

**Position Title:** Licensed Practical Nurse

**Employee Name:**

**Site Location:**

**Employee Number:**

**Cost Centre:**

**My Position Profile is up to date:**  Yes  No  Other Explain

**Personal Development Plan**

**Employee Comments**

**Supervisor Comments**

**Employee signature\***

\_\_\_\_\_

**DATE:**

**\*My signature indicates only that I have read this Personal Engagement and Development Plan and that I have received a copy**

**Manager Signature**

\_\_\_\_\_

**DATE:**

**Human Resource  
Use Only**

Position: Licensed Practical Nurse

Site: \_\_\_\_\_ Cost Centre \_\_\_\_\_

Position Outcome	Standards	Achieved	Comments
<p><b>ASSESSMENTS: Completes comprehensive client assessments, considering both physical and psycho-social care needs</b></p> <ul style="list-style-type: none"> <li>• participates in the completion of assigned admission nursing assessments</li> <li>• uses standard assessment tools and screening tools</li> <li>• asks clients and/or family and alternate decision makers as appropriate for input to assist with planning and providing for care</li> <li>• seeks and shares information about things that are important to the client (e.g. beliefs, values, lifestyle)</li> <li>• demonstrates comprehensive clinical assessment skills incorporating relevant clinical information (e.g. lab, diagnostics, medications)</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p><b>ASSESSMENTS: Completes comprehensive client assessments, considering both physical and psycho-social care needs (cont.)</b></p> <ul style="list-style-type: none"> <li>• identifies clients with changing health status and reports change to RN in a timely manner</li> <li>• completes all assigned 'on-going' assessments for stable clients</li> <li>• completes timely reviews of assigned clients with stable health needs</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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1. LEGEND:
- |  |   |
|--|---|
| Rarely: demonstrated on one or no occasions                    | Not Often: demonstrated on a few occasions; behavior is not routine |
| Often: demonstrated on several occasions                       | Very Often: demonstrated most occasions with a few exceptions       |
| Almost Always: demonstrated all occasions; behavior is routine | Not Applicable: not demonstrated                                    |

<p><b>PLAN CARE: Client care plans are kept current and reflect the input of the client, family and/or alternate decision maker where appropriate</b></p> <ul style="list-style-type: none"> <li>• develops initial individual care plan collaboratively with the client, family and care team</li> <li>• prioritizes nursing approaches and identifies measurable goals with the client/alternate decision maker</li> <li>• initiates referrals and appropriate resources</li> <li>• reviews and updates assigned care plans for clients with input as appropriate from RN for more unstable and/or complex clients.</li> <li>• prepares and conducts care conferences for clients and completes necessary follow-up</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>PLAN CARE: Client care plans are kept current and reflect the input of the client, family and/or alternate decision maker where appropriate (cont.)</b></p> <ul style="list-style-type: none"> <li>• discusses clinical interventions with clients/family</li> <li>• discusses advance care planning and goals of care with clients, families and physician as part of annual review and as the client's condition changes</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>IMPLEMENT CARE: Provides care to clients to help maintain optimum functioning both physically and psychosocially</b></p> <ul style="list-style-type: none"> <li>• provides professional and personal nursing care</li> <li>• manages multiple nursing interventions within their assigned client grouping</li> <li>• demonstrates effective clinical crisis management including consulting RN as appropriate</li> <li>• demonstrates the ability to identify and address any issues or care approaches that may impact client safety</li> <li>• encourages clients' independence and involvement in their care</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>IMPLEMENT CARE: Provides care to clients to help maintain optimum functioning both physically and psychosocially (cont.)</b></p> <ul style="list-style-type: none"> <li>• follows and promotes "least-restraint" philosophy and policy (e.g. explores alternative strategies to restraint use)</li> <li>• provides effective health education</li> <li>• provides education to clients or their alternative decision makers about client safety concerns in a manner that they can understand</li> <li>• preserves and promotes dignity through respectful, individualized approaches to care.</li> <li>• promotes kind and compassionate care and service</li> <li>• chooses appropriate responses to altered behaviour</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>IMPLEMENT CARE: Provides care to clients to help maintain optimum functioning both physically and psychosocially (cont.)</b></p> <ul style="list-style-type: none"> <li>• demonstrates and promotes the use of different approaches as appropriate to the situation (e.g. validation, reality orientation, reminiscing)</li> <li>• encourages social interaction and participation in activities</li> <li>• promotes a therapeutic milieu in a supportive environment</li> <li>• adapts the environment to meet the client's needs</li> <li>• interacts with families in a professional manner with permission of the client</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>IMPLEMENT CARE: Provides care to clients to help maintain optimum functioning both physically and psychosocially (cont.)</b></p> <ul style="list-style-type: none"> <li>• creates therapeutic partnerships with families by encouraging family suggestions and involvement to their desired level</li> <li>• provides necessary and appropriate information to families/significant others in a timely manner</li> <li>• respects client and family need for privacy</li> <li>• provides compassionate end of life care that considers the clients beliefs</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>COLLABORATIVE CARE WITHIN THE INTERDISCIPLINARY TEAM: Clients receive coordinated care</b></p> <ul style="list-style-type: none"> <li>• collaborates with the interdisciplinary team, participates in developing, implementing and promoting team decisions</li> <li>• assesses workloads and plans appropriate staff assignment (or reassignment as necessary) based on the clinical needs and continuity of care for the assigned group of clients. Ensures RN advised of changes in client status as needed</li> <li>• collects and communicates all relevant information throughout shift and for shift report</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>COLLABORATIVE CARE WITHIN THE INTERDISCIPLINARY TEAM: Clients receive coordinated care (cont.)</b></p> <ul style="list-style-type: none"> <li>• provides and receives shift report using established tools, guidelines and processes as assigned</li> <li>• manages time to meet individual care assignment</li> <li>• ensures the appropriate level of professional direction is provided to the HCA as required</li> <li>• coaches HCAs to provide optimum care to clients and provides timely performance feedback to individuals and teams</li> <li>• ensures HCAs use and comply with delivery of care as outlined in care plans</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>COLLABORATIVE CARE WITHIN THE INTERDISCIPLINARY TEAM: Clients receive coordinated care (cont.)</b></p> <ul style="list-style-type: none"> <li>• provides input into Personal Engagement and Development Plans as requested</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

