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## Appendix A

# WORK PROCESS SCHEDULE

And

# RELATED INSTRUCTION OUTLINE

Adopted by:



UChicago Medicine AdventHealth Bolingbrook  
*500 Remington Blvd*  
*Bolingbrook, IL 60440*

For the Occupation of:

**Registered Nurse Resident**

O\*NET-SOC CODE: 29-1141.00 RAPIDS CODE: 2074CB

Developed In Cooperation with the  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP



## **Appendix A**

### **WORK PROCESS SCHEDULE**

#### **Registered Nurse Resident**

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

#### **1. APPRENTICESHIP APPROACH**

Competency

#### **2. TERM OF APPRENTICESHIP**

The term of this occupation shall encompass the successful attainment of approximately 2000 On-the-Job Learning (OJL) hours and sufficient demonstration of all (78) of the OJL competencies listed in the Work Process Schedule, plus successful completion of a minimum of 144 hours of supplementary AdventHealth Learning Network (ALN) coursework.

#### **3. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The Apprentice-to-Journeyworker Ratio is **01 Apprentice to 01 Journeyworker**.

Adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

Proper supervision of an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

#### **4. APPRENTICE WAGE SCHEDULE**

Under this Registered Apprenticeship, apprentices shall be paid a progressively increasing schedule of wages based on an established **Starting Wage** of **\$36.00** and a **Journeyworker Wage** (the wage an apprentice can expect to receive upon successful completion of their apprenticeship) of **\$36.72/hour**. These are minimum established hourly wages for this apprenticeship; if choosing to do so, an employer may always pay a higher wage.



Apprentice Wage Schedule		
Period/Term	Approximate OJL Hours	Hourly Wage
1	1-2000 OJL Hours	\$36.00
Journeyworker Wage (expected <u>minimum</u> hourly wage upon completion of apprenticeship): \$36.72		

## 5. PROBATIONARY PERIOD

Every selected apprentice will serve a probationary period comprising the first 500 hours of this apprenticeship.

## 6. SELECTION PROCEDURES

[UChicago Medicine AdventHealth Bolingbrook](#), as the Registered Apprenticeship Program Sponsor, will adhere to established non-discriminatory and Equal Employment Opportunity (EEO) policies and practices when recruiting and selecting apprentices, as well as administer the apprentice selection process in a fair and consistent manner.

- A. Every person requesting an application will have one made available.
- B. All applications will be identical in form and requirements.
- C. All applicants will be evaluated in the same manner, using identical, non-discriminatory criteria and processes.
- D. As part of the application process, all apprentice applicants may be required to provide supporting documents (driver's license; birth certificate - or other acceptable proof of age, etc.).
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- F. As applicable, applicants who meet the minimum qualifications established for the apprenticeship program and submit all required documents will be notified where and when to appear for an interview.



- G. The Program Sponsor will ensure the interview process is identical for all apprentice candidates.
- H. The Program Sponsor will ensure that applicants selected for the program review the applicable Registered Apprenticeship Program Standards, prior to the start of the apprenticeship.

**EMPLOYERS: Hiring and selection process. List below along with recruitment area.**

- Graduate of an accredited school of nursing
- Active RN license in the State hired or in the state of Illinois, may practice as a License Pending Registered Professional Nurse under direct supervision for a period of three months from the official date of passing the licensure exam

**UChicago Medicine AdventHealth Bolingbrook's recruitment area is Will, Kendall, DuPage, Kane, and Cook Counties.**



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All apprentices must receive instruction in safe and healthful work practices. Additionally, such attestations and documentation for safety would need to ensure that personal protective equipment is available to apprentices and fits appropriately according to each apprentice's size and body type.

