

## Guideline for Charge Licensed Practical Nurse in a Personal Care Home

As outlined in the Licensed Practical Nurse Leadership in Personal Care Homes policy (CLI.6410.PL.023) in the absence of an RN/RPN on shift, a Licensed Practical Nurse (LPN) is assigned Charge Nurse with the support of a RN/RPN by phone, at an alternate facility. The RN/RPN will assist the Charge Nurse with problem solving and decision making to ensure safe/effective resident care.

### Responsibility of the Designated RN/RPN

The RN/RPN will be available to consult with the Charge LPN if assistance is required due to a clinical situation that is beyond their experience and ability.

- The RN/RPN is available by phone for consultation at all times and is familiar with regional policy & procedures.
- When called by Charge LPN, the RN/RPN will obtain appropriate information in order to provide the best possible recommendations and advice.
- The RN/RPN will be available for any follow-up consultation as needed.

### Responsibilities of the Charge LPN (in addition to their resident assignment)

The Charge LPN should be familiar with the residents and facility policy/procedures and routines. In addition, they should be familiar with the designated RN/RPN responsibilities and the Nursing Services Under Leadership of the LPN Decision Making Flow Chart (CLI.6410.PL.023.SD.01) document. Charge LPN duties include:

- Replacing sick calls:
  - using established call-in processes to replace staff
  - adjust the workload/assignments if working short staffed
- Remain apprised of the condition of all residents and if any concerns:
  - Consult with designated RN/RPN if the charge LPN feels their preparation or experience re: the performance of a procedure is inadequate or when an assignment is beyond their clinical experience and ability. For example:
    - **sudden** change in a patient/resident's condition
    - diagnostic results needing evaluation
    - guidance, instruction, or education regarding an identified concern
  - Consult the physician, if necessary, and obtain and process orders
- Consult with regional senior leader on-call as needed (critical incident/occurrences, emergency situations eg. Fire, bomb threat, flooding, missing resident/patient, etc).
- Assume a lead role in case of fire or other facility emergency (Be familiar with the fire/disaster manual) and promptly notify appropriate staff of any building emergencies or concerns such as fire alarms, security concerns or breakdown in any major system (plumbing, dishwasher, septic, etc).