

JOB DESCRIPTION

POSITION TITLE: NURSE APPRENTICE I			
POSITION SCOPE: LOCAL			
System or Division	Division	Date Last Updated	February 23, 2022
Functional Area	Medical-Surgical	Reports To	Patient Care Manager
FLSA Status	NON-EXEMPT	Supervisory Responsibility	NO
Job Code		Travel Frequency	Light 0-25%

JOB SUMMARY / PURPOSE

Performs the functions of a licensed practical nurse in assessing, planning, implementing and evaluating all assigned care of patients of all ages (neonates/infants, pediatrics, adolescents, adults, geriatrics) in collaboration with an RN. Manages all assigned personal supplies and equipment and promotes teamwork with all members of the health care team. Adheres to performance standards designated for their position.

ESSENTIAL KEY JOB RESPONSIBILITIES

Performs nursing data collection and reports any irregularities to appropriate nursing personnel in a timely manner. Participates in implementation of plan of care according to individual patient needs. Participates in interdisciplinary care conferencing and discharge planning as appropriate to patient needs. Utilizes nursing process and demonstrates knowledge of the principles of growth and development over the life span and the skills necessary to provide age appropriate care. Administers medication using the 5 rights: right medication, right dose, right route, right patient, and right time. Is knowledgeable of medication action and possible side effects. Administers therapies and treatments to patients as ordered by physician and in accordance with policies and procedures. May perform more complex treatment and assume responsibilities according to state licensure, regulations, and certifications, based on experience and training. Applies appropriate principles of pain management. Participates in implementation of patient education programs and provides health teaching to patients and/or significant others for continuing care methods and techniques. Prepares necessary equipment, supplies or instruments and assists the physician and/or other designated personnel with procedures, treatments or examinations as required. Is knowledgeable of and assists in maintaining floor stock and assists to maintain cleanliness of the unit and patient rooms. Performs all assigned duties and responsibilities in compliance with Standards of Care, Standards of Practice, and Departmental policies and procedures. Performs all assigned duties and responsibilities in a timely manner, acts rapidly and effectively, manages self, patients, and others during an emergency situation.

The job summary and responsibilities listed above are designed to indicate the general nature of the work performed within this job. They are not designed to contain or be interpreted as a comprehensive inventory of all job responsibilities required of employees assigned to this job. Employees may be required to perform other duties as assigned.

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MINIMUM QUALIFICATIONS

Required Education and Experience	Attending school for Practical Nurse Certificate
Required Licensure and Certifications	Certified Nursing Assistant (CNA) certification is required and must be on the ND Board of Nursing UAP registry and ND Department of Health CNA registry.
Required Minimum Knowledge, Skills, Abilities and Training	Must be accepted into in approved apprenticeship Program.

SUMMARY OF ESSENTIAL COGNITIVE FUNCTIONS

Ability to comprehend and follow instructions; maintain attention and concentration for necessary periods; synthesize, coordinate, and analyze data, perform simple and repetitive tasks; maintain a work pace appropriate to given work load; perform complex and varied tasks; relate to other people beyond giving and receiving instructions; get along with co-workers and peers; understand the meaning of words and how to use them appropriately and effectively; understand and remember detailed instructions; make independent decisions or exercise judgment based on appropriate information; accept and carry out responsibility for direction, control and planning.

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COMPLIANCE STATEMENT

Incumbent will promote and protect CommonSpirit Health’s integrity, and understand and accept any consequences for failure to comply with the following:

Incumbent will know and comply with applicable rules and regulations including applicable Federal health care program requirements, the CommonSpirit Health Standards of Conduct: Our Values in Action Reference Guide, and CommonSpirit Health policies and procedures. Incumbent will also comply with CommonSpirit Health’s Conflicts of Interest policy, completing the annual conflicts of interest disclosure as necessary, and promptly notify management and fully disclose at any time in which there is a potential for a conflict of interest.

Incumbent will take responsibility for his/her actions, seek guidance for, and promptly report any suspected violation as provided in the Standards of Conduct and CommonSpirit Health policies and procedures. Incumbent will maintain the highest standards of business ethics and integrity, including representing CommonSpirit Health in a positive way, display honesty in all dealings, and ensure confidentiality of all proprietary and operational information in accordance with laws, regulations and policies. Incumbent will maintain the confidentiality and integrity of all patients’ Protected Health Information in accordance with HIPAA and HITECH regulations and CommonSpirit Health policies and procedures. Incumbent will maintain appropriate records and documentation pertinent to the client/patient/staff and department operation applicable to his/her role. Incumbent will complete all mandatory education on time, and will cooperate in investigation matters as requested.

PHYSICAL / FUNCTIONAL REQUIREMENTS

I. Physical Demand Level: **Medium**

							
Sitting Occasionally	Walking Up To Frequently	Standing Up To Frequently	Neck Bending Occasionally	Waist Bending Occasionally	Squatting Occasionally	Climbing Occasionally	Kneeling Occasionally
							
Crawling Occasionally	Neck Twisting Occasionally	Waist Twisting Occasionally	Simple Grasping Frequently	Power Grasping Occasionally	Fine Manipulation Frequently	Reaching Above Occasionally	Reaching at or Below shoulder Occasionally

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II. Exertion Requirements: **Medium**

Activity	Load/Weight/Force	Duration
Pushing	Up to 10 lbs. of force to initiate and/or maintain	Constantly
Pushing	10 - 25 lbs. of force to initiate and/or maintain	Frequently
Pushing	20 - 50 lbs. of force to initiate and/or maintain	Occasionally
Pulling	Up to 10 lbs. of force to initiate and/or maintain	Constantly
Pulling	10 - 25 lbs. of force to initiate and/or maintain	Frequently
Pulling	20 - 50 lbs. of force to initiate and/or maintain	Occasionally
Lifting	Up to 10 lbs.	Constantly
Lifting	10 - 25 lbs.	Frequently
Lifting	20 - 50 lbs.	Occasionally
Lifting	Lifting Patients/Residents Up to 35 lbs.	Occasionally
Carrying	Up to 10 lbs.	Constantly
Carrying	10 - 25 lbs.	Frequently
Carrying	20 - 50 lbs.	Occasionally

III. Sensory Requirements: **Medium**

Activity	Requirement
Hearing	Corrected to detect a minimum amplitude of 65 dB(A) for normal speaking voice at a distance of three feet.
Vision	Corrected to 20/40
Color Discrimination	n/a
Taste	n/a
Smell	n/a
Talk	Talking with a normal voice approximates to sound pressure level 65 dB(A)

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Two legacies of caring. One ministry of change.

CommonSpirit Health™ is committed to building healthier communities, advocating for those who are poor and vulnerable, and innovating how and where healing can happen—both inside our hospitals and out in the community.

Our calling is in our name.

The CommonSpirit name was inspired by scripture: “Now to each one the manifestation of the Spirit is given for the common good” (1 Corinthians 12:7 NIV). Those words motivate and guide us every day. They celebrate the healing gift of compassion that God gives to us all, and they remind us of our calling to serve the common good.

“Now to each one the manifestation of the Spirit is given for the common good.”



From one hospital in 1854 to forty-one hospitals today (plus many more neighborhood clinics and care centers), Dignity Health has always remained focused on the compassionate care it brings to its communities.



The roots of Catholic Health Initiatives literally go back hundreds of years. Over time, CHI has earned a national reputation for providing a wide range of clinical expertise, and for advocating an ambitious agenda of social justice.