

JOB TITLE:	Registered Nurse Apprentice Lake Region State College	DEPARTMENT:	Clinical Services
PAYGRADE:		SUPERVISOR:	CNO/Nurse Manager
USUAL HOURS OF WORK:	Variable	APPROVED BY:	Administration
USUAL DAYS OFF:	Variable	DATE:	2/3/25

STATEMENT OF PURPOSE

The Registered Nurse Apprentice plays a key role in supporting the nursing process, assisting with both patient care and non-patient care activities as delegated by a Registered Nurse (RN).

The RN Apprenticeship Program is a collaborative partnership between JRMC and Lake Region State College. To participate, applicants must be accepted into the Lake Region State College RN academic program before their official start date.

This structured apprenticeship is designed to progress through three levels, each aligned with the knowledge, skills, and competencies gained through Lake Region State College's nursing curriculum. As apprentices advance through the program, they perform nursing skills under the direct supervision of an RN onsite, ensuring a comprehensive, hands-on learning experience that prepares them for a successful transition into professional nursing practice.

JOB FUNCTIONS

Quality

- Gathers and documents subjective and objective patient data to support the RN in developing a personalized plan of care tailored to the patient and family's needs.
- Executes assigned components of the care plan, closely monitoring patient progress and expected outcomes while accounting for age-specific and developmental considerations.
- Adheres to infection prevention protocols to uphold a safe, clean, and secure environment for patients, staff, and visitors.
- Identifies the early warning signs of a change in a patient's condition and responds appropriately to a deteriorating patient, including contacting responsible clinicians as indicated by standard operating procedure. Assists with or institutes emergency measures for sudden adverse developments in patient conditions.
- Reports pertinent observations and reactions regarding patients to the appropriate multidisciplinary team member and records those observations accurately and concisely. Ensures that intervention or referrals are made promptly. Completes and submits all incident reports (patient, visitor, staff) prior to the completion of each shift.
- Leverages hospital and unit resources to continuously expand clinical knowledge and skills, promoting ongoing professional growth and excellence in patient care.

Service

- Delivers compassionate personal hygiene care to patients of all ages, including bed baths, oral hygiene, grooming, and dressing assistance, ensuring dignity and comfort.
- Prepares patients for meals, assists with feeding as needed, and efficiently serves and removes trays to support proper nutrition.
- Ensures hydration and nourishment by distributing drinking water and snacks, promoting overall well-being.
- Supports patients in managing personal belongings, such as dentures, glasses, hearing aids, and prosthetic devices, ensuring safekeeping throughout their hospital stay.
- Facilitates safe mobility and transportation, assisting patients with movement and positioning to enhance comfort and prevent complications.
- Educates patients and families on fundamental health practices, including personal hygiene, oral care, and feeding methods, reinforcing independence and well-being. *(All discharge instructions must be reviewed and co-signed by an RN before being provided to the patient.)*

People

- Fosters meaningful and professional relationships with patients, visitors, and hospital personnel, ensuring a compassionate and supportive care environment while maintaining strict confidentiality of patient information.
- Works collaboratively with the RN, actively engaging in the Patient Care Model of Nursing Excellence, which includes:
 - Hourly Rounding – Enhancing patient safety and satisfaction through proactive care.
 - Individualized Patient Care – Tailoring care plans to meet unique patient needs.
 - Bedside Report – Ensuring seamless communication during shift transitions.
 - Discharge Callbacks – Providing post-discharge support to reinforce continuity of care.
- Commits to ongoing professional development by attending in-service education programs to stay updated on new treatments, procedures, and best practices, continuously enhancing clinical knowledge and skills.

Finance

- Optimizes hospital resources by ensuring the careful handling, organization, and safekeeping of patient belongings, minimizing the risk of loss or misplacement throughout their stay.
- Supports accurate and timely documentation of patient care activities, contributing to precise billing, resource allocation, and continuity of care within the healthcare team.

Growth

- Adheres to the College Department of Nursing skills list, ensuring all tasks align with academic requirements and clinical competencies.
- Actively engages in continuous learning and skill enhancement, leveraging unit-based education, hospital training programs, and real-world clinical experiences to refine expertise.
- Demonstrates a strong commitment to professional growth by participating in educational sessions, hands-on training, and development opportunities, fostering excellence in patient care.

Technical Skills & Scope of Practice

Validated Technical Skills (After Demonstration & Competency Verification)

The Nurse Apprentice performs the following skills after demonstration, validation, and under RN supervision:

- Urinary Catheter Care – Assists with insertion, irrigation, and removal of catheters.
- Naso-Gastric (NG) Tube Care – Supports insertion, irrigation, and removal of NG tubes.
- Gastric Feeding Monitoring – Observes and ensures proper administration of gastric feedings.
- Elimination Support – Assists with enemas and other elimination needs.
- Specimen Collection – Collects various specimens (excluding those from central lines).
- Simple Dressing Changes – Assists with wound care, including irrigations and packings.
- Blood Glucose Monitoring – Conducts glucose monitoring after competency checklist completion.
- Intravenous Therapy Support –
 - Assists with insertion and removal of peripherally placed IV catheters.
 - Observes and inspects IV sites and dressings for integrity and complications.
- Accurate Documentation – Completes all required documentation, including:
 - Pre-op checklists
 - Patient history
 - Medication reconciliation
- Oral Medication Administration – Assists with administering oral medications under RN supervision.

Complex Skills (Performed Under Direct RN Supervision)

- IV Medication Administration – Includes IV Push (IVP) and IV Piggyback (IVPB).

