

WORK PROCESS SCHEDULE
Licensed Practical Nurse
O*NET-SOC CODE: 29-2061.00 RAPIDS CODE: 0837CB

On the Job Learning Outline

Ratings are:

- (4) Exceeds targets;
- (3) Consistently achieves targets;
- (2) Meets some targets;
- (1) Not meeting targets
- (N/A) Not applicable

Apprentices need to receive at least a "3" ranking in each category, by each of their reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship.

The Licensed Practical Nurse Apprentice must be able to demonstrate mastery of the following tasks as they coordinate nursing care delivery to ensure resident's needs are met in accordance with professional standards of practice through physician orders, policies and procedures and regulations:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Maintain clean and safe environment (Infection Control, Physical Environment, Maintenance and Safety Procedures)							
Communicate effectively, while following regulations with residents, family, medical team and other authorized persons							
Vital Signs and Specimen Collection							
Personal Care Skills and Activities of Daily Living							
Promote Resident's Developmental, Mental Health and Social Service Needs							
Care of Cognitive Impaired Residents							
Basic Restorative Skills/Services							
Resident's Rights							
Perform Administrative Tasks							
Resident Positioning							
Bowel Management Protocol							
Elimination and Skin Care							
Respiratory Care							
Meal Time and Dietary							

Demonstrate ability to assume team leader role, accepting responsibility and accountability for all resident care on designated team, including providing direct physical nursing care, with respect to the following general list of duties:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Perform resident care and various nursing duties according to policies/procedure and standards as delegated by Nurse Manager, Clinical Coordinator, Registered Nurse or Charge Nurse							

Demonstrate appropriate knowledge and technical skills in performing resident care							
Provide for the emotional and physical comfort and safety of the resident and his/her family/caregiver							
Observe for changes in clinical and/or functional status and reports changes to Nurse Manager, Clinical Coordinator or Supervisor in a timely manner. Observe residents for specific signs/symptoms as instructed by the Nurse Manger, Clinical Coordinator, Registered Nurse, or Charge Nurse							
Conduct rounds to monitor, observe and evaluate resident's general condition							
Assist residents with all aspects of Activities of Daily Living and any special care needs as indicated by the Nurse Manger, Clinical Coordinator, Registered Nurse, or Charge Nurse for which they are properly educated and trained							
Assist other staff members with resident care							
Ensure necessary supplies for resident care are available							
Recognize and respond to emergent situations efficiently and effectively by managing self, residents, staff and others appropriately							

Demonstrate ability to assist in resident care coordination including the following:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Assist with making out daily resident care assignments for assigned team							
Provide direction to Certified Nurse Assistant, giving and taking reports. Demonstrate the ability to delegate duties. Oversee completion of Certified Nurse Assistant's assignments							
Demonstrate ability to problem solve utilizing resources							
Collect and document data relevant to the resident's current health status, medical history and discharge plan needs							
Set priorities for nursing actions according to the resident's needs							
Complete 24-hour report for assigned team							
Monitor dining room during mealtime to ensure residents are safe, fed and/or encouraged to complete meal							

Demonstrate ability to documents resident care in accordance with workplace policies/procedures:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Participate in completing a portion of the admission paperwork accurately & according to guidelines							
Document pertinent nursing observations and actions in medical record appropriately							
Complete all unit specific forms within the Licensed Practical Nurse role accurately and in a timely manner							
Transcribe physician orders when needed							
Ensure Certified Nursing Assistant's complete required documentation							

Demonstrate preparation, administration and recording of medications, treatments and nursing procedures according to workplace policies/procedures:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Monitor/document resident's response to medication.							
Perform resident care treatments and procedures according to polices/procedures							
Document medication and treatment administration records promptly per policy							
Possess a sound knowledge base of medication and treatment administration							
Provide the resident and/or family instruction on medication as it relates to a resident's diagnosis, status or plan of treatment.							
Order and maintain stock supplies and medications.							
Stock and clean medicine carts during and upon completion of medication pass							
Promote an environment for the resident that acknowledges & respects the resident's individuality & rights during both treatments & medication administration							