<p><b>PERSON TO PERSON COMMUNICATION: Communicates in a positive and respectful manner</b></p> <ul style="list-style-type: none"> <li>• fosters supportive relationships between all staff, clients, families and communities</li> <li>• actively listens effectively to staff, clients, and families to ensure mutual understanding</li> <li>• introduces self to the client whenever appropriate, uses humor appropriately, shows sensitivity (avoids embarrassment and criticism of the client) and gives praise frequently and appropriately.</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

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<p><b>PERSON TO PERSON COMMUNICATION: Communicates in a positive and respectful manner (cont.)</b></p> <ul style="list-style-type: none"> <li>• uses tone, verbal and nonverbal language that demonstrates respect and promotes dignity of the client. Demonstrates respect by using age appropriate and culturally responsible language and positive body language.</li> <li>• provides useful feedback to promote good communication</li> <li>• facilitates the flow of information to meet client needs</li> <li>• participates effectively in resolving interpersonal and intergroup conflict</li> <li>• uses English in the workplace</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>CONTINUING COMPETENCE: Continuous learning and professional self development</b></p> <ul style="list-style-type: none"> <li>• demonstrates a commitment to participation in an environment of learning to promote excellence in care and service</li> <li>• attends and fulfills the requirements of both legislative and Carewest essential continuing education</li> <li>• completes required self-learning quizzes by the stated deadline</li> <li>• seeks and implements suggestions for improved performance</li> <li>• shares knowledge of evolving evidence informed practices based on review of literature, conference attendance, etc.</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>CONTINUING COMPETENCE: Continuous learning and professional self development (cont.)</b></p> <ul style="list-style-type: none"> <li>• participates in relevant research projects</li> </ul> <p>Uses CLPNA Standards of Practice to highlight own learning needs:</p> <ul style="list-style-type: none"> <li>• identifies gaps in knowledge and skills</li> <li>• evaluates own nursing practice</li> <li>• takes action to update own competencies</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>QUALITY IMPROVEMENT: Care provided is Effective, cost-effective, appropriate and reflects continuous efforts towards improvement</b></p> <ul style="list-style-type: none"> <li>• suggests improvements to the team</li> <li>• promotes and participates in Quality Improvement initiatives.</li> <li>• shares customer feedback with the team</li> <li>• manages the use of resources to provide effective and efficient care (e.g. equipment, supplies, linen, medication)</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>SAFE WORKING CONDITIONS: Safe and functional work environment maintained</b></p> <ul style="list-style-type: none"> <li>• maintains a safe working environment</li> <li>• takes responsibility to work in a safe manner</li> <li>• utilizes safe transfer, lift and reposition techniques</li> <li>• reports, labels, and removes defective equipment</li> <li>• completes Unusual Occurrence forms and participates in investigations</li> <li>• follows infection control policies and procedures (e.g. hand hygiene)</li> <li>• maintains current knowledge and application of emergency procedures (e.g. Emergency Codes) and participates in scheduled drills</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>SAFE WORKING CONDITIONS: Safe and functional work environment maintained (cont.)