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# **Appendix A**

**Licensed Vocational Nurse**

**WORK PROCESS SCHEDULE**

**AND**

**RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE Licensed Vocational Nurse

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

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

#### 1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of **Licensed Vocational Nurse** is **Competency Based** supplemented by the minimum required **144** hours of related training instruction per year.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

#### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$ **23.11** /per hour.

Period	Wage (Hourly)	Description
1	16.00	6 months + hours
2	16.50	6 months + hours
3	17.00	6 months + hours
4	17.50	6 months + hours

#### 5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1000** hours.



## **6. SELECTION PROCEDURES**

Applicants will be selected by individual participating employer sponsors using selection method #4, as outlined in the California Code of Regulations, Title 8, Chapter 2, Part 1, Section 215, Chapter 6, from a pool of eligible created during the established recruiting process in accordance with the State and Federal Equal Opportunity regulations.

1. Minimum age of all applicants shall be 16 years. There is no maximum age;
2. Educational prerequisite for entry: High school diploma or GED/equivalent;
3. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor.
4. Written Test: Administered by Faculty and/or Program Coordinator
5. Oral Interview: None Required
6. All applicants will be notified in writing of Acceptance or Rejection.
7. If rejected, reasons for rejections will be stated.
8. A pool of applicants will be established and maintained for two years as follows:
  - a. Interested applicants will have an opportunity to attend a public orientation and enroll in the program's employment preparation course. Completers of the course will be guided through the development of a resume and job application, which will be published to participating employer partners.
9. And applicants will be employed as follows:
  - a. Applicants will follow directives of individual employer partners through job application, interview and pre-screening.
  - b. Applicant's prior work experience and training will be evaluated by the committee at the time of registration, and appropriate credit will be given toward a higher apprenticeship and/or wage bracket. Apprentice applicant must verify, in writing, all past experience/education for consideration of credit.
  - c. Each participating employer sponsor, upon determination of the need to employ and train an apprentice, will register an apprentice after upholding a fair and consistent sourcing, recruiting, and evaluation process;
  - d. Participating employer sponsors will report recruitment and selection data annually to the Program Name Apprenticeship Training Program coordinator/director;
  - e. Minimum age of all applicants shall be 16 years. There is no maximum age;
  - f. Educational prerequisite for entry: High school diploma or GED/equivalent;
  - g. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor.
  - h. Drug screening prior to employment, as well as random drug screening throughout the apprenticeship program may be required for selection and/or continued participation/employment;
  - i. General aptitude or other skills test shall be defined by the individual employer sponsor and administered by the employer sponsor or its delegated agent;
  - j. Oral interview is per employer sponsor's individual selection procedures with selection documentation to be on file with the Program Name program director/coordinator



## WORK PROCESS SCHEDULE Licensed Vocational Nurse

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

### On-the-Job Learning Outline

<b>Monitor patient conditions during treatments, procedures, or activities.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.		
<b>Measure the physical or physiological attributes of patients.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Measure and record patient's vital signs, such as height, weight, temperature, blood pressure, pulse, or respiration.		
<b>Administer basic health care or medical treatments. Apply bandages, dressings, or splints.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.		
<b>Administer intravenous medications.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Administer prescribed medications or start intravenous fluids, noting times and amounts on patients & apos charts.		
<b>Assist patients with hygiene or daily living activities.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Help patients with bathing, dressing, maintaining personal hygiene, moving in bed, or standing and walking.		
B. Provide medical treatment or personal care to patients in private home settings, such as cooking, keeping rooms orderly, seeing that patients are comfortable and in good spirits, or instructing family members in simple nursing tasks.		
<b>Supervise patient care personnel.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Supervise nurses& apos aides or assistants.		
<b>Train patients, family members, or caregivers in techniques for managing disabilities or illnesses.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Provide medical treatment or personal care to patients in private home settings, such as cooking, keeping rooms orderly, seeing that patients are comfortable and in good spirits, or instructing family members in simple nursing tasks.		
<b>Collaborate with healthcare professionals to plan or provide treatment. Analyze quantitative data to determine effectiveness of treatments or therapies.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.		
B. Evaluate nursing intervention outcomes, conferring with other healthcare team members as necessary.		
<b>Sterilize medical equipment or instruments.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Sterilize equipment and supplies, using germicides, sterilizer, or autoclave.		



<b>Prepare medical supplies or equipment for use. Operate diagnostic or therapeutic medical instruments or equipment.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.		
B. Set up equipment and prepare medical treatment rooms.		
<b>Maintain medical facility records. Perform clerical work in medical settings. Schedule patient procedures or appointments.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Make appointments, keep records, or perform other clerical duties in doctor's offices or clinics.		
B. Answer patient's calls and determine how to assist them.		
<b>Collect biological specimens from patients. Test biological specimens to gather information about patient conditions.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Collect samples, such as blood, urine, or sputum from patients, and perform routine laboratory tests on samples.		
<b>Manage preparation of special meals or diets.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Prepare or examine food trays for conformance to prescribed diet.		
B. Record food and fluid intake and output		
<b>Explain medical procedures or test results to patients or family members. Prepare patients physically for medical procedures.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Prepare patients for examinations, tests, or treatments and explain procedures.		
<b>Treat patients using physical therapy techniques.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Apply compresses, ice bags, or hot water bottles.		
<b>Clean medical equipment or facilities</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Clean rooms and make beds.		
B. Wash and dress bodies of deceased persons		
<b>Order and maintain inventory of medical supplies or equipment.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Inventory and requisition supplies and instruments.		
<b>Assist healthcare practitioners during examinations or treatments.</b>		
<b>Competencies</b>	<b>Date Completed</b>	<b>Initial</b>
A. Assist in delivery, care, or feeding of infants.		



## RELATED INSTRUCTION OUTLINE Licensed Vocational Nurse

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

Through consultation with the Apprenticeship Committee and the indenturing employer, apprentices will select an applicable program of study/course track and complete a minimum of 144 hours of related instruction per year of apprenticeship. Courses will be approved by the Apprenticeship Committee and made available to applicable apprentices by approved education providers/institutions. Apprentices will enroll in, and complete, the required coursework that satisfies the minimum requirements of the program. Prior applicable education and training will be credited towards completion of related education requirements and apprentices will be offered tracks advancing their technical aptitude in the profession.

**Source:** Riverside City College

The following related training outline identifies the courses that are currently identified as suggested course work for this occupation:

- Fundamentals of Nursing – 54 hours
- Beginning Medical-Surgical Nursing – 72 hours
- Beginning Nursing Skills/Clinical Simulation – 45 hours
- Advanced Nursing Skills/Clinical Simulation – 54 hours
- Intermediate Medical-Surgical Nursing – 162 hours
- Advanced Medical-Surgical Nursing – 126 hours
- Leadership for the Vocational Nurse – 54 hours
- Growth/Development: Psychology Adult-Geriatric – 18 hours
- Growth and Development of the Child – 18 hours
- Critical Thinking and the Nursing Process I – 18 hours
- Critical Thinking and the Nursing Process II – 18 hours
- Maternal and Child Health Nursing – 72 hours
- Maternal and Child Health Nursing Laboratory – 108 hours



Appendix A = Work Process Schedule and Related Instruction Outline by LAUNCH Apprenticeship Network, Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant, FoundationCCC is licensed under CC BY 4.0.

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