

# How to use the Professional Responsibility Form (PRF)

The Professional Responsibility Form (PRF) process was first negotiated as part of the Facilities Collective Agreement in 2006 and is based on the College of Licensed Practical Nurses of British Columbia Standards of Practice. As professional nurses it is important that LPNs work within their standards to maintain a license to practice. LPNs can use the PRF process to help support their practice and quality of patient care by working with employers to identify problems and propose solutions to issues such as nursing practice conditions, safety and workload.

## Step 1

Discuss the matter with your immediate excluded Supervisor and look for solutions.

You may want to bring a shop steward to this meeting. If you are unable to resolve the problem at this stage and decide you want to pursue the matter, you have 14 days to file a PRF.



## Step 2

Complete a PRF and distribute the copies to your excluded Supervisor and Senior Nurse Leader (or Clinical Nurse Leader/Director of Nursing), and the union head office, within the allotted 14 days.

The excluded Supervisor and Senior Nurse Leader (or Clinical Nurse Leader/Director of Nursing) will meet with you to discuss ways to resolve the problem. You may want to bring a shop steward to this meeting and provide the steward with a copy of the PRF. Within 14 days of the meeting, the Senior Nurse Leader (or Clinical Nurse Leader/Head of Nursing) will provide a written response.

If there is no satisfactory resolution, you can proceed to Step 3.



## Step 3

If a resolution has not been reached in the previous step, you may re-submit the PRF by sending the gold copy of the PRF to the Chief Operating Officer (COO), Executive Director or Administrator, a Senior Nurse Leader (or Clinical Nurse Leader/Director of Nursing) and the union head office.

The Chief Operating Officer (COO), Executive Director or Administrator, and/or a Senior Nurse Leader (or Clinical Nurse Leader/Director of Nursing) will meet with you to look at ways to resolve the problem. You may want to bring a shop steward to this meeting and provide the steward with a copy of the PRF.

Within 14 days of this meeting, either the COO, Executive Director/Administrator or Senior Nurse Leader will respond in writing.



# LPN Professional Responsibility Form (PRF)

*The PRF process is outlined in the Facilities Collective Agreement.*

(PLEASE PRINT CLEARLY)

Name: \_\_\_\_\_ Worksite and Unit: \_\_\_\_\_

**A**

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date and Shift of the incident or situation: \_\_\_\_\_

**B**

My concern relates to *(check all that apply)*:

Nursing practice conditions  Safety of patients/residents or LPNs  Workload

**C**

Please identify sections and subsections of the CLPNBC Standards of Practice (attached) that you are unable to meet as a result of the incident or situation: \_\_\_\_\_

Please describe the situation or incident: \_\_\_\_\_

**D**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe a possible solution to the situation or incident: \_\_\_\_\_

**E**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F**

	LPNs	RNs	Care Aides	Other
Number of staff on this shift	_____	_____	_____	_____
Normal staffing on this shift	_____	_____	_____	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Standards Of Practice

The College of Licensed Practical Nurses of British Columbia defines Standards of Practice as the minimum expected levels of practitioner behaviour and practice, against which actual practitioner behaviour and practice is measured. The standards have been organized into sections that reflect the framework of the Baseline Competencies for Licensed Practical Nurses' Professional Practice, as follows: Professional, Ethical, Legal; Foundations of Practice; and Collaborative Practice. And while the competencies describe **what** the LPN does, the standards describe **how** these competencies are demonstrated.

