



# *Provincial Job Description*

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***TITLE:***  
**(540) Hemodialysis Specialty/  
Licensed Practical Nurse**

***PAY BAND:***  
**16**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Promotes health and healing, and provides education as a member of the health care team to achieve optimum care for clients/patients/residents in all phases of health care including hemodialysis.

***QUALIFICATIONS:***

- ◆ Practical Nursing diploma plus Care of Patient/Kidney Disease course
  - ◆ Licensed with the College of Licensed Practical Nurses of Saskatchewan with Hemodialysis Specialty Endorsement

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Leadership skills
- ◆ Ability to work independently and as a member of a multi-disciplinary team
- ◆ Valid driver's license, where required by the job

## ***EXPERIENCE:***

- ◆ **Previous:** No previous experience.

## ***KEY ACTIVITIES:***

### **A. Hemodialysis Care**

- ◆ Assesses new fistulas and grafts development.
- ◆ Fistula and graft assessment and needling.
- ◆ Initiates, administers and maintains dialysis therapy.
- ◆ Sets up/dresses dialysis machines in preparation for dialysis treatment.
- ◆ Proper programming of dialysis machines.
- ◆ Ensures correct acid bath, dialyzer, and bicarbonate, matching each with physician order for each patient.
- ◆ Cannulation problem solving.
- ◆ Prepares, maintains and cleans dialysis machines.

### **B. Direct Patient Care**

- ◆ Applies critical thinking and clinical judgement in health assessments and throughout nursing process.
- ◆ Assists physician with procedures.
- ◆ Contributes in the development of nursing care plans.
- ◆ Provides direct patient care by following nursing care plans and protocols.
- ◆ Accepts, transcribes and initiates physician orders (e.g., telephone orders, accompanying physician on rounds).
- ◆ Observes, reports and records physical and psychological observations/changes in patient condition.
- ◆ Assists with/provides personal hygiene to clients/patients/residents.
- ◆ Collects specimens (e.g., urine, stool and sputum, swabs for antibiotic-resistant organisms [ARO]) and transports to lab.
- ◆ Ensures proper nutrition and hydration (e.g., assist/feed, nasogastric, gastrostomy).
- ◆ Provides respiratory and airway care (e.g., tracheostomy, suctioning, oxygen therapy, chest percussion, ventilator).
- ◆ Provides pre- and post-operative care (e.g., preparation for surgery, dressing changes, removing sutures/clips/staples, cast care).
- ◆ Provides interventional and therapeutic treatments (e.g., nasogastric catheters, traction, non-stress testing, fetal monitoring, dialysis, basic foot care).
- ◆ Provides wound care including specialized treatments for Coban dressings and negative pressure therapy.
- ◆ Coordinates activities of other staff/departments/facilities in providing tests/care.
- ◆ Provides bowel and bladder care (e.g., enemas, suppositories, catheters, colostomies).
- ◆ Maintains asepsis of all equipment and surroundings.
- ◆ Assists with mobility and/or transfers of clients/patients/residents.
- ◆ Monitors blood glucose and takes appropriate action.

- ◆ Provides care, maintenance and monitoring of Central Lines, Peripherally Inserted Central Catheter (PICC) lines, chest tubes and portacaths (e.g., give blood and blood products).
- ◆ Monitors, interprets and records vital signs (e.g., blood pressure, temperature, pulse, respirations, oxygen saturations, attaches cardiac monitors and telemetry devices).
- ◆ Supports/assists clients/patients/residents in meeting their spiritual needs.
- ◆ Promotes the emotional well-being of clients/patients/residents, monitors and manages their behaviour as outlined by care plans.
- ◆ Promotes good communication with clients/patients/residents and their support system.
- ◆ Performs post-mortem care (e.g., pronouncement of death).
- ◆ May perform phlebotomy.

#### **C. Medication/Immunization Administration**

- ◆ Administers and records medications/immunizations (e.g., oral, subcutaneous, pulmonary, rectal, intramuscular, IV push).
- ◆ Initiates, administers and maintains intravenous therapy (e.g., flow rate, site integrity).
- ◆ Pre-loads dosettes.
- ◆ Ensures accurate accounting of all medications/immunizations administered.
- ◆ Medication reconciliation and review.

#### **D. Indirect Patient Care**

- ◆ Completes admission/transfer/discharge forms and discharge planning.
- ◆ Liaise with out-patient resources to ensure continuity of care.
- ◆ Records information in clients/patients/residents chart.
- ◆ Participates in shift report.
- ◆ Informs care team of clients/patients/residents current status.
- ◆ Makes beds, empties hampers, re-stocks supplies, cleans equipment and tidies room.
- ◆ Completes transfer/lift/repositioning/fall matrix assessment and posts appropriate logos.
- ◆ Assists/porters clients/patient/residents to activities, appointments, outings.
- ◆ Attends multi-disciplinary care plan meetings.

#### **E. Education and Evaluation**

- ◆ Provides client/patient/resident/family education based on the service being provided.
- ◆ Provides pre-operative and post-operative education.
- ◆ Explains and reassures clients/patients/residents/families of procedures/equipment.
- ◆ Provides occasional guidance to the primary function of others, including training.

**F. Related Key Work Activities**

- ◆ **Orders/receives/distributes/secures medication from Pharmacy.**
- ◆ **Maintains inventory and supplies (e.g., code carts).**
- ◆ **Performs data entry.**
- ◆ **Cleans instruments, makes bundles and autoclaves (e.g., suture/dressing sets).**
- ◆ **Notifies maintenance of required repairs to equipment.**
- ◆ **Participates in Quality Improvement programs.**
- ◆ **Answers phones, takes messages, photocopies/faxes physician orders and reports.**
- ◆ **Communicates and participates in emergent situations as per protocols (e.g., codes).**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: June 17, 2025***