

# JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Nurse Apprentice I- RN		
<b>POSITION SCOPE:</b>	LOCAL		
<b>System or Division</b>	Division	<b>Date Last Updated</b>	November 30, 2023
<b>Functional Area</b>	Home Health and Hospice	<b>Reports To</b>	Director Home Health and Hospice
<b>FLSA Status</b>	NON-EXEMPT	<b>Supervisory Responsibility</b>	NO
<b>Job Code</b>		<b>Travel Frequency</b>	Medium 26-49%

## **JOB SUMMARY / PURPOSE**

*Under the day to day supervision of the Clinical Coordinator or preceptor designee, the Nurse Apprentice I contributes to the assessment, plan and implementation of individual patient care as directed by the RN, while maintaining standards of the State Nurse Practice Act. The Nurse Apprentice I delegates to unlicensed assistive personnel according to the North Dakota Board of Nursing delegation rules.*

## **ESSENTIAL KEY JOB RESPONSIBILITIES**

1. *Utilizes the nursing process to assist in developing and implementing a comprehensive plan of care for the patient/family which promotes optimal patient outcomes.*
2. *Participates in the provision of skilled nursing services to home health and hospice patients.*
3. *Participates in meeting the educational needs of patients/family utilizing principles of teaching/learning.*
4. *Delegates nursing care based on knowledge of staff qualifications/competency and patient care requirements.*
5. *Consistently demonstrates flexibility, accepts preceptor direction, willingness to learn new skills, picks up extra shifts as indicated/requested.*
6. *Understands when it is appropriate to notify Clinical Coordinator or preceptor of patient clinical assessment in a timely manner.*
7. *Completes documentation according to policy and policy timelines.*

*The job summary and responsibilities listed above are designed to indicate the general nature of the work performed within this job. They are not designed to contain or be interpreted as a comprehensive inventory of all job responsibilities required of employees assigned to this job. Employees may be required to perform other duties as assigned.*

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## MINIMUM QUALIFICATIONS

<b>Required Education and Experience</b>	Attending school for Registered Nurse Certificate
<b>Required Licensure and Certifications</b>	LPN (licensed practical nurse) licensure is required and must be on the ND Board of Nursing registry. CPR/BLS Valid, current Driver's license Auto Insurance
<b>Required Minimum Knowledge, Skills, Abilities and Training</b>	Must be accepted into an approved apprenticeship Program.

## SUMMARY OF ESSENTIAL COGNITIVE FUNCTIONS

Ability to comprehend and follow instructions; maintain attention and concentration for necessary periods; synthesize, coordinate, and analyze data, perform simple and repetitive tasks; maintain a work pace appropriate to given workload; perform complex and varied tasks; relate to other people beyond giving and receiving instructions; get along with co-workers and peers; understand the meaning of words and how to use them appropriately and effectively; understand and remember detailed instructions; make independent decisions or exercise judgment based on appropriate information; accept and carry out responsibility for direction, control and planning.

## COMPLIANCE STATEMENT

Incumbent will promote and protect CommonSpirit Health's integrity, and understand and accept any consequences for failure to comply with the following:



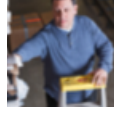





Incumbents will know and comply with applicable rules and regulations including applicable Federal health care program requirements, the CommonSpirit Health Standards of Conduct: Our Values in Action Reference Guide, and CommonSpirit Health policies and procedures. Incumbents will also comply with CommonSpirit Health's Conflicts of Interest policy, completing the annual conflicts of interest disclosure as necessary, and promptly notify management and fully disclose at any time in which there is a potential for a conflict of interest.

Incumbent will take responsibility for his/her actions, seek guidance for, and promptly report any suspected violation as provided in the Standards of Conduct and CommonSpirit Health policies and procedures. Incumbent will maintain the highest standards of business ethics and integrity, including representing CommonSpirit Health in a positive way, display honesty in all dealings, and ensure confidentiality of all proprietary and operational information in accordance with laws, regulations and policies. Incumbent will maintain the confidentiality and integrity of all patients' Protected Health Information in accordance with HIPAA and HITECH regulations and CommonSpirit Health policies and procedures. Incumbent will maintain appropriate records and documentation pertinent to the client/patient/staff and department operation applicable to his/her role. Incumbent will complete all mandatory education on time, and will cooperate in investigation matters as requested.

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## PHYSICAL / FUNCTIONAL REQUIREMENTS

I. Physical Demand Level: **Medium**

							
<b>Sitting</b> Occasionally	<b>Walking</b> Up to Frequently	<b>Standing</b> Up to Frequently	<b>Neck Bending</b> Occasionally	<b>Waist Bending</b> Occasionally	<b>Squatting</b> Occasionally	<b>Climbing</b> Occasionally	<b>Kneeling</b> Occasionally
							
<b>Crawling</b> Occasionally	<b>Neck Twisting</b> Occasionally	<b>Waist Twisting</b> Occasionally	<b>Simple Grasping</b> Frequently	<b>Sitting</b> Occasionally	<b>Fine Manipulation</b> Frequently	<b>Reaching Above Shoulder</b> Occasionally	<b>Reaching at or Below Shoulder</b> Occasionally

II. Exertion Requirements: **Medium**

Activity	Load/Weight/Force	Duration
Pushing	Up to 10 lbs. of force to initiate and/or maintain	occasionally
Pushing	10 - 25 lbs. of force to initiate and/or maintain	Frequently
Pushing	20 - 50 lbs. of force to initiate and/or maintain	Occasionally
Pulling	Up to 10 lbs. of force to initiate and/or maintain	Occasionally
Pulling	10 - 25 lbs. of force to initiate and/or maintain	Frequently
Pulling	20 - 50 lbs. of force to initiate and/or maintain	Occasionally
Lifting	Up to 10 lbs.	Frequently
Lifting	10 - 25 lbs.	Frequently
Lifting	20 - 50 lbs.	Occasionally
Lifting	Lifting Patients/Residents Up to 35 lbs.	Occasionally
Carrying	Up to 10 lbs.	Frequently
Carrying	10 - 25 lbs.	Frequently
Carrying	20 - 50 lbs.	Occasionally

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## III. Sensory Requirements: **Medium**

Activity	Requirement
Hearing	Corrected to detect a minimum amplitude of 65 dB(A) for normal speaking voice at a distance of three feet.
Vision	Corrected to 20/40
Color Discrimination	n/a
Taste	n/a
Smell	n/a
Talk	Talking with a normal voice approximates to sound pressure level 65 dB(A)

### Two legacies of caring. One ministry of change.

CommonSpirit Health™ is committed to building healthier communities, advocating for those who are poor and vulnerable, and innovating how and where healing can happen—both inside our hospitals and out in the community.

### Our calling is in our name.

The CommonSpirit name was inspired by scripture: “Now to each one the manifestation of the Spirit is given for the common good” (1 Corinthians 12:7 NIV). Those words motivate and guide us every day. They celebrate the healing gift of compassion that God gives to us all, and they remind us of our calling to serve the common good.

“Now to each one the manifestation of the Spirit is given for the common good.”



*From one hospital in 1854 to forty-one hospitals today (plus many more neighborhood clinics and care centers), Dignity Health has always remained focused on the compassionate care it brings to its communities.*



*The roots of Catholic Health Initiatives literally go back hundreds of years. Over time, CHI has earned a national reputation for providing a wide range of clinical expertise, and for advocating an ambitious agenda of social justice.*