<b>Communication</b>	<b>Competency Checklist</b>
Identifies Patient Is Wearing the Appropriate Color Wrist Bands	
Performs Bedside Shift Handover of Unit-to-Unit Report Using EMR	
Utilizes Safe Handover of Care for Patient Testing i.e. Ticket to Ride, MRI/Radiology Questionnaire	

<b>Admission Process</b>	<b>Competency Checklist</b>
Admits a Patient from ED/Direct Admit	
Admits a Post-Surgical/Procedural Patient	
Admits from Another Unit (Transfer)	

<b>Discharge Process</b>	<b>Competency Checklist</b>
Discharges a Patient Home	
Discharges to Another Facility (SNF or Hospital)	
Discharges to Inpatient Hospice	
Completes AMA Discharge process	

<b>Miscellaneous Patient Care</b>	<b>Competency Checklist</b>
Applies Anti-Embolic Stockings and Sequential Compression Device	
Utilizes Epic Nursing Protocols: Electrolytes	
Utilizes Epic Nursing Protocols: Heparin	
Utilizes Epic Nursing Protocols: Hypoglycemia	

<b>Patient Safety</b>	<b>Competency Checklist</b>
Applies Appropriate Fall Prevention Interventions i.e. Bed/Chair Exit Alarms, Self-Releasing Belt, Gait Belt	
Safe Patient Handling: <ul style="list-style-type: none"><li>• Demonstrates Transfer To/From Cart/Bed/Chair</li><li>• Lifts/Repositions Patient in Bed</li><li>• Demonstrates Use of Wheelchair/Cart to Transport Patient</li></ul>	
Completes Suicide Risk Assessment on Admission (CSSRS)	
Demonstrates Suicide Precautions <ul style="list-style-type: none"><li>• States Patient Safety Attendant Responsibilities</li></ul>	



• Completes Documentation in EMR and Special Forms	
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<b>Restraints</b>	<b>Competency Checklist</b>
Demonstrates Restraint Application and Monitoring* i.e. Soft Limb, Locking Velcro Limb, Enclosure Bed, Mitts	
Attempts Restraint Alternatives Prior To Application	
<i>Non-Violent</i>	
Obtains Orders	
Performs Assessment and Documentation	
<i>Violent</i>	
Obtains Orders	
Performs Assessment and Documentation	
Provides Restriction of Rights	

<b>Procedures</b>	<b>Competency Checklist</b>
Obtains Required Consents (Procedure, Anesthesia, Blood)	
Performs Pre-Procedure Documentation	
Prepares Patient for Procedure	
Performs Time Out for Bedside Procedures	

<b>Specimen</b>	<b>Competency Checklist</b>
Scans and Labels Specimen at Bedside, Comparing Name and Birthdate on ID Band to Patient Label	

<b>Blood Products Administration</b>	<b>Competency Checklist</b>
Obtains Order	
Obtains Consent	
Obtains Refusal of Consent if Indicated	
Demonstrates Scanning of Transfusion and Administration of Blood Product	
Performs Assessment and Documentation	
Monitors for Transfusion Reaction	

<b>Assessment</b>	<b>Competency Checklist</b>
Performs Complete Head to Toe Assessment -Frequency Per Unit Policy or Provider Order	
Documents Assessment in EMR in a Timely Manner	
Performs Reassessment and Documentation as Needed	

<b>Medication Management</b>	<b>Competency Checklist</b>
Performs Patient Identification Including 2 Identifiers and Uses Scanning Process	
Demonstrates IV Pump Integration Scanning and Infusion Verify	
Safely Administers TPN	
Medication Administration Patient-Controlled Analgesia	
<ul style="list-style-type: none"> <li>Obtains Orders</li> <li>Sets Up Pump and Tubing</li> </ul>	



<ul style="list-style-type: none"> <li>Utilizes Second Nurse Verification</li> <li>Performs Appropriate Documentation</li> <li>Ensures Continuous SpO2/ETCO2 Monitoring</li> </ul>	
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<b>Vascular</b>	<b>Competency Checklist</b>
Performs Intravenous PIV Initiation	
Demonstrates Peripheral IV Care and Management	
Central Venous Access (PICC, Acute CVC, Dialysis Access, Port-A-Cath)	
Performs Site Assessment and Documentation	
Provides Maintenance and Dressing Change	
Performs Blood Specimen Collection	
Uses Alteplase if Indicated	
Provides CLABSI Prevention Bundle Including Daily CHG Bath	
Performs Non-tunneled Catheter Removal	
Access and De-Access Port-A-Cath	