Demonstrate ability to function as a Charge Nurse by assuming responsibility and accountability for resident care and entire unit functioning in absence of Nurse Manager/Clinical Coordinator by the following:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Make out daily work assignment fairly utilizing available resources							
Coordinate unit activities effectively							
Assure completion of 24-hour report and faxes to supervisor							
Manage emergency situations effectively – fire safety, resident falls, change/deterioration in resident condition & initiates appropriate follow-up							
Assist with maintaining the accuracy of the resident care assignment sheets							
Contact/interact with families as needed							
Knowledge of Interdisciplinary Team							
Knowledge of Chain of Command							
Know Charge Duty responsibilities							

Demonstrate how to assist in the preparation of the resident for clinical staff, such as Nurse Practitioner, Physician Assistant, or Physician:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Observe the health status of residents. Collect and records data from the resident, caregivers/family, health care providers, individuals and/or agencies in the community, and documents appropriately							
Review the resident's medical record to ascertain that pertinent data is in the record and attempts to retrieve any missing information.							

Review resident's medications with physician every visit							
--	--	--	--	--	--	--	--

Demonstrate ability to communicate effectively, professionally and appropriately with health team members, residents and families through the following:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Communicate information intra/interdepartmentally							
Keep supervisors informed of significant changes in residents' behavior or condition							
Notify supervisors promptly of any problems related to any staff members							
Reinforce resident and family education and training. Observe and report resident and family compliance to the teaching plan							
Maintain the highest level of customer service when assisting the resident, the resident's family and visitors							

Demonstrate ability to work cooperatively within the health care team by doing the following:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Support the team in planning the resident's care by assisting in the development and implementation of realistic, measurable, time-bound goals							
Cooperate with leadership staff in implementing planned changes and activities to improve resident's care or overall functioning of the clinical unit							
Assist other staff members with resident care							
Support orientation process by assigning buddies, if necessary, and follow up with staff to assure assignment is being completed							
Welcome new staff/float to the unit, and assist with orientation of new staff							
Accept assignments and adapt to changes in job responsibilities in a professional manner							
Respond to and handle situations in an appropriate manner following the chain of command for resolution							

Demonstrate proper and legal use of all medications and treatments such as the following:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Administration Pass with 1:1 x 3							
Medication Administration Record (MAR/medex)							
Treatment Administration Record (TAR)							
Ordering of medications/stock medications							
Resources at site for drug information							
Medication Room:							
Narcotic cupboard							
Counting/signing out/disposal of narcotics							
Narcotic Log Book							
Medication Keys including Narcotic keys							

Emergency Drug Box including pharmacy form							
Omniceil							
Medicine Cart set-up, cleaning and storage of medications							
Treatment Cart set up							
Transcription of new orders to Medication Administration Record/Treatment Administration Record							
Properly Discharge Orders							
Medication Order Sheet/Routine and narcotics							
Physicians' Order Forms (Updates, Interim, New Admission) including 4 check procedure							
Physician's standing orders							
Routine Narcotic Renewal							
Calling Doctor and taking telephone order							
Follows policies and procedures for medication hold, refusal and medication not available							
Pain Management Documentation							
Transcription of a Coumadin Order and follow up							
Pro Re Nata (PRN) Medication/Treatment orders and documentation							
Parenteral/Enteral Solutions orders and Medication Administration Record transcription							
Night shift check of all charts for new orders							

Demonstrate the proper documentation process including the following:

Competency Criteria	4	3	2	1	N/A	Validated By	Date
24-Hour report (who is on report and information required)							
Employer Emergency Medical Record Documentation							
Employer Emergency Medical Record, Allergy and Immunology with hard copy							
Chart Flag System							
Discharge paperwork							
Transfer Forms (Internal and External Transfer)							
Request for Leave of Absence							
Ophthalmology, Audiology, Dental Form							
Request for Consultation							
Shift Documentation and Care Sheets							
Advance Directive Documentation, wrist band identification, placement and tracking							
Elder Death and Receipt of Mortician							
Care Plans							
Face Sheet & Cumulative Diagnosis Index (CDI) List							
Medical Orders for Life-Sustaining Treatment (MOLST) Forms							

