[PRIMARY CARE PRACTICE NAME AND/OR LOGO]

JOB DESCRIPTION

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| **JOB TITLE:** | Licensed Practical Nurse, Primary Care |
| **REPORTING TO:** | [insert position/title] |
| **PRIMARY CARE PRACTICE:** | [insert practice name] | |

### JOB SUMMARY:

Working in partnership with FPs, NPs, RNs, and other members of the health care team, the Licensed Practical Nurse (LPN), Primary Care provides at [insert practice name] primary care nursing services to patients with stable and predictable health needs across all stages of life.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. LPN key duties focus on: [see examples below and adjust as required]

* Screening/assessment to inform the development of the health care plan.
* Provision of therapeutic interventions in accordance with the health care plan in collaboration with the interdisciplinary team.
* Performing nursing activities, including point-of-care testing and specimen acquisition, in accordance with established policies, protocols, and procedures. Arranging referrals, where necessary.
* Monitoring/evaluation of the health care plan.
* Supporting coordination of services internal and external to the health care team.
* Providing information to staff as required, including patient-specific care instructions.
* Participating in the maintenance of an accurate comprehensive health record. Where applicable, documenting nursing care and interventions according to the BC College of Nurses and Midwives (BCCNM) documentation practice standard.
* Conducting individual and established group education to address health topics and support chronic disease prevention and self-management (e.g., smoking cessation, problematic alcohol and substance use, physical activity, and healthy eating).
* Providing nursing assessment and consultation services for patients.
* Utilizing a variety of established health education, promotion, and service interventions, such as the Well Child Program, and Pre/Post-natal Care.
* Optimizing capacities for health by modeling, counseling, and teaching life skills for individual patients and their caregivers/families.
* Conducting primarily in-person patient care, with a small amount of virtual and home visits as applicable, to monitor the care being provided efficiently and effectively, ensuring the achievement of identified service goals.
* Acting as patient/community advocate.
* Promoting and facilitating patient independence.
* Collaborate with the team of healthcare professionals to facilitate quality patient care, referring patients to RN, or NP, or FP as required.

1. Documents and reports nursing care .in accordance with policies, protocols, procedures, and standards. Protects and secures all patient records and supplementary related documents by monitoring access and maintaining appropriate disposition of the documents/information to protect confidentiality. Provides patient data to specified healthcare professionals.
2. Processes and implements the care plans and orders of listed health professionals, in accordance with regulatory requirements, identifying and seeking clarification as necessary.
3. Participates in case conferences, treatment plan reviews, and staff meetings.
4. Promotes good public relations and community awareness within the team-based care team, and with others, including community resources.
5. Contributes to a safe and healthy working environment by observing and promoting universal precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and participating in quality improvement.
6. Ensures competency and professional practice standards are met, in line with the regulatory controls on practice.
7. Advocates for education, continuing professional development, and training as required to maintain and expand competence to meet patient needs.
8. Participates in fire prevention and disaster plans as required.
9. Performs other nursing-related duties as required.

### QUALIFICATIONS

**Education, Training and Experience**

* Registration with BC College of Nurses and Midwives as a Licensed Practical Nurse in good standing.
* Preferably five (5) years of recent related primary care or community experience, knowledge of available programs and services including their interrelationships, and their function in delivering care in the community; or an equivalent combination of education, training, and experience.
* Basic Life Support, CPR Level C certificate. [other required certification as needed for the practice], e.g., Advanced Foot Care Assessment Certification]
* Valid BC driver's license may by required.

**Skills And Abilities**

* Apply nursing process as required and described in BC College of Nurses and Midwives Standards of Nursing Practice.
* Demonstrate clinical competence within the licensed practical nurse scope of practice.
* Work effectively with other staff as part of team-based care, and with patients and their caregivers/families.
* Demonstrate conflict resolution, critical thinking, and problem-solving skills.
* Utilize sound judgment, good observation and assessment skills, tact, and empathy. Fact-find and seek out information and/or resources.
* Organize and prioritize service needs and delivery of service. Prioritize and organize work.
* Maintain a commitment to continuing professional development as required, to meet professional practice standards, maintain and grow competence, and meet patient needs.
* Communicate effectively, both verbally and in writing.
* Comfort interacting with patients in both [language] and English.
* Demonstrates commitment to anti-racism, cultural humility, and cultural safety. Experience providing [specific patient population] would be a significant asset.
* Promote positive change.
* Foster and promote good public relations.
* Operate related equipment, including computers.
* Physically and emotionally able to carry out the duties of the position.
* Use of personal vehicle may be required.

Note: This list is not exhaustive and may differ depending on the nursing designation but can be helpful in determining the nursing role required to meet patient needs in team-based primary care.

A salary range $# - $# per hour is offered.

[Practice name] celebrates diversity, challenges inequality, and is committed to sustaining an inclusive community. We do not discriminate against applicants based on age, disability, gender identity, marital status, pregnancy, race, religion, sex, sexual orientation, socio-economic background, political beliefs, family circumstances, or any other irrelevant distinctions.

**Notes:**

This list is not exhaustive and may differ depending on the nursing designation and primary practice unique need but can be helpful in determining the nursing role required to meet patient needs in team-based primary care. Add as remove listed items as necessary.

**Salary Range:** The Government of British Columbia recently announced the [Pay Transparency Act](https://www.bclaws.gov.bc.ca/civix/document/id/bills/billscurrent/4th42nd:gov13-1), effective as of November 1, 2023, which applies to all BC employers. The Act requires that salary or wage information must be included in all publicly advertised job postings and must include a specified minimum and maximum amount. For example:

“$20 per hour and up” or “up to $30 per hour” **does not** meet the requirement.

“$20-$30 per hour” does meet the requirement.

At this time, the Province is not providing guidance on how large the range in an advertised wage or salary range can be; however, they may choose to provide further guidance or introduce a regulation on maximum advertised ranges in the future.

Employers are **not** required to include information about bonus pay, overtime pay, commissions, tips, or benefits on job postings. Visit the Government of BC’s website for [specific details](https://www2.gov.bc.ca/gov/content/gender-equity/wage-or-salary-information-on-job-postings) about requirements.

Email a Doctors of BC [Business Advisor](mailto:contact@doctorsofbc.ca?subject=ACT%3A%20Attention%20Business%20Pathways) if you need assistance.