

Appendix A1

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

LICENSED PRACTICAL NURSE

O*NET-SOC CODE: 29-2061.00 RAPIDS CODE: 0837CB

**APPROVED BY
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION AND
THE NEVADA STATE APPRENTICESHIP COUNCIL**

Richard J. Williams, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

REGISTRATION NUMBER: _____

**DEVELOPED IN COOPERATION WITH
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION, THE NEVADA STATE
APPRENTICESHIP COUNCIL, AND THE U.S. DEPARTMENT OF LABOR**

Appendix A

WORK PROCESS SCHEDULE LICENSED PRACTICAL NURSE

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This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position, which would be expected to occur within approximately 2,000 hours of OJL, supplemented by the minimum of 144 hours of related instruction per year of the apprenticeship.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker/fully-competent worker ratio is: 1 apprentice(s) to 1 journeyworker/fully-competent worker(s).

4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$ 15.00 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker/fully-competent worker wage. A journeyworker/fully-competent worker minimum wage will be at least \$ 21.00. Wages will be based on regional ranges.

1-Year Term Example:

1st 6 months = \$15.00 2nd 6 months = \$18.00 Final: \$21.00

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

Appendix A

**WORK PROCESS SCHEDULE
LICENSED PRACTICAL NURSE**

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The term of the occupation shall be defined by the attainment of all competencies, both technical and behavioral, of the position, which would be expected and approximated to occur within 2,000 hours of OJL, supplemented by a minimum of 144 hours of related instruction per year of apprenticeship.

Apprenticeship Competencies - Technical

Skill	Apprentice Practical Nurse	Rating at 6-months	Rating at 12-months	COMPLETED Date/Initials
Advanced Directives	Documentation			
AM Care/Activities of Daily living	Includes shaving			
Ambulation of Patients	Performs			
Admission and ongoing assessment	Assists in data collection			
Back Rubs	Performs			
Bathing patients	Bed, assist, sponge, tub, shower, whirlpool			
Bathroom	Assist with commode, bedpans, urinals			
Bed making	Performs			
Bowel and bladder	Assist with retraining Uses bladder scanner			

Call lights	Answer			
Cast care	Routine cast care with RN assist			
Care Planning	Carries out the established plan of care.			
Catheters, Foley	Insertion under supervision of licensed nurse, site care, care of patient with, emptying drainage bag, discontinuation, retention			
Catheters, intermittent	Site care, care of patient			
Catheters, suprapubic	Site care, care of patient, empty drainage bag			
Charting, flow sheets	Graphic/vital signs record, profile, I&O, outpatient			
Circulation, movement, sensation assessment	Observes and reports changes			
Code	As appropriate with basic BLS and AED			
Discharge of patients	Assists with			
Dressing and undressing	Performs			
Dressing changes (sterile and nonsterile)	Surgical, simple (uncomplicated), moist, nonsterile, wet to dry			
Education, patient	Reinforcement of established written teaching plan			
EKG, 12-lead	Task only; no interpretation			
Enema	Fleets, Harris Flush, oil retention, soap suds			

Errands as directed	Supplies and equipment			
Elastic stockings	Measuring and application			
HS and PM care	Performs			
Hair care	Shampoo, brush, and comb			
I&O	Adult/pediatric			
Impaired mobility management	Positioning and transferring Use of transfer equipment midline or midclavicular catheters; flush lock; administer by adding a solution certain products; maintain patency of a peripheral intermittent vascular access device, including a peripherally inserted central catheter using a nontherapeutic dose of flush solution.			
Isolation	Technique following guidelines (Standard Precautions, CONTACT Body Substance Isolation, Droplet, Neutropenic, Radiation			
Gastric tube Jejunostomy Nasogastric tube Orogastric tube	Gavage of existing tube			
K-pad	Administration and monitoring			
Linen	Emptying			
Medications NOT allowed	IV medications (PCA, push, piggyback, additives) epidural or chemotherapy meds (po or IV)			

Medications	With immediate Preceptor supervision may Administer oral, intra-muscular, subcutaneous, otic, ophthalmic, nasal, tube or vaginal medications			
Nutrition	Appropriate for age and diagnosis, feed patient,			
	verifying diet, assist with menus, pass trays			
Nutrition, GT/PEG feeding	Care of patient, administer tube feeding			
Nutrition, nasogastric tube	Care of patient, insertion, gastric suctioning, may not feed with weighted tip tube			
Observe condition or change in condition	Performs			
Oral hygiene (conscious and unconscious patient)	Brush, floss, denture care			
Orthopedic devices	Care of patient with knee immobilizer, cervical collar, sling, crutches, CPM			
Ostomy	Change bag and skin care			
Orientation of patients to room/unit	Performs			
Oxygen therapy	Care of patient and application of mask, nasal cannula, hood, blow-by			
Perineal care	Performs			
Positioning patient in bed	Performs			
Post-mortem care	Assist with care, consent forms,			

