

**Licensed Practical Nurse (LPN)****Compensation: 29.7537 – 33.5726****Unionized Position: For Part-time and Full-time Employees****Union: UNIFOR****Hours of Work: day shift 0700-1900, night shift 1900-0700, (Overnights, Weekends, and Holidays)****Position Type: Casual/Part-time/Full-time****Job Description**

Reporting to the Clinical Manager, the Licensed Practical Nurse (LPN) is expected to be an active staff member and serve those with diverse abilities within the Mission, Vision and Values of the organization, our Philosophy of Care and adhere to our workplace policies. The LPN will play a pivotal part in delivering specialized nursing care and support. As an LPN at Balsam you will have the unique opportunity to make a positive impact in the lives of our participants, ensuring they receive the best possible care in a compassionate and inclusive environment. The LPN will work with participants, families, all disciplines and stakeholders to ensure quality care is delivered.

Requirements

- Currently licensed by the College of Practical Nurses in Nova Scotia and be in good standing,
- Conducts self-according to the guidelines set by The Nova Scotia College of Nursing
- Must attend all organizational training required for essential core competencies
- Must obtain a Vulnerable Sector Check prior to beginning with the organization.

Responsibilities

Complete nursing duties as required – some responsibilities are, but not limited to:

- Provide skilled nursing procedures as needed within the Licensed Practical Nurses scope of practice,
- Prepare charts for Physicians visits,
- Process urgent medication orders from Physicians, send to pharmacy for filling, check orders arriving from pharmacy, transcribing new orders, and discontinuing medications as per physicians' requests,
- Administer and assess the effects of prescribed medications and treatments,
- Properly document pertinent information such as physical symptoms, behaviors, or needs while maintaining integrity of records,
- May assist with admission and discharge duties,
- Assist in interpersonal and other therapeutic activities that provide well being,

- Inventory maintenance and regular weekly ordering of all drugs, continence products, medical and blood collection supplies, and all other pertinent nursing items as needed,
- Monitor, administer, and count narcotics in accordance with federal and provincial regulations,
- Perform daily/weekly/monthly/yearly or PRN phlebotomy as ordered while remaining current with all lab criteria and working collaboratively with NSH,
- Review clinical matters with other health care practitioners,
- Monitor refrigeration of medications (insulin, flu vaccines, etc.) and administration of vaccines,
- Continuous practice of OH&S and infection intervention control. Address any issues as they arise,
- Controlling fire drills and alarm situations. Implement emergency plans while providing leadership to staff,
- Call 911 for any served medical emergency. Gather all paperwork, MAR's, and information to pass along to EHS. Notify NOK and Clinical Manager of all transfers to hospital,
- Provide wound care, foot care, ostomy, and catheter to persons served,
- Ensure unit staff have been properly trained in house to do routine vitals and to administer creams/ointments as prescribed by the physician, as well as monitoring that unit staff are completing and documenting these tasks,
- Attend and participate in team meetings, clinical meetings as well as annual workshops,
- Maintenance of persons served charts,
- Consents for any procedures needed,
- Organizing and administering immunizations,
- Filling of shifts as needed
- Monitor Respite clients and administer medications as required and in accordance with established protocols.

Safety/Maintenance

- Make appropriate decisions and take action in the time of crisis,
- Follow policies, procedures, and uphold standards,
- Be familiar with and be able to implement Emergency Evacuation Plans and other safety measures as needed,
- Ensure security of records upon leaving.

Key Skills and Abilities

- Excellent verbal and written communication skills,
- Patient and empathetic,
- Excellent organizational and time management skills,
- Ability to work effectively both independently and as part of a team,
- Ability to work independently with minimal supervision or direction.

Reach out to info@balsamcare.ca for more information or to apply.