*Disclaimer:*

*This document is provided as an example only and is intended as a starting point for physicians to engage in discussions with their clinic partners and professional advisors (including legal and financial experts) to develop hiring resources specific to physicians’ individual needs and preferences.*

*These examples do not constitute the provision of professional advice. Doctors of BC does not provide legal or financial advice to members and is not liable in any way for use of its general informational resources. Members are encouraged to obtain professional legal and/or financial advice whenever changing their business model, including through the establishment of new positions and the process of hiring staff. Professional legal and financial advisors can support you in knowing and complying with the range of applicable laws, policies, guidelines and regulatory requirements governing your practice and your rights and responsibilities as an employer.*

**Licensed Practical Nurse (LPN) Job Description**

|  |  |
| --- | --- |
| Job Title  | Licensed Practical Nurse  |
| Reporting to  | [Insert reporting Clinic Owner/Medical Director/ Office Manager name/title] |
| Family practice  | [Insert practice name] |
| Location | [Insert practice location] |

*[Physicians encouraged to add or remove duties and responsibilities, additional qualifications & skills and abilities that apply directly to their clinic needs]*

**Job Summary:**

A Licensed Practical Nurse (LPN) works directly with an identified specialist and clinic staff. Licensed Practical Nurses are responsible for providing primary care and nursing services

**Duties and Responsibilities:**

* Provide nursing services, within defined scope of practice, to patients based on patient assessment and care planning procedures
* Perform nursing interventions such as taking vital signs, applying aseptic techniques including sterile dressing, ensuring infection control, monitoring nutritional intake and conducting specimen collection
* Monitor established respiratory therapy.
* Monitor patients' progress, evaluate and document effectiveness of nursing interventions, and collaborate with appropriate members of health care team.
* Provide safety and health education to individuals and their families.
* *[identify any other duties and responsibilities that apply here]*

**Qualifications:**

* Successful completion of an [entry-level LPN education program](https://www.bccnm.ca/Public/becoming_a_nurse/Pages/study_to_be_a_nurse.aspx) and registered with BC College of Nurses and Midwifes as Licensed Practical Nurse.
* Preferably *[# of years required]* years of recent related 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.

**Skills and Abilities:**

* Adhere to nursing process as outlined in BC College of Nurses and Midwives Standards of Nursing Practice.
* Demonstrate clinical competence.
* Work effectively as part of a multidisciplinary team, with other staff, and with patients and their caregivers/families.
* Intervene in crisis or difficult situations. Demonstrate conflict resolution, critical thinking, and problem-solving skills.
* Utilize sound judgment, good observation, 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 by the employer.
* Communicate effectively, both verbally and in writing.
* Promote positive change.
* Foster and promote good public relations.
* Operate equipment, including computers and EMR system.
* Physically and emotionally able to carry out the duties of the position.

**Contact Information:**

**Please contact\_\_\_\_\_\_\_\_\_\_\_\_ for more information or questions regarding this job description.**

**Please submit resume and cover letter to \_\_\_\_\_\_\_\_\_\_\_\_\_**