Pulse oximetry	Performs			
Range of Motion exercises	Simple			
Rectal digital stimulation (not on new paraplegics or quadriplegics)	Performs under RN direction only			
Restraints/safety devices	Apply, release, care of patient			
Safety	Fall prevention, care of patient, patient education and documentation reporting			
Seizure care	Precautions and management			
Sequential compression stocking	Application and care of patient			
Skin care	Pressure ulcer prevention, turning, collecting skin-care related data			
Specialty beds	Care of patient			
Specimen collection and handling (non- manipulated)	Respiratory secretions and sputum, throat, rectal, stool, urine, diaper			
Specimen collection and handling (manipulated)	Wound drainage, indwelling catheter			
Staples/suture	Removal with assist of licensed nurse			
Steri-strips	Application and removal			
Suctioning and care of patient	Tracheal, oral, and nasal			
Surgical drains	Care of Jackson Pratt, J-Vac, JT-tube X			

Tracheotomy	Care and suctioning			
Traction equipment	Set up (trapeze only), assist RN/LPN/PT with initial application and care of patient, may reapply traction			
Transportation of patients and equipment	Performs			
Vaporizer-cool mist	Performs			
Valuables	Appropriate care and documentation			
Vital signs	Perform			
Weights/heights	May measure and weigh patient (standing/chair/bed, scale/sling)			

The above on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Item #	Behavioral Competencies
1.	Participation in team discussions/meetings
2.	Focus in team discussions/meetings
3.	Focus during independent work
4.	Openness to new ideas and change
5.	Ability to deal with ambiguity by exploring, asking questions, etc.
6.	Knows when to ask for help
7.	Able to demonstrate effective group presentation skills
8.	Able to demonstrate effective one-on-one communication skills
9.	Maintains an acceptable attendance record
10.	Reports to work on time
11.	Completes assigned tasks on time
12.	Uses appropriate language
13.	Demonstrates respect for patients, co-workers and supervisors
14.	Demonstrates trust, honesty and integrity
15.	Requests and performs work assignments without prompting
16.	Appropriately cares for personal dress, grooming and hygiene
17.	Maintains a positive attitude
18.	Cooperates with and assists co-workers
19.	Follows instructions/directions
20.	Able to work under supervision
21.	Able to accept constructive feedback and criticism
22.	Able to follow safety rules
23.	Able to take care of equipment and work place
24.	Able to keep work area neat and clean
25.	Able to meet supervisor's work standards
26.	Able to not let personal life interfere with work
27.	Adheres to work policies/rules/regulations

**RELATED INSTRUCTION OUTLINE
LICENSED PRACTICAL NURSE**

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The related instruction has been developed in cooperation with employer-partners as part of the apprenticeship. The following is a set of courses to be delivered by subject matter experts.

Related Technical Instruction (RTI) - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education listed below is tightly integrated with real work product. The curriculum is defined as a variety of classes, around which the exams and projects are based. By defining the RTI this way, all competencies required of the students are met, through project work.

COURSE TOPICS	HOURS
HHP 123B* Introduction to the Human Body	60
HHP 124B* Introduction to the Human Body Computer Lab	15
PN 103B Gerontological Health Care	30
PN 104B Practical Nursing Fundamentals	75
PN 105B Practical Nursing I	75
PN 106B Family Nursing	45
PN 108B Practical Nursing II	60
PN 110B Practical Nursing Seminar Management Concepts	60
PN 125B Pharmacology for Practical Nursing Practice	45

TOTAL HOURS: 465

COURSE TOPIC DESCRIPTIONS

HHP 123B Introduction to the Human Body
Introductory study of the structural and functional characteristics of the human body and their relationships to health and disease.

HHP 124B Introduction to the Human Body Computer Lab
A computer-based laboratory course designed to complement instruction in HHP 123B.

PN 103B Gerontological Health Care
Designed to discuss the holistic aspects of aging and the increasing health needs of the older adult.

PN 104B Practical Nursing Fundamentals
Applies basic nursing skills, nursing process, basic communication, mental health concepts, medication administration skills, calculation skills and legal and ethical responsibilities of the practical nurse in the care of the client with stable health care needs. Develops intravenous therapy skills. Clinical experience in long-term or sub-acute care setting.

PN 105B Practical Nursing I

Continued application of nursing process, mental health concepts, medication administration skills, calculation skills, intravenous therapy skills and legal-ethical issues. Study of health disorders presented by body system sequence. Clinical practice in long-term or sub-acute care setting.

PN 106B Family Nursing

Emphasizes normal growth and development and prevention, promotion, and maintenance of health while providing family health care. Focus on child bearing, the neonate, infant and children through the growth years.

PN 107B Adult Health Nursing

Applies nursing skills, nursing process, therapeutic communication, mental health concepts, medication administration, calculation skills, and legal and ethical responsibilities of the practical nurse in the care of adults and older adults in the long-term care setting

PN 108B Practical Nursing II

A continuation of PN 105B, this course applies the nursing process when providing nursing care to adult clients with stable health care needs in the acute care setting.

PN 109B Adult Health Nursing

Applies nursing skills, nursing process, therapeutic communication, mental health concepts, medication administration, calculation skills, and legal and ethical responsibilities of the practical nurse in the care of adults and older adults in acute and ambulatory care settings.

PN 110B Practical Nursing Leadership/Management Concepts

The seminar emphasizes career opportunities and responsibilities as well as NCLEX-PN preparation. The clinical component includes a preceptorship.