the telephone
- Taking referrals over the phone
- Answering crisis calls, dealing with and referring same
- Support and information to families of the addict
- Providing information and scheduled tours as required

Time: 20%

3. Example of other activities which may be performed from time to time:

- attending and participating in inservice education and other facility activities;
- attending scheduled staff meetings
- extra shifts to ensure shift coverage

4. Approximately how long will it take for a fully qualified employee from the work unit to reach the full working level of the position? outside

Four (4) to six (6) months depending upon the employee's previous experience working in a residential facility.

B. Problem-Solving and Decision Making

1. a) List any Acts, Regulations, and/or Policies/Procedures with which the incumbent must be fully familiar in order to perform the position's functions: (e.g. Motor Vehicle Act, Business Corporations Act).

- Detoxification Center Guidelines
- Orientation Manual
- First Aid And CPR Manual
- Detoxification Policy and Procedures manual
- Emergency Protocol of the Unit
- Standards of Licenced Practical Nurses

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

N/A

2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:

The incumbent is required to make recommendations as to specific care of the clients eg. treatment plans. Assist in referrals to Whitehorse General Hospital and other allied social health programs.

b) Who normally makes the final decisions with respect to those recommendations?

Registered Nurse and/or Supervisor make the final decisions

3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.

The incumbent is accountable for making those decisions affecting nursing care provided to clients.
Emergency referral to Hospital and doctor
Seeking additional assistance from the RCMP, ambulance

b) What is the direct impact of those decisions?

Those decisions would impact on the health and safety of clients, staff and general public

C. Freedom to Act

1. Describe the way in which this position receives direction:

- From Supervisor – written, oral and e-mail
- Initial orientation
- From Registered Nurse on shift
- Staff meetings
- Shift reports

2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?

- Detoxification center Policy and Procedure Manuals
- Emergency/Fire Safety Plans
- Detox Center Guidelines
- Occupational Health and Safety Act Regulations(relevant sections)
- Alcohol and Drug Services Policies and Position Papers

- Emergency Guidelines
- ATIPP
- Licenced Practical Nurse Standards

3. How is the work of the position normally checked or evaluated?

This position is normally evaluated on an ongoing basis by the Supervisor, with the assistance of the Registered Nurse by observing the care provided to clients, receiving feedback from other staff and clients on each shift, and through formal employee evaluation reviews.

4. What types of decisions are normally referred to the supervisor? (Give Examples)

- Emergency decisions; (fire, death)
- Some re-admissions e.g. reduced services
- Program changes
- Equipment ordering and repair
- Unusual circumstances not covered under the Policy and Procedures

D. Financial Accountability

1. Program Dimensions: N/A

a) Annual Budget (for unit under the direct control of the positions):

N/A

Who prepares this budget?

What is this position's accountability for budget once allotted?

b) Does the position have authority/ability to reallocate resources?

N/A

C). Signing Authority levels:

N/A

2. Other expenditures or revenues influenced by this position and how.

N/A

E. Management/Supervision of Human Resources

1. No supervisory duties.

2. Supervisory duties.

a) No. of positions supervised directly: Permanent

No. of positions supervised indirectly: Permanent

Aux/Casual

No direct supervisory duties but does guide the care given by the Recovery Unit Attendant.

b) Nature of supervision:

a) shows colleagues how to do tasks

b) trains other employees in work procedures

c) assign work and review in quality/quantity

d) establishes work priorities on shift

e) change duties and responsibilities

f) participate with supervisor in employees' work performance evaluations, or

- _____ formally appraise employees' performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- _____ g) recommend appointment or rejection upon completion of probationary period.
- _____ h) interviews employees with attendance or performance problems
- _____ i) acts as first formal step in the grievance procedure
- _____ j) interviews candidates for vacant positions in the unit
- _____ k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- _____ l) other: Provides guidance to Recovery Unit Attendants on day to day functioning of the Detox Unit

F. Key Personal Contacts

<u>Who</u>	<u>Purpose</u>	<u>Frequency</u>
Clients	Meet basic needs	Daily
Supervisor	Consultation/Supervision	Daily
Alcohol and Drug Services	Info exchange/Case Management	Regular
RCMP	Request for assistance and referrals	Regular
Family/Physician	Client Concerns	As Required
Whitehorse Hospital	Client Care	As required
Co-Workers	Working as a team	Ongoing
Registered Nurse	Case Management/Team Leader	Daily
Salvation Army Shelter	Client Care/concerns/referrals	Regular

