



Career Opportunity
Primary Care LPN
(Full-time Permanent)

Closing:
March 21, 2025

Anticipated Start Date:
Immediate

Salary:
\$32.51/hr

General Description:

Under the direction of the Physician Clinical Lead and Health Director, the Primary Care LPN is responsible for supporting and enhancing the delivery of primary care programs in the community of Sipekne'katik.

Responsibilities:

- Receives assignments and follows direction from the nurse practitioner (NP) and physician (MD) team
- Collaborates with their LPN counterpart to coordinate equitable division of LPN responsibilities
- Develops a work plan and submits this to the Physician Clinical Lead quarterly
- Optimizes day-to-day clinic flow by:
 - Acting as a first point of contact during patient encounters;
 - Opening an EMR *Visit* note;
 - Documenting the reason for a visit when appropriate;
 - Forwarding relevant tasks and documents to the NP/MD;
 - Recording vital signs;
 - Reviewing preventative screening; and,
 - Documenting findings prior to NP/MD assessment
- Under the direction of the NP/MD team, arranges and performs:
 - Subcutaneous injections;
 - Intramuscular injections;
 - Urine drug screening;
 - Random pill counts;
 - Dressing changes/suture and staple removal;
 - Monofilament testing;
 - Foot care support; and,



- Hepatitis C treatment program implementation
- Organizes and assists with designated preventative screening clinics for:
 - Diabetes (HbA1c monitoring);
 - Hypertension (NIBP monitoring);
 - Colorectal cancer (Fecal occult blood testing);
 - Breast cancer (Mammogram);
 - Cervical cancer (Pap smear);
 - Dyslipidemia (Lipid panel);
 - Fracture risk (FRAX Score);
 - Obesity (BMI); and,
 - Sexually transmitted infections
- Organizes and assists with visiting consultant clinics by:
 - Soliciting referrals from the NP/MD team;
 - Compiling referral documents;
 - Scheduling patients; and,
 - Maintaining a system to remind the NP/MD team of upcoming consultant clinics
- Manages outgoing referrals by:
 - Receiving outgoing *Consult* tasks after they are faxed by the NP or MD;
 - Forward-dating outgoing *Consult* tasks by three weeks;
 - Contacting the consultant office when no acknowledgement or anticipated wait time has been received within three weeks;
 - Documenting anticipated wait times or appointment dates when known;
 - Contacting the consultant office when no report has been received within three weeks of a patient's known appointment date; and,
 - Retrieving consultant reports from the Health Records Department or SHARE and uploading these documents to the EMR as needed
- Creates and maintains internal office administrative support procedures by:
 - Scanning documents daily;
 - Clearing the EMR Import pool daily;
 - Reconciling paper records with the EMR; and,
 - Auditing and amending patient records for universal consistency in labeling and filing
- Acts as an EMR leader for the clinic by:
 - Participating in regular EMR training sessions;
 - Updating forms, templates, and fax numbers in the EMR on a quarterly basis;
 - Training other staff in appropriate use of the EMR; and,
 - Providing timely and specific feedback to other staff regarding proper use of the EMR
- Optimizes clinic operations by:
 - Maintaining a monthly inventory of medical equipment and supplies;
 - Creating and maintaining an organization system for medical supplies and equipment that is standardized across clinic rooms;



- Ensuring that medical supplies and equipment are in good working order before every clinic day;
- Generating orders for medical equipment and supplies and submitting orders for approval by the Physician Clinical Lead and Health Director in a timely manner
- Exemplifies patient-centered care that is culturally safe and relevant by:
 - Maintaining patient confidentiality at all times as required by the HR Policy and the Personal Health Information Act (PIHA);
 - Demonstrating dignity and respect for all patients in all aspects of their care;
 - Functioning in accordance with the LPN Act, Code of Ethics, Regulations and Standards of Practice established by the Practical Nurses Licensing Board of Nova Scotia in collaboration with the College of Licensed Practical Nurses of Nova Scotia;
 - Explaining nursing tasks to each patient and performing the skill required to meet the assigned task in a safe and professional manner;
 - Observing the outcomes of assigned nursing tasks and reporting the effects to the most responsible MD or NP;
 - Completing timely documentation of patient care and nursing procedures using the EMR;
 - Maintaining and securing patient files after each visit;
 - Completing accident/incident reports accurately, completely, and immediately submitting them to the Health Director and Physician Clinical Lead;
 - Reflecting the mission, vision, and values of the primary care team to patients and their families
- Collaborating with other health professionals to optimize client care by:
 - Participating in daily huddles with the NP/MD team prior to the start of clinic;
 - Assisting the NP/MD during minor procedures;
 - Acting as a chaperone during sensitive physical examinations that are performed by an NP/MD and documents accordingly;
 - Communicating with pharmacy staff to ensure timely delivery of medications that are administered at the health center;
 - Attending all relevant staff meetings;
 - Preparing draft agendas for weekly NP/MD team meetings;
 - Recording and distributing minutes for weekly NP/MD team meetings; and,
 - Performing other related duties as required, pending approval from the NP/MD team

Qualifications and Experience/Skills:

- Current licensing with the College of Licensed Practical Nurses
- Demonstrated ability to maintain a high level of confidentiality and respect for all patients
- Willingness to participate in additional nursing training as required
- Standard First Aid & Basic Life Support considered as asset
- CTAS Certification considered as asset



- Wound Care Certification considered as asset
- Foot Care Certification considered as asset
- WHMIS Certification considered as asset
- CNPS Coverage considered as asset
- Experience working in a First Nations Community is preferred.
- Must have a valid driver's license & reliable vehicle with automobile insurance.
- A criminal records check is required.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.