<b>Cardiac Care</b>	<b>Competency Checklist</b>
Applies and Monitors Continuous Telemetry	
Identifies Dysrhythmias and Intervenes as Necessary	
Provides Care of Patient Post Cardiac Catheterization <ul style="list-style-type: none"> <li>Performs Site Assessment and Documentation</li> <li>Utilizes TR Band and/or Other Access Compression Device Management</li> </ul>	

<b>Respiratory Care</b>	<b>Competency Checklist</b>
Utilizes Respiratory Delivery Devices (Ex. Nasal Cannula, Facemask, Heated High Flow)	
Encourages Use of Incentive Spirometry	
Performs Pulse Oximeter	
Understands ETCO2 Monitoring	
Obtains Specimen Collection – Sputum	
Performs Closed Chest Tube Drainage Systems Management	

<b>Gastrointestinal</b>	<b>Competency Checklist</b>
Performs Nasogastric Tube Insertion and Removal	
Performs Dobhoff Tube Insertion	
Performs Feeding Tube (PEG, NG, Dobhoff) Maintenance	
Performs Feeding Tube Medication Administration	
Provides Enteral Feeds: Kangaroo Feeding Pumps or Bolus Feeds	
Obtains Specimen Collection – Stool	

<b>Gastro-Urinary</b>	<b>Competency Checklist</b>
Performs Bladder Scanner	
Uses Catheter Alternatives (External Catheters)	
Performs Indwelling or Intermittent Catheter Insertion	
Provides Catheter Care and Maintenance	
Performs Catheter Removal	



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Obtains Specimen Collection Urine i.e. Midstream, From Indwelling Catheter	
Performs Manual Bladder Irrigation (Closed Versus Open)	

<b>Integumentary</b>	<b>Competency Checklist</b>
Performs 4 Eyes in 4 Hours and Documents Appropriately	
Implements Preventive Measures i.e. Non-surgical Skin and Wound Nurse Panel	
Assesses And Measure Wounds Appropriately	
Photographs Wounds Per Policy	

<b>Monitors and Evaluates Effectiveness of Patient Care</b>	<b>Competency Checklist</b>
RRT/Cardiac Arrest Activation <ul style="list-style-type: none"> <li>• Verbalizes Criteria for Calling</li> <li>• Dials Appropriate Number</li> <li>• Appropriate Use of Defibrillator/AED</li> </ul>	

<b>Job Shadowing</b>	<b>Competency Checklist</b>

<b>Y/N</b>	<b>General Competency Measurements</b>
	General Review of Information: RN has demonstrated proper communication through prompt response to call lights, contacting providers as needed, encouraging patient use of MyChart Bedside, utilizing chain of command for concerns, and use of error prevention techniques.
	RN has demonstrated proper knowledge of infection control measures by following standard precautions, performing hand hygiene before and after contact with environment, donning and doffing PPE when appropriate, and proper disposal of biomedical waste.
	RN has access to Pyxis and has demonstrated safe removal of a medication as well as proper wasting of a controlled substance. Medications are always safely stored.



## **Appendix A**

### **AdventHealth Learning Network (ALN) OUTLINE**

#### **Registered Nurse Resident**

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AdventHealth Learning Network (ALN) supplements On-the-Job Learning (OJL) training and contains online courses related to the occupation. It is through a combination of both OJL and ALN that an apprentice can become fully skilled in the occupation.

At least 144 hours of supplementary ALN is required the first year. ALN may also include safety courses, organization-specific employee orientation and information sessions, and professional development training.

