

JOB INFORMATION

Effective Date:	1/1/1900 12:00:00 AM
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Job Profile Name:	Lake Region Apprentice
Job Code:	27698
Job Level:	Patient Support

JOB PROFILE SUMMARY

The Lake Region Apprentice is a student who works in a clinical setting to gain hands-on experience. This individual will be provided mentorship by an on-site Registered Nurse (RN).

JOB DESCRIPTION

The Lake Region Apprentice must be a part of an in-state board approved nursing education program and will perform skills under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) with a RN always on-site. The Apprentice will be mentored by a licensed professional RN in the assigned unit. The worksite mentor will provide advice based on experience to assist with the on-the-job training component of licensed practical nursing duties in a specific clinical setting. The Apprentice functions within the scope and standards of practice as outlined in the state specific regulations and must adhere to all Sanford policies and procedures. Embody the vision and values that are compatible with Sanford Health. Must maintain enrollment with Lake Region State College in the accredited LPN Apprenticeship to maintain apprenticeship status with Sanford Health.

ESSENTIAL FUNCTIONS

- Adheres to legal regulations and organizational policies when discussing patient health information.
- Completes tasks and inspires confidence in leaders by demonstrating honesty and integrity.
- Delivers written and oral communications that engage audience participants, responds to questions and concerns, and produces specific outcomes and impacts.
- Follows direction in relation to the time and effort needed to achieve work objectives.
- Operates and maintains medical equipment based on specific policies.
- Responsible for promoting a safe environment for patients, families, staff, residents, and visitors and working collaboratively with the multi-disciplinary health care team to provide the best outcomes for patients.
- Performs age related patient assessments and nursing interventions.
- Offers effective feedback to patients and family members regarding health.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Details	Must be enrolled in the Lake Region State College LPN Apprenticeship Program
Experience Details	
License/Certification Details	<p>If working in North Dakota (ND) and not a Certified Nursing Assistant, must be on the North Dakota Department of Health Nurse Aide Registry upon completion of training/competency validation or a maximum of four months from the date of initial employment.</p> <p>Basic Life Support (BLS) for health care providers required, or within the first 60 days of apprenticeship.</p>

COMPETENCIES

Competency Name	Description
Accountability	Understanding of the importance of being accountable and ability to focus on those activities that have the greatest impact on meeting work commitments.

COMPETENCIES

Competency Name	Description
Accuracy and Attention to Detail	Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy.
Communication	Understanding of the importance of insightful listening, communicating and ability to provide information and messages in a way that produces clarity and impact.
Daily Living Assistance	Knowledge of personal care and hygiene necessary for quality of life, and ability to apply this knowledge to patients in need on a daily basis.
General Computer Competencies	Knowledge of and ability to use personal computers or workstations.
Patient Safety	Knowledge of the risks faced by patients in a healthcare environment, and the ability to take steps to reduce these risks.
Service Excellence	Knowledge of customer service concepts and techniques; ability to meet or exceed customer needs and expectations and provide excellent service in a direct or indirect manner.
Teamwork	Knowledge of the necessity and value of teamwork; experience with and ability to participate effectively as part of a team.

SANFORD HEALTH VALUES

Service	Doing our best every day to uphold and care for others.
Courage	Having the strength to persevere, problem solve and take action.
Humility	Respecting others and knowing there is more to learn.
Stewardship	Safeguarding the resources that have been entrusted to us.
Family	Honoring the commitment we have to each other through it all.

SAFE: Sanford Accountability for Excellence

As caregivers, we commit to the safety of those we serve and each other by creating a psychologically safe environment where everyone is included and safe to learn, contribute and raise concerns without fear of negative consequences. When people come to us, they rely on us to keep them safe from harm, do all we can to heal them, and treat them with empathy and compassion – all while embracing diversity and our connection to each other. Safety is part of our culture and defines the care we provide, and how we deliver on our universal commitment to a higher level of service and exceptional care.

