



**WORK PROCESS SCHEDULE
LICENSED PRACTICAL NURSE
O*NET-SOC CODE: 29-2061.00 RAPIDS CODE: 0837CB**

On-The-Job Learning: Apprentices will receive training in the work experience as listed below. The following are the work processes the Licensed Practical Nurse (LPN) apprentice will learn and be able to perform on the job.

WORK PROCESSES
<p>1. <u>Perform 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:</u></p> <ul style="list-style-type: none">• 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
<p>2. <u>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:</u></p> <ul style="list-style-type: none">• 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 changes in clinical and/or functional status and report changes to Nurse Manager, Clinical Coordinator, or Supervisor in a timely manner; Observe residents for specific signs/symptoms as instructed by Nurse Manager, Clinical Coordinator, Registered Nurse, or Charge Nurse• Conduct rounds to monitor, observe and evaluate resident's general condition



WORK PROCESSES

- Assist residents with all aspects of Activities of Daily Living and any special care needs as indicated by the Nurse Manager, 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

3. Assist in resident care coordination:

- 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 Nursing 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, ensuring residents is safe, fed and/or encouraged to complete meal

4. Document resident care in accordance with workplace policies/procedures:

- 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

5. Prepare, administer and record medications, treatments and nursing procedures according to workplace policies/procedures:

- 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



WORK PROCESSES

- Promote an environment for the resident that acknowledges & respect the resident's individuality & rights during both treatments & medication administration

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

- 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 & initiate 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

7. Assist in the preparation of the resident for clinical staff, such as Nurse Practitioner, Physician Assistant, or Physician:

- Observe the health status of residents. Collect and record 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

8. Communicate effectively, professionally and appropriately with health team members, residents and families:

- 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

9. Work cooperatively within the health care team:

- 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



WORK PROCESSES

- Support orientation process by assigning buddies, if necessary, and following 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

10. Proper and legal use of all Medications and Treatments in the following:

- 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
- Med Keys including Narcotic keys
- Emergency Drug Box including pharmacy form
- Omnicell
- 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) Med/Treatment orders and documentation
- Parenteral/Enteral Solutions orders and Medication Administration Record transcription
- Night shift check of all charts for new orders



WORK PROCESSES

11. Ability to complete proper documentation of the following:

- 24-Hour report (who is on report and information required)
- Employer Electronic Medical Record Documentation
- Employer Electronic 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 Forms
- 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 and Cumulative Diagnosis Index List
- Medical Orders for Life-Sustaining Treatment (MOLST) Forms

12. Knowledge of Following Emergency Procedures:

- 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

13. Comply with employer and departmental policies and procedures:

- 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



WORK PROCESSES

14. Participate in employer Quality Assurance Performance Improvement (QAPI) program:

- 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

15. Participate in staff development programs to improve skills and to contribute toward the improvement of resident care:

- Responsible for identifying own educational/training needs
- Participate in and complete a minimum of 12 hours of in-service annually
- Participate in staff meetings, communication systems, read and sign 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
 - Completed annual health assessment
 - Completed annual reorientation
 - Completed required annual competencies

16. Knowledge of End of Life Care:

- Knowledge of Palliative Care Program and Support
- Knowledge of Hospice and Archcare
- Ability to communicate with residents and their family about end of life options and decisions

NOTE: The above Work Processes are intended as a guide. It is understood that the Licensed Practical Nurse scope of work and the application of learned skills may vary by state and employer. The above Work Processes are core competencies. Additional skills and or practice may be required based on employer needs and/or state or local requirements.



Licensed Practical Nurse-Competency and Task Verification Checklist

Field Training – Mentor/Journey worker has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Apprentice performs task properly and consistently.

Completion Date – Date apprentice completes final demonstration of competency.

Core Competence	<i><u>Initial and date in the box when complete</u></i>			
	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion Date
1. 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:				
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				



2. 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:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
3. Demonstrate ability to assist in resident care coordination including the following:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
4. Demonstrate ability to documents resident care in accordance with workplace policies/procedures:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
5. Demonstrate preparation, administration and recording of medications, treatments and nursing procedures according to workplace policies/procedures:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
6. 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:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
7. Demonstrate how to assist in the preparation of the resident for clinical staff, such as Nurse Practitioner, Physician Assistant, or Physician:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
8. Demonstrate ability to communicate effectively, professionally and appropriately with health team members, residents and families through the following:	Field Training	Demonstrates Fundamentals	Proficient in Task	Field Training
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				
9. Demonstrate ability to work cooperatively within the health care team by doing the following:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
10. Demonstrate proper and legal use of all medications and treatments such as the following:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
- Omnicell				
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				
11. Demonstrate the proper documentation process including the following:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
12. Demonstrate knowledge of and how to properly perform Emergency Procedures in the following:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
13. Demonstrate compliance activities within employer and departmental policies and procedures such as:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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.				
14. Demonstrate effective participation in employer Quality Assurance Performance Improvement (QAPI) programs and:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
15. Participate in staff development programs to improve skills and contributes toward the improvement of resident care by being:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
16. Demonstrate knowledge and skill for End of Life Care:	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion 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				
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Intermediate Nursing**153**

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.

Care of the Patient with Cardiopulmonary Disorders**221**

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**81**

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 92

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

Clinical Lab Skills - Intermediate Level

Topics in this segment include but not limited to: sterile gloving, tube feeding and irrigation, catheterization, tracheostomy care, physical data collection.

Practical Nursing Term 2 (PN2)**Approximate Hours**

The Nervous and Sensory Systems**68**

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**87**

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



Genitourinary and Renal Systems**67**

Includes review of the reproductive and urinary systems, kidney function and abnormalities due to congenital or age-related conditions.

Musculoskeletal and Integumentary Systems**75**

Learn about the integumentary system (skin, hair, nails, and glands), and how the bones, joints, and muscles of the musculoskeletal system function.

Mental Health Nursing**55**

Introduces mental health concepts including components of personality, sources of stress and anxiety and major mental disorders.

Obstetrical and Gynecological Nursing**61**

Includes the care of women during pregnancy, childbirth and recuperative period. Normal physical, emotional and social growth and development from conception to postpartum topics covered as well.

Total Hours: 1,290**Clinical Lab Skills - Advanced Level**

Topics in this segment include but not limited to: medication administration, topical agents, administering oxygen and injections.

Clinical Evaluation

The student will be required to demonstrate satisfactory performance of clinical competencies appropriate to each level (Practical Nursing 1 and Practical Nursing 2) and to meet the stated objectives of each clinical experience. Evaluations will be maintained by the clinical instructors. The clinical instructors will maintain evaluations by documenting the student's performance in meeting clinical requirements.