

Assessment of Work Responsibility Application

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) has the legislated responsibility, in accordance with the *Licensed Practical Nurses Act (2005)*, to regulate the practice of Licensed Practical Nurses (LPNs) in Newfoundland and Labrador. The mission of CLPNNL is to protect the public by actively promoting safe, competent, and ethical nursing care. The College sets, monitors and enforces standards for the profession. The Assessment of Work responsibility process has been developed to assess Licensed Practical Nurses seeking credit for employment in a position that has not traditionally required licensure as a Practical Nurse.

In order to be considered for this process the applicant must maintain yearly licensure expectations including compliance with the Continuing Competency Program and maintaining current practice hour requirements.

The application must be completed by a health professional who is in a position to accurately validate the duties and responsibilities of the position being held by the Licensed Practical Nurse. The applicant must submit a detailed current job description along with an essay that outlines how he or she is using the nursing process in carrying out daily employment responsibilities. This information is vital to assist the CLPNNL to complete a thorough assessment of the work responsibilities of each applicant.

To have practice hours count towards eligibility for licensure with CLPNNL the LPN must have maintained registration within the province of Newfoundland and Labrador. Credit will not be given for time when the LPN did not hold a license to practice.

Section 1 – To be completed by the applicant

Name _____

License # _____

Address _____

Telephone # _____

Job Title _____

Place of Employment _____

Dates of Employment _____

Section 2 – To be completed by the Health Professional directly responsible for oversight of position, and who has extensive knowledge of the responsibilities and duties of the position.

Name _____

Designation/Position _____

Agency/Institution _____

Address _____

Telephone # _____

Date _____

How long has the applicant been under your supervision? (if applicable give explanation of your relationship with the position i.e. supervisor, manager, co-worker, colleague)

Does the position require licensure in a regulatory body? _____

THE NURSING PROCESS

The Nursing Process for Licensed Practical Nurses in Newfoundland and Labrador consists of five steps: assessment, nursing diagnosis, planning, implementation and evaluation. The LPN must possess the knowledge and ability to apply critical thinking and critical inquiry throughout all stages of the Nursing Process. Please indicate how this applicant has applied his/her knowledge and critical thinking abilities to each component of the Nursing Process to the daily fulfillment of the role he/she is applying to have considered under the Work Responsibility Process.

Assessment

1. Actively collaborates with other members of the health care team to determine the client's needs.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

2. Participates in the collection and interpretation of subjective and objective data to assess client's social, emotional, physical and spiritual needs.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

3. Utilizes effective communication skills to assess the client's needs.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

4. Assesses, reports and records pertinent changes in the client's condition.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

5. Demonstrates self awareness in competency and ability.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

6. Assesses the safety needs and safety hazards in client's environment.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

7. Recognizes client's unmet needs and is able to identify associated nursing problems.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

Nursing Diagnosis

8. Demonstrates the ability to collaborate with the team to identify and develop pertinent nursing diagnosis for each client and apply them to the development of a plan of care.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

9. Identifies actual and potential concerns/health issues that can affect client outcomes.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

10. Demonstrates the ability to communicate nursing diagnosis to the client, family and the health care team.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

11. Demonstrates ability to document nursing diagnosis and determine expected outcomes for a plan of care.
 - a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

12. Demonstrates the ability to compare actual client outcomes with expected outcomes and collaborate with the health care team to review and modify the plan of care based on changing needs.

- a) Frequently (daily)
- b) Occasionally (at least once a week)
- c) Rarely (at least once per month)
- d) Never (not performed)

Planning

13. Assists and contributes in the development of the plan of care for his/her clients.

- a) Frequently (daily)
- b) Occasionally (at least once a week)
- c) Rarely (at least once per month)
- d) Never (not performed)

14. Involves the client and family members in the setting objectives and goals as outlined in the plan of care.

- a) Frequently (daily)
- b) Occasionally (at least once a week)
- c) Rarely (at least once per month)
- d) Never (not performed)

15. priorities when planning and carrying out health interventions.

- a) Frequently (daily)
- b) Occasionally (at least once a week)
- c) Rarely (at least once per month)
- d) Never (not performed)

16. Demonstrates organization and time management skills and is able to maximize use of available time.

- a) Frequently (daily)
- b) Occasionally (at least once a week)
- c) Rarely (at least once per month)
- d) Never (not performed)

17. Identifies changing client needs and revise the plan of care to reflect these changes.

- a) Frequently (daily)
- b) Occasionally (at least once a week)
- c) Rarely (at least once per month)
- d) Never (not performed)

Implementation

18. Demonstrates initiative in his/her ability to implement and deliver the client's plan of care.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)
19. Demonstrates professionalism and maintains confidentiality throughout implementation of all nursing interventions.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)
20. Acts as an advocate for the client and involves the client in all decisions of care.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)
21. Functions within his/her Scope of Practice for Licensed Practical Nurses as dictated by conditions of education, competence and relevant employer policies.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)
22. Takes full responsibility and accountability for all individual nursing judgements and interventions.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

Evaluation

23. Evaluates the client's plan of care continually to determine if identified goals are being met.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

24. Demonstrates the ability to change and update care plans in collaboration with the team as changes occur.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)
25. Involves the client, family members and all participants in the circle of care in the revision of goals and interventions set out in the plan of care.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)
26. Documents all interventions and care provided according to employer policy.
- a) Frequently (daily)
 - b) Occasionally (at least once a week)
 - c) Rarely (at least once per month)
 - d) Never (not performed)

Provide a brief description of this applicant’s job responsibilities. It is important to include if this applicant is involved in direct or indirect care of clients in your organization.

Section 3: To be completed by the applicant

Submit with this application a detailed essay outlining how you utilize the Nursing Process in your daily activities in your current position. Include how you initiate a plan of care using the assessment to determine the nursing diagnosis and then plan, implement and evaluate the plan of care to optimize care.

- You must indicate the amount of time you spend utilizing the nursing process in your daily practice. For example, if in your current practice setting there are other related duties that do not relate to nursing i.e. 60% of practice time is spent completing nursing duties and 40% of the time is retail, CLPNNL will credit only the hours of practice that relate to nursing. It is important to make an honest reflection of your practice in order to determine the amount of time that will count towards annual licensure with CLPNNL.

Section 4: To be completed by the Health Professional or Manager directly responsible for oversight of position and has extensive knowledge of the responsibilities and duties of the position.

This section contains a broad summary of expected competencies that the Licensed Practical Nurse should be demonstrating in daily practice as outlined by the Competency Profile document (September 2019). This list is not all inclusive and will be used to assist the CLPNNL to complete a thorough assessment of the applicant.

Performs – P

Does Not Perform – N

Inter/intraprofessional Communication	P	N
Ambulation/Mobility Assessment	P	N
Health Assessment	P	N
Written Health History	P	N
Documentation	P	N
Wound Care	P	N
Advanced Foot Care	P	N
Health Teaching	P	N
Medication Administration	P	N
IV Therapy	P	N
Respiratory Care	P	N
Immunizations	P	N
Admission/Discharge	P	N
Safety Assessment	P	N
Mental Health and Addictions	P	N