Job may have additional working conditions details based on cost center requirements



LEARNING, EDUCATION, AND DEVELOPMENT

	Yes	No	Details
Work in building where patient care is provided?	X		
Provide patient care?	X		May vary based on role responsibilities and department.
Be required to check patient identification bands?	X		
Be required to take Basic Life Support (BLS/CPR)	X		
Handle laundry contaminated with blood or other potentially infectious materials?	X		
Potentially comes in contact with cytotoxic (hazardous) drugs which includes any of the following:	X		
· Unpacking, storage or disposal of cytotoxic drugs	X		May vary based on role responsibilities and department.
· Preparation or administration of cytotoxic drugs	X		May vary based on role responsibilities and department.
· Interaction with patients for any reason	X		May vary based on role responsibilities and department.

LEARNING, EDUCATION, AND DEVELOPMENT

	Yes	No	Details
Potentially be exposed to blood, body fluids, or other biohazards, which includes any of the following:	X		
· Housekeeping tasks in patient and lab areas	X		May vary based on role responsibilities and department.
· Trained and responsible for rendering first aid	X		May vary based on role responsibilities and department.
· Clean, repair, or replace patient equipment	X		May vary based on role responsibilities and department.
· Clean blood spills	X		May vary based on role responsibilities and department.
· Handle or dispose of contaminated sharps	X		May vary based on role responsibilities and department.
· Handle specimens of infectious materials	X		May vary based on role responsibilities and department.
· Handle regulated waste	X		May vary based on role responsibilities and department.
Have primary duties that include driving a vehicle, Sanford owned or personal, to perform Sanford business. If yes, please categorize. (Refer to Appendix C on page 8 of the Driver Classification Policy):		X	
· Category I		X	
· Category II		X	
· Category III		X	

JOB FUNCTION DEMANDS

Frequency Definitions defined within an 8 hour shift:

Occasional = Occurs 31 minutes to 2.5 hours per shift; Frequent = Occurs 2.6 to 5.5 hours per shift; Continuous = Occurs more than 5.6 hours per shift.

	Occasional (1 - 33%)	Frequent (34 - 66%)	Continuous (67 - 100%)	Specific Requirements
Lift - Carry	X			Lift up to 5-20 lbs supplies and equipment from floor to chest height, carry up to 100+'.
Lift	X			Lift up to 30 lb limb from waist to chest height for positioning. Lift up to 30 lb bag of soiled linens. Lift up to 55 lbs (2-person Max Assist) for pivot transfer from waist to 20". (15 lb push/pull using mechanical assist)
Push - Pull	X			Push/Pull up to 15 lbs at waist height for O2 tanks, carts and patient transfers using mechanical assist. Push/Pull up to 50 lbs to transport patients in wheelchair, bed or cart. Pull up to 70 lbs at waist height for patient positioning and transfers (if no mechanical assist).
Hand Grip	X			Grip up to 20 lbs. on gait belt for patient ambulation.
Pinch Grip	X			Pinch up to 5 lbs. to open packages/containers and perform patient care duties.
Hand Coordination			X	Hand coordination for computer tasks, writing and to open medication.
Sit	X			Sit during meetings and documenting.

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	Occasional (1 - 33%)	Frequent (34 - 66%)	Continuous (67 - 100%)	Specific Requirements
Stand/Walk			X	Stand/walk throughout shift. Static standing up to one hour for procedure assistance when needed.
Bend - Reach	X			Bend/Reach from floor to overhead for supplies, linens and resources. Bend forward at 45° to access patients. Complete a variety of side bending and occasional awkward positions to complete tasks and access equipment.
Low Level Activity	X			Low level activity for up to 5 minutes to access drains at bedside and possibly restrain a patient. Low level activity for up to 30 seconds to adjust foot pedals on wheelchair and assist with patient positioning.
Elevated Activity	X			
Climb	X			Climb steps, step stools when needed.

