

Nurse Apprentice Skills List

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

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 Accreditation Commission for Education of Nurses (ACEN), or the Commission for Nursing Education Accreditation (CNEA) (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 a Nurse Apprentice.
- Verify the Nurse Apprentice's competence to perform the skills listed on the clinical skills checklist from the school of nursing, and that the clinical skills listed are also 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 Nurse Apprentice 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 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.

Definitions

- Tasks labeled "**immediate supervision**" must be carried out with an RN directly at the bedside observing or assisting in the care ([NAC 632.059](#)).
- Tasks labeled "**direct supervision**" means the direction given by an RN who is periodically available at the site where care is provided to a patient or available for immediate guidance as needed ([NAC 632.048](#)).

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Skill	Apprentice RN	Apprentice PN
Immediate Supervision Required		
Bili-lights	Set up of lights Assist RN with care of infants under light	Set up of lights Assist RN with care of infants under light
Cast care	Routine cast care with RN assist	Routine cast care with RN assist
Catheters, Foley	Insertion and discontinuation Site care, care of patient with, and emptying drainage bag.	Insertion and discontinuation, site care, care of patient with, and emptying drainage bag all under
Catheters, intermittent/suprapubic	Insertion, site care, care of patient	Insertion, site care, care of patient
Discharge of patients	Performs	Performs
Dressing changes (sterile and nonsterile)	Surgical, simple (uncomplicated), moist, nonsterile, wet to dry	Surgical, simple (uncomplicated), moist, nonsterile, wet to dry
Enema	Fleets, Harris Flush, oil retention, soap suds	Fleets, Harris Flush, oil retention, soap suds
Intravenous Therapy	Peripheral Venous - Start and remove peripheral line or access device; Administer IV fluids and medications; flush lock Central Line: Perform site care	With IV Certification per LCB File No. R091-15, effective October 12, 2012. Start peripheral intravenous therapy that does not include 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.
Jejunostomy	Gavage of existing tube	Gavage of existing tube
Medications NOT allowed	No administration of: Blood products, PO or IV chemotherapy, Epidural medications, or medications that require second RN verification.	IV medications (PCA, push, piggyback, additives) epidural, or chemotherapy meds (PO or IV)
Medication Administration	Administer: oral, intravenous, intramuscular, subcutaneous, optic, ophthalmic, intranasal, rectal, or vaginal medications Administer: PCA, IV, IVP, IVPB medications that have been clinically signed off by their nursing school. **No independent administration of medication. Medication administration must follow agency protocol or policy.	Administer: Oral, intramuscular, subcutaneous, optic, ophthalmic, intranasal, rectal, or vaginal medications **No independent administration of medication. Medication administration must follow agency protocol or policy.
Nutrition, GT/PEG feeding	Administer tube feeding, Care of patient	Administer tube feeding, Care of patient
Nasogastric/Oral Gastric Tube – Insertion, Care, Nutrition	Insertion, gavage, and suctioning, Care of patient	Insertion, gavage, and suctioning, Care of patient May not feed with weighted tip tube
Oxygen therapy	Application of mask, nasal cannula, hood, blow-by; Titration of oxygen therapy	Application of mask, nasal cannula, hood, blow-by; Titration of oxygen therapy

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Skill	Apprentice RN	Apprentice PN
Orthopedic devices	Application of patient with knee immobilizer, cervical collar, sling, crutches, CPM	Application of patient with knee immobilizer, cervical collar, sling, crutches, CPM
Rectal digital stimulation (not on new paraplegics or quadriplegics)	Performs	Performs
Restraints/safety devices	Apply, release, care of patient	Apply, release, care of patient
Tracheotomy	Care and suctioning	Care and suctioning
Suctioning, bulb (infants)	Performs	Performs
Surgical drains	Draining/Removal - Jackson Pratt, J-Vac, JT-tube	Draining/Removal - Jackson Pratt, J-Vac, JT-tube
Traction equipment	Assist RN/LPN/PT with initial application and care of patient, Re-application of traction	Assist RN/LPN/PT with initial application and care of patient, Re-application of traction
Wound Care	Dressing changes (sterile and nonsterile) - surgical, simple (uncomplicated), moist, nonsterile, wet to dry; Assist with care of wound vac	Dressing changes (sterile and nonsterile) - surgical, simple (uncomplicated), moist, nonsterile, wet to dry
Direct Supervision Required		
Advanced Directives	Documentation and teaching	Documentation
AM Care/Activities of Daily living	Performs, Includes shaving	Performs, 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
Breast feeding	Reinforcement education	Reinforcement education
Bowel and bladder	Assist with retraining, Uses bladder scanner	Assist with retraining, Uses bladder scanner
Call lights	Responds	Responds
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, 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	Assess, Reports changes	Observes and reports changes

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Skill	Apprentice RN	Apprentice PN
Code	As appropriate with basic BLS and AED	As appropriate with basic BLS and AED
Croup tent	Care of patient	Care of patient
Dressing and undressing	Performs	Performs
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
Errands as directed	Supplies and equipment	Supplies and equipment
Elastic stockings	Measuring and application	Measuring and application
Glucose Checks (Point-of-care testing)	Performs	Performs
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
Isolation	Technique following guidelines (Standard Precautions, Body Substance Isolation)	Technique following guidelines (Standard Precautions, Body Substance Isolation)
K-pad	Administration and monitoring	Administration and monitoring
Linen	Emptying	Emptying
Nutrition	Appropriate for age and diagnosis, feed patient, verifying diet, feed with regular or thumb-controlled syringe, assist with menus, pass trays	Appropriate for age and diagnosis, feed patient, verifying diet, assist with menus, pass trays
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 equipment (mask, nasal cannula, hood, blow-by)	Care of patient and equipment (mask, nasal cannula, hood, blow-by)
Perineal care	Performs	Performs
Positioning patient in bed	Performs	Performs
Post-mortem care	Performs, may assist with completion of forms	Assist RN with care, may assist with completion of forms
Pre-procedure shave/skin prep	Performs	Performs
Pulse oximetry	Performs	Performs
Simple Range of Motion Exercises	Performs	Performs
Safety	Fall prevention, care of patient, patient education and documentation, reporting	Fall prevention, care of patient, patient education and documentation reporting

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Skill	Apprentice RN	Apprentice PN
Seizure care	Precautions and safety management	Precautions and safety 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 only
Steri-strips	Application and removal	Application and removal
Surgical drains	Care of Jackson Pratt, J-Vac, JT- tube	Care of Jackson Pratt, J-Vac, JT- tube
Suctioning and care of patient	Oral and nasal	Oral and nasal
Traction equipment	Set up - Trapeze only	Set up - Trapeze only
Transportation of patients and equipment	Performs **When Nurse not required to accompany patient.	Performs **When Nurse not required to accompany patient.
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)

Tasks Nurse Apprentices Are **Not Permitted** to Perform:

1. Administering or discontinuing blood products.
2. Administering IV or oral chemotherapy.
3. Accepting verbal or phone orders without a licensed RN preceptor present
 - * May process/transcribe provider orders. RN to reconcile and note all orders.
4. Providing a second signature or independent double-check for controlled substances, blood products, or high-alert medications.
5. Witnessing patients consents.
6. Transporting patients alone when RN accompaniment is required.
7. Performing any skills not yet cleared by the nursing education program.

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