**Demonstrate knowledge of and how to properly perform
Emergency Procedures in the following:**

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Knowledge of all Emergency Codes							
Procedure for Code Announcement							
Know when and how to contact Supervisor							
Fire Observation Review Form							
Code Cart: Location, use, documentation and replacement of items used							
Suction Machine set-up and usage							
Registered Nurse Assessment for falls							

**Demonstrate compliance activities within employer and
departmental policies and procedures such as:**

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Adhere to all infection control and safety policies and procedures							
Adhere to Resident Rights and confidentiality regulations							
Complete annual competencies							
Operate patient care equipment in accordance with policy and procedure. Obtain, clean and return equipment. Take appropriate action to ensure broken equipment is repaired							
Adhere to nursing dress code. Arrive to work on time for assigned shift prepared to work. Adhere to clocking procedures per protocol. Comply with all other facility and management policies, procedures and requirements.							

**Demonstrate effective participation in employer Quality
Assurance Performance Improvement (QAPI) programs and:**

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Demonstrate understanding of Quality Assurance Performance Improvement process							
Participate in data collection							
Actively participate in solving problems identified by Quality Assurance Performance Improvement Program							
Respond with appropriate performance to results obtained from Quality Assurance/Quality Improvement indicator							

**Participate in staff development programs to improve skills
and contributes toward the improvement of resident care by
being:**

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Responsible for identifying own educational/training needs.							
Participate in and completing a minimum of 12 hours of in-service annually							
Participate in staff meetings, communication systems, reads and signs off all self - study in-services and all pertinent education materials in addition to mandatory in-services							

Bring to annual evaluation ALL required paperwork necessary as directed by re-orientation letter a completed annual health assessment, completed annual reorientation, and completed required annual competencies							
---	--	--	--	--	--	--	--

Demonstrate knowledge and skill for End of Life Care:							
Competency Criteria	4	3	2	1	N/A	Validated By	Date
Know Palliative Care Program and support							
Knowledge of Hospice and Archcare							
Ability to communicate with the residents and their family about end of life options and decisions							

RELATED INSTRUCTION OUTLINE
Licensed Practical Nurse
O*NET-SOC CODE: 29-2061.00 RAPIDS CODE: 0837CB

Provider	
Name:	
Address:	
Email:	Phone Number:
Suggested Related Instruction Hours: Minimum of 144 hours per year	

Each apprentice shall have a minimum of 144 hours of Related Instruction. Courses may be delivered via classroom, clinical, on-line and/or a combination of all.

Instruction shall include, but not be limited to:

Course Name/Description	Approximate Number of Hours
The Nursing Profession This includes the history of nursing, the health care system, therapeutic communication, physical assessment and the nursing process including legal and ethical aspects of nursing. An introduction to basic medical terminology is included during this course.	200
Growth and Development: The Adult Patient The study of the life cycle of man from infancy to old age with special emphasis on the physical, psychological and emotional changes in adults. Includes nursing implications for health teaching, counseling and patient care.	50
Intermediate Nursing Incorporates more advanced nursing skills and concepts necessary to care for adults with common illnesses, medication preparation and administration, nutrition and diet therapy. Includes concepts and alternatives to hospital care for elderly patients.	150
Care of the Patient with Cardiopulmonary Disorders	200

Review of pulmonary diseases such as pneumonia, COPD and heart failure. Assess functional health status of patients with cardiac and lung disorders; learn planning and team based professional care of patients.

The Endocrine System

75

Includes the collection of glands and organs that regulate and control various body functions and topics related to aging such as hormone levels and decline of endocrine function.

Care of the Patient with Cancer, Hematological and Lymphatic Disorders

75

Review of hematologic malignancies including leukemia, lymphoma and myeloma that interrupt normal blood cell development.

The Nervous and Sensory Systems

50

Review of the sensory system, how stimuli communicate with body function through receptors, relation to homeostasis – informing changes in internal and external environments.

The Gastrointestinal System

75

Review of the system relating to the digestion and absorption of food and functions of accessory organs for vital maintenance of patient health.

TOTAL RI HOURS

975