

Apprentice Nurse Skills List

An Apprentice Nurse is an employee of an agency who is currently enrolled in a pre-licensure RN or PN nursing program. The Apprentice Nurse works at a health care facility providing nursing care following a Board-approved skills list (below). As Apprentice Nurses progress through their nursing programs, their ability to perform more of the approved skills increases. The Apprentice Nurse Program offers students the opportunity to practice their clinical skills and to acclimate to the role of the licensed nurse.

It is the responsibility of the hiring facility Director of Nursing to:

- *Ensure the student (in-state or out-of-state) is currently enrolled in a program of nursing that is approved by that state's board of nursing or appropriate state agency authorized to approve nursing programs.
- *Ensure the nursing program (out-of-state) is also nationally accredited through either the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).
- *Ensure the student (in-state or out-of-state) is currently enrolled in a program of professional nursing and maintains enrollment during participation as an Apprentice Nurse.
- *Verify the apprentice nurse's competence to perform the skills and that the skills are on the Board-approved skills list.

Accountability for compliance with all program requirements remains with the Director of Nursing, as this individual has responsibility for all nursing activities within the facility.

A student's eligibility to participate in the Apprentice Nurse Program ends upon graduation or failure to progress in the program for any reason. Upon hire and at the beginning of each new semester it is the responsibility of the student to provide to the hiring facility verification of enrollment as well as a current clinical skills checklist. Upon graduation, the student becomes a graduate nurse and must possess an Interim Permit to practice nursing. It is the responsibility of the Director of Nursing to ensure that after graduation, the student no longer practices nursing as an Apprentice Nurse. It is also the responsibility of the Director of Nursing to ensure that all graduate nurses have active Interim Permits authorizing the practice of nursing.

Skill	Apprentice RN	Apprentice PN
Advanced Directives	Documentation and teaching	Documentation
AM Care/Activities of Daily living	Includes shaving	Includes shaving
Ambulation of Patients	Performs	Performs
Admission and ongoing assessment	Contributes to data collection, reports information and records objective and subjective data	Assists in data collection
Back Rubs	Performs	Performs
Bathing patients	Bed, assist, sponge, tub, shower, whirlpool	Bed, assist, sponge, tub, shower, whirlpool
Bathroom	Assist with commode, bedpans, urinals	Assist with commode, bedpans, urinals
Bed making	Performs	Performs
Bili-lights	Assist RN with care of infants under light	Assist RN with care of infants under light
Breast feeding	Reinforcement education	Reinforcement education
Bowel and bladder	Assist with retraining Uses bladder scanner	Assist with retraining Uses bladder scanner
Call lights	Answer	Answer

Cast care	Routine cast care with RN assist	Routine cast care with RN assist
Care Planning	Contributes to the plan of care established for a patient by recording and reporting to the appropriate person his or her observations by conducting a focused assessment.	Carries out the established plan of care.
Catheters, Foley	Insertion, site care, care of patient with, emptying drainage bag, discontinuation, retention	Insertion under supervision of licensed nurse, site care, care of patient with, emptying drainage bag, discontinuation, retention
Catheters, intermittent	Insertion, site care, care of patient	Site care, care of patient
Catheters, suprapubic	Site care, care of patient, empty drainage bag	Site care, care of patient, empty drainage bag
Charting, flow sheets	Graphic/vital signs record, profile, admission database, I&O, outpatient, pre-op	Graphic/vital signs record, profile, I&O, outpatient
Circulation, movement, sensation assessment	Performs	Observes and reports changes
Code	As appropriate with basic BLS and AED	As appropriate with basic BLS and AED
Croup tent	Care of patient in	Care of patient in

Discharge of patients	Performs	Assists with
Dressing and undressing	Performs	Performs
Dressing changes (sterile and nonsterile)	Surgical, simple (uncomplicated), moist, nonsterile, wet to dry	Surgical, simple (uncomplicated), moist, nonsterile, wet to dry
Education, patient	Reinforcement of established written teaching plan	Reinforcement of established written teaching plan
EKG, 12-lead	Task only, no interpretation	Task only; no interpretation
Enema	Fleets, Harris Flush, oil retention, soap suds	Fleets, Harris Flush, oil retention, soap suds
Errands as directed	Supplies and equipment	Supplies and equipment
Elastic stockings	Measuring and application	Measuring and application
HS and PM care	Performs	Performs
Hair care	Shampoo, brush, and comb	Shampoo, brush, and comb
I&O	Adult/pediatric	Adult/pediatric
Impaired mobility management	Positioning and transferring Use of transfer equipment	Positioning and transferring Use of transfer equipment
Intravenous Therapy	Start and remove peripheral line or peripheral access device, administer IV fluids w/o additives or medications,	With IV Certification per LCB File No. R091-15, effective October 12, 2012. Start peripheral intravenous therapy that does not include

