



UNION JOB DESCRIPTION

JD3635

JOB TITLE:	LPN, Access Teams	JOB DESCRIPTION NO.:	20176/N.VI.81202.002
CLASSIFICATION:	Licensed Practical Nurse I - Community Care	GRID/PAY LEVEL:	NL1
COLLECTIVE AGREEMENT:	Nurses Bargaining Association	HSCIS NO.:	26004
UNION:	BCNU	JOB/CLASS CODE:	SI: 20176 CINI: 81202
PROGRAM/DEPARTMENT:	Home & Community Care; Community Access Capacity; CHS/PCN; MHSU	BENCHMARKS (If Applicable):	
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA South, Central & North Island Health Services Delivery Areas; Royal Jubilee Hospital; North Island Hospital (Campbell River & District)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, (Island Health) patient safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Under the direction of the Manager or designate, and in collaboration as a member of the interprofessional team, the Licensed Practical Nurse, Access Teams assesses clients for eligibility to available services; assists clients to find appropriate sources of care; coordinates and administers referrals to a wide range of multi-disciplinary services; and ensures communication linkages between clients, hospitals, care facilities, service provider agencies, community partners, and primary care providers including physicians and nurse practitioners.

The Licensed Practical Nurse, Access Teams operates in accordance with their individual competencies, the competency guidelines and full scope of practice within the Standards of Practice as outlined by the BC College of Nurses and Midwives, and in accordance with agency operating policies, standards and unit-specific protocols.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs clinical screening of clients for eligibility for services, based on specific criteria. Collaborates with other health professionals as required. Facilitates clients to receive access to appropriate information and services.
2. Navigates client through referral process from referring professional to appropriate service provider where applicable through the transfer of care plans.
3. Supports client access to services for self or community referrals.
4. Answers general inquiries by telephone and in person, and provides direction and routine information about programs and policies.
5. In accordance with specific /department criteria establishes urgency of need and priority for services.
6. Explores clients health needs and establishes preliminary goals with/for clients, to support identification of most appropriate service provider and service need(s).
7. Completes referral/handover to most appropriate service provider based on referral information.
8. Assists the client with linking to alternative services and by providing clients with information that matches the client need, thus contributing to seamless transition across the healthcare system.

9. Collaborates with interprofessional team members to ensure safe client care.
10. Completes communication processes per the department standards with referral source regarding initial outcome of referral.
11. Acquires and maintains in-depth knowledge of the health services and referral processes within the Island Health.
12. Documents and updates client information in relevant electronic and/or paper records.
13. Participates in orientation and continuing education of new staff, students and other members of the interprofessional team.
14. Engages in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings and committees.
15. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Registration with BC College of Nurses and Midwives as a practicing LPN registrant.
- Completion of additional education as outlined by BCCNM for practice where Mental Health and/or Substance Use are the primary diagnosis.
- Two years recent related experience in Community-based services.

Skills And Abilities

- Demonstrated knowledge and competencies to work at full scope of practice as currently required by BC College of Nurses and Midwives.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to establish rapport through respectful, supportive communications with clients, professionals and the public.
- Demonstrated ability to demonstrate strong observation, critical thinking and assessment skills.
- Demonstrated ability to organize and prioritize work for self and others.
- Demonstrated ability to provide culturally sensitive care and services.
- Demonstrated ability to work independently and cooperatively as part of an interprofessional team.
- Demonstrated ability to competently operate related equipment including computers and a variety of Windows-based software applications.
- Maintain continued professional development as required by the employer and/or BC College of Nurses and Midwives.