Additional Details

WORKING ENVIRONMENT

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Working Condition	Occasional (1 - 33%)	Frequent (34 - 66%)	Continuous (67 - 100%)	Specific Requirements
Atmospheric	X			Works primarily in well-ventilated area.
Balance		X		
Concentration (Ability to concentrate on work tasks amidst distractions)			X	Able to concentrate on work tasks amidst distractions - Able to calculate drug dosages, drip rates, and medication mixtures. Collects, organizes and analyzes data to identify expected outcomes. Documents holistic assessment of patient emotional, spiritual and physical care needs. Completes assessments within time frame identified in admission policy. Develops plan of care and expected outcomes alongside with patient, family and health care team. Formulates measurable expected outcomes using the electronic nursing diagnosis and standards of care. Individualizes plan based upon identified patient needs inclusive of diversity and cultural needs. Defines outcomes with attainable timeframes and documents as measurable goals. Implements intervention identified and carries out safely, reliably and in a timely manner. Evaluates patient progress toward attainment of outcomes based upon plan of care. Documents evaluation results. Uses resources and collaborates with others to implement plan. Implements physician and nursing orders.

WORKING ENVIRONMENT

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Working Condition	Occasional (1 - 33%)	Frequent (34 - 66%)	Continuous (67 - 100%)	Specific Requirements
				Demonstrates total accountability for patient while providing care.
Exposure to Noise		X		Including, but not limited to: autoclave, automatic power tools, sonic instrument cleaner, crying babies, exercise equipment, fire drills, patient sounds, occasional vibration, etc. Noise level is usual moderate.
Hearing (Ability to actively listen; oral comprehension, to perceive and react to sonic communication or noise e.g. to receive instruction, to communicate via radio, cell phone, or telephone)			X	Need to continuously hear instructions from co-workers, requests from clients. Need to hear blood pressure readings, assess by auscultation.
Machinery		X		Machinery may include and vary by patient population/unit: CO2 power tanks for drills/equipment, echo cardiac machines, cardiac chairs, patient beds, monitoring equipment, artic sun, IABP machines, patient lifts, carts, exercise equipment, linear accelerator, treatment table, stretcher, CT-simulator, X-Ray equipment and machines, etc.
Other (Unique aspects of work environment)	X			Awareness of isolation precautions.
Self-Control			X	Exert self-control - Due to stressful situations, must maintain composure in order to get work done. Will give and take directions from multiple sources. Requires the ability of correct independent judgment and reasoning assessment of information and the ability to initiate appropriate action.
Smell (Ability to sense odors, to make an assessment/judgement of a situation e.g. smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing)		X		
Speech (Ability to orally communicate information and ideas verbally so others will understand e.g. to verbally engage with customer base, to give instruction, to advise, to warn or to instruct)			X	Must be able to converse with patients, family members, doctors, subordinates, and peers across the lifespan, give a verbal bedside report, talk on the telephone and intercom.
Stress (Exposed to stressful situations)			X	Dealing with patients, families and others who may be very stressed. Working with a variety of co-workers at one time. Has high accountability for tasks performed.
Temperature Change	X			100% indoor, 95% temperature regulated.
Vision (Ability to distinguish objects e.g. to work safely in open areas with obstacles, to operate vehicles, machinery or equipment, avoid stationary objects, deduce space and apply spatial reasoning)			X	Need to accurately measure intake and output; work with multiple tubes, drains, monitoring equipment, etc. Must be able to visually assess patients.

TRAVEL REQUIREMENTS

<i>Est. Amount</i>	<i>Brief Description</i>
10%	Driving to off-site meetings and in-services.

Employee Statement of Understanding and Compliance

I have read and understand the job duties and working conditions/physical demands of my position as described within the job description. I am able to perform all of these duties. If I need any type of accommodation to perform any of these duties, I will contact my direct manager.

I agree to comply with the corporate Compliance Policy C-800 and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duties to report any suspected violation of the laws or the standards of conduct to my immediate supervisor, Compliance Officer or the Chief Executive Officer.

Employee Name (Print): _____

Employee Signature: _____

Date: _____