	peripheral and central venous IV site care, flush lock	midline or midclavicular catheters; flush lock; administer by adding a solution certain products; maintain patency of a peripheral intermittent vascular access device, including a peripherally inserted central catheter using a nontherapeutic dose of flush solution.
Isolation	Technique following guidelines (Standard Precautions, Body Substance Isolation)	Technique following guidelines (Standard Precautions, Body Substance Isolation)
Jejunostomy	Gavage of existing tube	Gavage of existing tube
K-pad	Administration and monitoring	Administration and monitoring
Linen	Emptying	Emptying
Medications NOT allowed	IV medications (PCA, push, piggyback, additives) epidural or chemotherapy meds (po or IV)	IV medications (PCA, push, piggyback, additives) epidural or chemotherapy meds (po or IV)
Medications	With Immediate Preceptor supervision may: Administer oral, intra-muscular, subcutaneous, otic, ophthalmic, nasal, tube, or vaginal medications Immediate Supervision	With immediate Preceptor supervision may Administer oral, intra-muscular, subcutaneous, otic, ophthalmic, nasal, tube or vaginal medications Immediate Supervision
Nutrition	Appropriate for age and diagnosis, feed patient,	Appropriate for age and diagnosis, feed patient,

	verifying diet, feed with regular or thumb-controlled syringe, assist with menus, pass trays	verifying diet, assist with menus, pass trays
Nutrition, GT/PEG feeding	Care of patient, administer tube feeding	Care of patient, administer tube feeding
Nutrition, nasogastric tube	Care of patient, insertion, gavage with existing tube, gastric suctioning,	Care of patient, insertion, gastric suctioning, may not feed with weighted tip tube
Observe condition or change in condition	Performs	Performs
Oral hygiene (conscious and unconscious patient)	Brush, floss, denture care	Brush, floss, denture care
Orthopedic devices	Care of patient with knee immobilizer, cervical collar, sling, crutches, CPM	Care of patient with knee immobilizer, cervical collar, sling, crutches, CPM
Ostomy	Change bag and skin care	Change bag and skin care
Orientation of patients to room/unit	Performs	Performs
Oxygen therapy	Care of patient and application of mask, nasal cannula, hood, blow-by	Care of patient and application of mask, nasal cannula, hood, blow-by
Perineal care	Performs	Performs
Positioning patient in bed	Performs	Performs

Post-mortem care	Assist with care, consent forms,	Assist with care, consent forms,
Pre-procedure shave/skin prep	Performs	Performs
Pulse oximetry	Performs	Performs
Range of Motion exercises	Simple	Simple
Rectal digital stimulation (not on new paraplegics or quadriplegics)	Performs	Performs under RN direction only
Restraints/safety devices	Apply, release, care of patient	Apply, release, care of patient
Safety	Fall prevention, care of patient, patient education and documentation, reporting	Fall prevention, care of patient, patient education and documentation reporting
Seizure care	Precautions and management	Precautions and management
Sequential compression stocking	Application and care of patient	Application and care of patient
Skin care	Pressure ulcer prevention, turning, collecting skin-care related data	Pressure ulcer prevention, turning, collecting skin-care related data
Specialty beds	Care of patient	Care of patient

Specimen collection and handling (non-manipulated)	Respiratory secretions and sputum, throat, rectal, stool, urine, diaper	Respiratory secretions and sputum, throat, rectal, stool, urine, diaper
Specimen collection and handling (manipulated)	Wound drainage, indwelling catheter	Wound drainage, indwelling catheter
Staples/suture	Removal only	Removal with assist of licensed nurse
Steri-strips	Application and removal	Application and removal
Suctioning and care of patient	Tracheal, oral, and nasal	Tracheal, oral, and nasal
Suctioning, bulb (infants)	Only with OB/RN instruction	No
Surgical drains	Care of Jackson Pratt, J-Vac, JT-tube	Care of Jackson Pratt, J-Vac, JT-tube X
Tracheotomy	Care and suctioning	Care and suctioning
Traction equipment	Set up (trapeze only), assist RN/LPN/PT with initial application and care of patient, may reapply traction	Set up (trapeze only), assist RN/LPN/PT with initial application and care of patient, may reapply traction
Transportation of patients and equipment	Performs	Performs
Transcription of orders	May NOT accept telephone and/or verbal orders. May process/transcribe provider orders. RN to reconcile and note all orders	May NOT accept telephone and/or verbal orders May process/transcribe provider orders. RN to reconcile and note all orders

Vaporizer-cool mist	Performs	Performs
Valuables	Appropriate care and documentation	Appropriate care and documentation
Vital signs	Perform	Perform
Weights/heights	May measure and weigh patient (standing/chair/bed, scale/sling)	May measure and weigh patient (standing/chair/bed, scale/sling)

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