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Telephone	Client Care, Referrals and Maintenance of Centre	Daily
Fax Machine		Daily
Photocopier		3-4 x week
Vacuum Cleaner		daily
Fire Extinguisher		Rarely
Snow Shovel		Seasonal
Radio, Television and VCR		Daily
Microwave Oven		Daily
Hospital Beds		5% (40 mins. Daily)
CPR Masks	nursing care	Rarely
Intercom	client admissions	Daily
Computer/application programs	communication, forms word, excel	Daily
equipment /monitoring vital signs	nursing care	Daily

H. Working Conditions

A) Describe any adverse conditions that are normal and expected in the job.

Rotating Shiftwork for a 24 hour Facility	100%
Cleaning Products	5-10%
Accepting used needles	1%
Client bodily odours	100%
High Risk Of Infectious and Communicable diseases	100%
Occasional building renovations and maintenance	5%

B) Describe weights lifted:

<u>TYPE</u>	<u>WHAT PERCENTAGE OF TIME?</u>
Assist with Lifting clients 90-300 lbs.	occasional
Move furniture 75 lbs.	occasional
Shoveling walks	seasonal
Bringing in supplies and laundry (10-20kg.)	1%

C) Describe any physical hazards present.

<u>TYPE</u>	<u>WHAT PERCENTAGE OF TIME?</u>
Communicable and infectious disease	100%
Aggressive/Intoxicated clients	Daily
Cleaning Solutions	5-10%
Accepting used needles (needle prick)	1%
Clients with weapons	Occasionally
Exposed to body fluids	5%

D) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>What Percentage of the Time?</u>
Walking & Standing	40%
Bending & Reaching	40%
Sitting	10%
lifting/transferring	5%
pushing/moving beds	5%

E) Describe special physical conditions leading to discomfort

Assisting intoxicated clients	Daily
Working with Unkempt clients/bodily odours	Daily
Working with clients with communicable/infectious diseases	Daily
Working with clients who are lice infested causing stress and unpleasantness	Monthly
Working with violent clients with aggressive behaviors	Daily
Shiftwork with scheduled rotations in a 24 hr. facility	Daily
Use of computer	Daily

F) Interpersonal Conditions: Check any of the following conditions which are normal and expected in the job and give examples:

 X high level of dissatisfied clients

- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines
- constant interruptions
- instructions from more than one source
- moderate degree of stress
- Moderate level of stress related to emergency situations

Examples: Clients withdrawing from effects of chemicals are under emotional stressors, including, loss, death, bereavement, famalial crisis, depression and unpredictable behaviours can be angry and can transfer their distress to those working with them.

G) Travel Required:

- a) average number of trips annually
- b) average number of days per trip
- c) most frequent distance per trip
- d) most frequent mode of transportation

PART II – Signatures

1. **Supervisor:** I have reviewed (with the incumbent) the duties and responsibilities assigned to this position.

Immediate Supervisor or
Manager

Date: _____

2. **Incumbent:** I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

Incumbent's Signature

Date: _____

PART III - Qualifications

(To be completed by Departmental Administrator in conjunction with this position's supervisor.)

A. Knowledge and Skills required

- Knowledge of pharmacology and medication administration
- knowledge of addictions and treatment practices
- knowledge of referral procedures and referral agencies
- personal commitment to providing quality care to the clients
- excellent organizational skills
- to work effectively both independently and within a team
- ability to maintain accurate, clear, concise and legible client documentation
- excellent interpersonal skills and the ability to maintain confidentiality; use tact and diplomacy and work under pressure
- ability to deal with aggressive behaviors
- awareness of the drug side effects for medications in the center
- ability to plan and coordinate nursing care plans for clients
- ability to provide a safe , supportive environment for clients

B. Licences, certificates and conditions of employment required: Give title and section of any legislation, regulations, or other authority where applicable.

- Current Yukon L.P.N. Certification with Medication Administration
- Medical Examination with yearly TB testing
- First Aid Certification and a yearly CPR Certification
- Security Check
- Shiftwork Rotations is a job requirement
- Position requires ability to assist in lifting/transferring of clients
- Basic computer knowledge

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Food Safe/Nutrition expertise
Addictions Certification

Department Administrator:

Comments:

Signature

Date: _____

Branch Director:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Manager of Alcohol And Drug Services

Date: _____