STANDARD	CLINICAL (entry-level practitioner)
<p><b>1.0 PROFESSIONAL, ETHICAL, AND LEGAL PRACTICE</b>            An LPN is responsible to provide safe, competent, and ethical nursing care, and is legally accountable to the client, the employer, and the profession.</p>	
<p><b>1.1</b> An LPN maintains standards of professional nursing practice, professional conduct, and safety in the practice setting. As such, an LPN:</p>	<p>.1 Practises within the regulated Scope of Practice for LPNs, as set out in the Nurses (Licensed Practical) Regulation under the Health Professions Act.</p>
	<p>.2 Practises within agency/departmental policies and protocols in the health-care setting.</p>
	<p>.3 Assumes primary responsibility and accountability for remaining current in practice and maintaining own competence and fitness to practise, including investing own time and resources to meet identified learning goals.</p>
	<p>.4 Practises within own range of competencies and identifies gaps in own knowledge, skill, judgment, and/or abilities.</p>
	<p>.5 Adapts practice in response to changes in client-health status, resources available, and the health-care environment.</p>
	<p>.6 Accepts responsibility and is accountable for practice decisions.</p>
	<p>.7 Recognizes and reports situations that are unsafe, or potentially unsafe, for clients and health-care team members.</p>
	<p>.8 Reinforces professional boundaries by maintaining a distinction between social interactions and professional communication.</p>
	<p>.9 Upholds the values of the Code of Ethics for the LPN profession.</p>

STANDARD	CLINICAL (entry-level practitioner)
<p><b>2.0 FOUNDATIONS OF PRACTICE</b>  An LPN draws upon knowledge of human biological sciences, pharmacology, and health promotion and prevention strategies while formulating and implementing the nursing care plan.</p>	
<p><b>2.1</b> An LPN utilizes critical thinking and clinical judgment in the performance of comprehensive health assessments throughout the lifespan. As such, an LPN:</p>	<p>.1 Utilizes a variety of techniques and resources to gather information on client-health status.</p> <p>.2 Understands principles, concepts, and issues of diversity when individualizing client assessment.</p>
<p><b>2.2</b> An LPN utilizes critical thinking and clinical judgment to identify priorities of client-specific care. As such, an LPN:</p>	<p>.1 Analyzes and interprets data from various sources to make practice decisions about client-care requirements and client outcomes.</p> <p>.2 Demonstrates knowledge of agency-related resources when making practice decisions.</p>
<p><b>2.3</b> An LPN utilizes critical thinking and clinical judgment to select and implement appropriate nursing interventions. As such, an LPN:</p>	<p>.1 Implements nursing care safely, competently, and ethically to meet client outcomes.</p> <p>.2 Utilizes available agency-related protocols to support the provision of appropriate client care.</p> <p>.3 Understands and articulates the role and contributions of the LPN to the health of clients.</p>
<p><b>2.4</b> An LPN utilizes critical thinking and clinical judgment to monitor and evaluate the effectiveness of nursing interventions. As such, an LPN:</p>	<p>.1 Determines the effectiveness of the client-care plan and initiates change as needed.</p> <p>.2 Recognizes the impact of change on client outcomes and revises the client-care plan as required.</p>

STANDARD	CLINICAL (entry-level practitioner)
<b>3.0 COLLABORATIVE PRACTICE</b> An LPN collaborates with clients, families, and members of the health-care team to promote best client outcomes.	
<b>3.1</b> An LPN collaborates with clients and families to establish and maintain a caring environment. As such, an LPN:	.1 Provides and advocates for an environment that supports and encourages opportunities for clients to express feelings and opinions, and to achieve optimal health outcomes.
	.2 Encourages, supports, and advocates for client self-care and health promotion.
	.3 Encourages, supports, and advocates for opportunities for clients and families to participate in care planning.
<b>3.2</b> An LPN collaborates with clients, families, and other members of the health-care team to ensure continuity of care. As such, an LPN:	.1 Participates in, and advocates for, discussions about the client's care with other members of the health-care team, including the client/family.
	.2 Implements, reinforces, and supports information given to clients by other health-care providers.
<b>3.3</b> An LPN demonstrates leadership skills within the health-care team. As such, an LPN:	.1 Guides other members of the health-care team, as appropriate.
	.2 Advocates for, and participates in, changes to improve client care and nursing practice.
	.3 Advocates for resources to support safe practice and to improve client care on an ongoing basis.
<b>3.4</b> An LPN exercises judgment in accepting and/or assigning client care to other appropriate care providers, within their range of competencies. As such, an LPN:	.1 Utilizes knowledge, skill, judgment, and attitudes when accepting appropriate assignments from other members of the health-care team.
	.2 Assigns client care to other members of the health-care team according to agency policies and guidelines.
	.3 Acknowledges and supports the roles of other health-care team members to practise to the full range of their competencies.

