

---

# **Appendix A**

**REGISTERED NURSE**

**WORK PROCESS SCHEDULE**

**AND**

**RELATED INSTRUCTION OUTLINE**

---



## Appendix A

### WORK PROCESS SCHEDULE REGISTERED NURSE

**O\*NET-SOC CODE:** 29-1141.00 **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 **Registered 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: \$ **37.31** /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 REGISTERED NURSE

**O\*NET-SOC CODE: 29-1141.00 RAPIDS CODE: 0837CB**

### On-the-Job Learning Outline

Record patient medical histories.		
Competencies	Date Completed	Initial
A. Record patient's medical information and vital signs.		

Administer non-intravenous medications.		
Competencies	Date Completed	Initial
A. Administer medications to patients and monitor patients for reactions or side effects.		

Maintain medical records		
Competencies	Date Completed	Initial
A. Maintain accurate, detailed reports and records.		

Monitor patient conditions during treatments, procedures, or activities. Inform medical professionals regarding patient conditions and care.		
Competencies	Date Completed	Initial
A. Inform medical professionals regarding patient conditions and care.		
B. Monitor, record, and report symptoms or changes in patient's conditions.		
C. Monitor all aspects of patient care, including diet and physical activity.		

Treat acute illnesses, infections, or injuries. Immunize patients.		
Competencies	Date Completed	Initial
A. Provide health care, first aid, immunizations, or assistance in convalescence or rehabilitation in locations such as schools, hospitals, or industry.		

Collaborate with healthcare professionals to plan or provide treatment.		
Competencies	Date Completed	Initial
A. Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans.		



Supervise patient care personnel.		
Competencies	Date Completed	Initial
A. Direct or supervise less-skilled nursing or healthcare personnel or supervise a particular unit.		

  

Communicate health and wellness information to the public.		
Competencies	Date Completed	Initial
A. Instruct individuals, families, or other groups on topics such as health education, disease prevention, or childbirth and develop health improvement programs.		

  

Evaluate patient outcomes to determine effectiveness of treatments.		
Competencies	Date Completed	Initial
A. Modify patient treatment plans as indicated by patient's responses and conditions.		

  

Test biological specimens to gather information about patient conditions		
Competencies	Date Completed	Initial
A. Conduct specified laboratory tests.		

  

Assess patient work, living, or social environments.		
Competencies	Date Completed	Initial
A. Assess the needs of individuals, families, or communities, including assessment of individuals' home or work environments, to identify potential health or safety problems.		

  

Assist healthcare practitioners during examinations or treatments. Prepare patients physically for medical procedures.		
Competencies	Date Completed	Initial
A. Prepare patients for and assist with examination or treatments.		

  

Manage healthcare operations.		
Competencies	Date Completed	Initial
A. Perform administrative or managerial functions, such as taking responsibility for a unit's staff, budget, planning, or long-range goals.		

  

Order medical diagnostic or clinical tests. Analyze test data or images to inform diagnosis or treatment.		
Competencies	Date Completed	Initial
A. Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.		



Prescribe medications. Prescribe assistive medical devices or related treatments.		
Competencies	Date Completed	Initial
A. Prescribe or recommend drugs, medical devices, or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures.		

  

Advise medical personnel regarding healthcare issues. Direct healthcare delivery programs.		
Competencies	Date Completed	Initial
A. Direct or coordinate infection control programs, advising or consulting with specified personnel about necessary precautions.		

  

Maintain inventory of medical supplies or equipment. Prepare medical supplies or equipment for use.		
Competencies	Date Completed	Initial
A. Prepare rooms, sterile instruments, equipment, or supplies and ensure that stock of supplies is maintained.		

  

Administer anesthetics or sedatives to control pain.		
Competencies	Date Completed	Initial
A. Administer local, inhalation, intravenous, or other anesthetics.		
B. Inform physician of patient's condition during anesthesia.		

  

Train caregivers or other non-medical personnel		
Competencies	Date Completed	Initial
A. Provide or arrange for training or instruction of auxiliary personnel or students.		

  

Refer patients to other healthcare practitioners or health resources.		
Competencies	Date Completed	Initial
A. Refer students or patients to specialized health resources or community agencies furnishing assistance.		

  

Examine patients to assess general physical condition. Treat medical emergencies		
Competencies	Date Completed	Initial
A. Perform physical examination, make tentative diagnoses, and treat patients en route to hospitals or at disaster site triage centers.		



## RELATED INSTRUCTION OUTLINE REGISTERED NURSE

**O\*NET-SOC CODE: 29-1141.00 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:** San Bernardino Valley College

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

- Foundation of Nursing – 144 hours
- Introduction Medical -Surgical Nursing – 179 hours
- Nursing Care of the Childbearing Family /Newborn – 144 hours
- Beginning Medical -Surgical Nursing – 179 hours
- Care of Children and their Families – 144 hours
- Intermediate Medical-Surgical Nursing – 179 hours
- Mental health Nursing – 144 hours
- Complex Care/Leadership – 175 hours
- Critical Thinking 1st level – 72 hours
- Critical Thinking 2nd level – 36 hours
- Critical Thinking 3rd level – 36 hours
- Critical Thinking 4th level – 36 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.

This workforce product was funded by a \$4,697,637 grant awarded to Riverside Community College District by the U.S. Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant. The total cost of the product is financed with 100% Federal funds. The product was created by the recipient and does not necessarily reflect the official position of DOL-ETA. DOL-ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.