</b></p> <ul style="list-style-type: none"> <li>• recognizes and responds appropriately to emergency situations</li> <li>• maintains current Cardiopulmonary Resuscitation (CPR) by attending internal or external courses</li> <li>• demonstrates knowledge regarding safe use of equipment and devices</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>ETHICAL PRACTICE: Maintains professional and ethical standards at all times</b></p> <ul style="list-style-type: none"> <li>• practices in an ethical manner according to the code of ethics of the organization and the professional college</li> <li>• acts as an advocate to protect and promote a client's right to autonomy, respect, privacy, dignity, and access to information</li> <li>• maintains confidentiality</li> <li>• identifies, reports, and initiates appropriate measures to manage abuse or breach of confidentiality</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>PROFESSIONAL STANDARDS: Clients receive care that meets professional standards and organizational expectations</b></p> <ul style="list-style-type: none"> <li>• accepts accountability for own actions and decisions - including decisions to assign care to others</li> <li>• limits practice to areas of personal competence</li> <li>• seeks training to learn skills required in the position</li> <li>• questions policies and procedures inconsistent with therapeutic client outcomes, evidence informed practices, or safety hazards</li> <li>• exercises reasonable judgment in practice</li> <li>• practices with honesty, integrity, and respect</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership</b></p> <p><u>Leads Self:</u></p> <ul style="list-style-type: none"> <li>• demonstrates self awareness of leadership skills and strengths</li> <li>• demonstrates management of own emotions</li> <li>• develops own skills and knowledge</li> <li>• acts as a role model</li> </ul> <p>Engages Others:</p> <ul style="list-style-type: none"> <li>• fosters development of others through clinical supervision, coaching and mentoring of less experienced LPN's and LPN students and all HCA staff, students and new hires</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership (cont.)</b></p> <ul style="list-style-type: none"> <li>• identifies client needs for additional supports and interventions, engages and consults with other members of the team as required and practices within scope of practice</li> </ul> <p><u>Achieve Results:</u></p> <ul style="list-style-type: none"> <li>• completes professional assessments, communicates and makes recommendations regarding individual care plans and health status</li> <li>• coordinates and evaluates the plan in collaboration with the interdisciplinary team based on ongoing assessment of client status</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership (cont.)</b></p> <ul style="list-style-type: none"> <li>• aligns decisions with the organization's Frame of Reference and Philosophy of Care</li> <li>• demonstrates the ability to take action as required</li> <li>• maintains a safe work environment for clients and staff</li> </ul> <p><u>Develop Coalitions/Relationships:</u></p> <ul style="list-style-type: none"> <li>• builds and maintains positive relationships</li> <li>• demonstrates commitment to customer service</li> <li>• assists in fostering staff engagement and a healthy organizational and team culture</li> <li>• demonstrates the appropriate use of conflict management techniques</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>LEADERSHIP SKILLS: Demonstrates appropriate levels of leadership (cont.)</b></p> <p><u>Systems Thinking and Transformation:</u></p> <ul style="list-style-type: none"> <li>• demonstrates the ability to apply systems and critical thinking and judgment in providing leadership within the interdisciplinary team</li> <li>• encourages innovation</li> <li>• supports change and system improvements in order to better client care</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	
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<p><b>SUPPORT ORGANIZATIONAL CULTURE: Positive image of Carewest within the health care industry and the community at large</b></p> <ul style="list-style-type: none"> <li>• greets clients and visitors in order to help them feel welcome</li> <li>• presents a professional image and follows dress code</li> <li>• wears name tag at all times</li> <li>• collaborates with Carewest management to address concerns</li> <li>• promotes Carewest in the health care industry and the community at large</li> </ul>		<input type="radio"/> Rarely <input type="radio"/> Not Often <input type="radio"/> Often <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Not Applicable	

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