Restricted Activities – Not Permitted for Nurse Apprentice

The Nurse Apprentice is NOT authorized to perform the following tasks:

- ✕ Obtain procedural consents.
- ✕ Conduct initial patient assessments, including admission or triage assessments.
- ✕ Administer blood or blood products.
- ✕ Administer Total Parenteral Nutrition (TPN).
- ✕ Accept verbal or telephone orders from a provider.
- ✕ Sign off provider orders.
- ✕ Manage IV medication drips, including:
 - Adjusting ordered rates
 - Titrating medications
 - Hanging new IV bags

QUALIFICATIONS/REQUIREMENTS FOR THIS POSITION

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| 1. PREPARATION AND TRAINING | <p>The applicant must be accepted into the Lake Region State College RN academic program prior to start date.</p> <p>Certifications:</p> <ul style="list-style-type: none">o Licensed Practical Nurse, North Dakota Board of Nursing prior to start.o Position requires completion of BLS CPR. Prior to start.o Crisis Prevention Intervention (CPI) training in the appropriate timeframe according to department orientation checklist. <p>This position moves through three steps of apprenticeship, each step based on knowledge and skills of Lake Region State College's academic program. The RN Apprentice performs skills under the supervision of a Registered Nurse (RN) onsite.</p> <p>Once the course is completed the nurse apprentice can no longer work in this position.</p> |
| 2. WORK EXPERIENCE | <p>Previous work experience preferred but not required. Preference for a minimum of six months experience as a nursing aide in acute care or long-term health care facility.</p> |
| 3. ATTENDANCE | <p>Punctual and regular attendance is an essential responsibility of each employee at JRMC. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees are also expected to remain at work for their entire work schedule.</p> |
| 4. ANALYTICAL ABILITY | <p>Required to gather and interpret data in situations such as clinical observations, contributing to nursing plan of care, and completing appropriate medical record documentation. Must be able to determine priorities within area of assignment.</p> |
| 5. INDEPENDENT JUDGMENT | <p>Works in accordance with standard nursing practices; non-routine problems are referred to the RN. Makes some independent judgments regarding patient care. Receives supervision and guidance from the RN.</p> |
| 6. CONTACT WITH OTHERS | <p>Very frequent contact with patients, visitors and coworkers. Exchanges information on a factual basis as directed, performing activities with courtesy and tact.</p> |
| 7. RESPONSIBILITY FOR THE WELFARE OF OTHERS | <p>Responsible for organizing and implementing daily care activities to an assigned group of patients.</p> |
| 8. MENTAL/VISUAL EFFORT | <p>Must be able to speak and write the English language in an understandable manner. Must demonstrate physical and emotional ability to meet agreed upon work schedule and performance</p> |

standards required by the position. Required duties are such that concentrated attention must be applied on demand consistent with manual skill requirements in situations that may at times be stressful. Visual acuity necessary for reading charts and working with medical devices; color perception necessary for interpreting testing procedures involving color comparisons.

9. WORKING CONDITIONS

OSHA job classification: This position is defined as a Category I in which the employee does have exposure to bloodborne pathogens. Position requires exposure to patients with infectious disease and odor. Must practice aseptic techniques and observe Standard Precautions. Participates in and complies with Jamestown Regional Medical Center Safety Management program. Work may be on weekends and holidays; beyond normal working hours and/or temporarily in other departments when necessary.

10. PHYSICAL AND SENSORY EFFORT

Frequent standing or walking. Lifts, positions, pushes and/or transfers patients and/or equipment. Frequent reaching, stooping, bending, kneeling and crouching. Needs finger dexterity when handling equipment and performing nursing related functions.

11. PROMOTION

No formal line of promotion.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to personnel so classified.

12. PHYSICAL REQUIREMENT

These are physical requirements of the position that may be performed as part of daily duties. Inability to meet one or more of these physical requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, JRMC may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

EMPLOYEE REQUIREMENTS	Never	1-25% Rarely	26-50% Occasionally	51-75% Frequently	76-100% Continuously
Visual Observation					X
Standing				X	
Walking				X	
Sitting			X		
Hands and Finger Dexterity					X
Reaching with Hands and Arms					X
Climbing		X			
Stooping/Kneeling/Crouching/Crawling				X	
EMPLOYEE REQUIREMENTS	Never	1-25% Rarely	26-50% Occasionally	51-75% Frequently	76-100% Continuously
Hearing/Listening					X
Tasting or Smelling			X		
Working Inside					X
Working Outside		X			
Working in Extreme Heat	X				

Working in Extreme Cold	X				
Working with Hazardous Materials		X			
Noise			X		
Working in Dirt/Dust		X			
Driving		X			
Lifting:					
Up to 10 pounds				X	
Up to 25 pounds				X	
Up to 50 pounds				X	
Up to 75 pounds			X		
Up to 100 pounds			X		
Over 100 pounds		X			
Carrying:					
Up to 10 pounds					X
Up to 25 pounds				X	
Up to 50 pounds		X			
Up to 75 pounds		X			
Up to 100 pounds		X			
Over 100 pounds		X			
Pushing:					
Up to 10 pounds					X
Up to 25 pounds					X
Up to 50 pounds					X
Up to 75 pounds					X
Up to 100 pounds					X
Over 100 pounds					X
Pulling:					
Up to 10 pounds					X
Up to 25 pounds					X
Up to 50 pounds			X		
Up to 75 pounds		X			
Up to 100 pounds		X			
Over 100 pounds	X				

Requirements listed above are identified as physical requirements that MAY occur during normal work tasks. Requirements do not supersede the use of appropriate lifting techniques or use of appropriate equipment for safety.