#### **Training Provider:**

**AdventHealth**

**500 Remington Blvd**

**Bolingbrook, IL 60440**

**Related Instruction Provided:** ☒ During Work Hours ☐ During Non-Work Hours ☐ Both



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### **AdventHealth Learning Network (ALN) OUTLINE**

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**Safety is a must in the RTI and must be listed at the top.**

All apprentices must receive instruction in safe and healthful work practices.

Course ID (ALN)	Web-Based Training Course Name
<b>Section 1 Competencies – 45 hours</b>	
0000050554	New Team Member Compliance and Policy Training Curriculum - <i>*Not included in the curriculum. Assigned by HR upon hire.</i>
0000074384	Hand Hygiene for All Healthcare Workers
TWCE0000006744	Inspire Inclusion
0000119526	AdventHealth Nursing Professional Practice Model
64251 v2020	Event Reporting in Origami
MEDSURG-02V 1	Mosby's Medical-Surgical Nursing Orientation: Knowledge Inventory Tool without Lesson Assignment (BKAT)* <i>If assigned by educator</i>
JC401-F46 v2024	2024 Acute Care Accreditation/Occupational Safety and Health: Pain Management
JC401-F33 v2024	2024 Acute Care Accreditation/Occupational Safety and Health: Abuse and Neglect
CFDS0000094218	Skin Care Product Selection Program
JC401-F58 V2024	2024 Acute Care Accreditation/Occupational Safety and Health: Preventing Central Line - Associated Bloodstream Infections
JC401-F65 V2024	2024 Acute Care Accreditation/Occupational Safety and Health: Preventing Catheter-Associated Urinary Tract Infections
JC401-F31 v2024	2024 Acute Care Accreditation/Occupational Safety and Health: Preventing Patient Falls
<b>Section 2 Competencies – 23 hours</b>	
MENCE-A038	MENCE: Cardiac Assessment
MEDSURG-13 V 1	Mosby's Medical-Surgical Nursing Orientation: Acute Heart Failure
MEDSURG-12 V 1	Mosby's Medical-Surgical Nursing Orientation: Acute Myocardial Infarction
0000120651	Initial Casey-Fink Graduate Nurse Experience Survey©
<b>Section 3 Competencies – 15 hours</b>	
MEDSURG-06V 1	Mosby's Medical-Surgical Nursing Orientation: Chronic Obstructive Pulmonary Disease
MEDSURG-08 V 1	Mosby's Medical-Surgical Nursing Orientation: Pneumonia
MENCE-A078	MENCE: Respiratory Assessment
<b>Section 4 Competencies 23 hours</b>	



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MEDSURG-10 V 1	Mosby's Medical-Surgical Nursing Orientation: Management of Post-Operative Complications - Surgical Site Infections Course
MENCE-A087 V 1	MENCE: Wound Care: Assessment of Surgical Wounds
MEDSURG-16 V 1	Mosby's Medical-Surgical Nursing Orientation: End-of-Life and Palliative Care
MH_014 V2020	Alcohol Withdrawal
0000094931	Epic-Related Changes in Nursing Practice: Nursing Bedside Swallow Screen

Course ID (ALN)	Web-Based Training Course Name
<b>Section 5 Competencies – 15 hours</b>	
MENCE-A064	MENCE: Neurological Assessment
MEDSURG-02 V 1	Mosby's Medical-Surgical Nursing Orientation: Stroke
MEDSURG-04 V 1	Mosby's Medical-Surgical Nursing Orientation: Care of Patients with Mental Health Disorders
<b>Section 6 Competencies – 15 hours</b>	
MEDSURG-03 V 1	Mosby's Medical-Surgical Nursing Orientation: Sepsis
MEDSURG-17 V 1	Mosby's Medical-Surgical Nursing Orientation: Early Recognition of Shock
MEDSURG-11 V 1	Mosby's Medical-Surgical Nursing Orientation: Acute Kidney Injury
<b>Section 7 Competencies – 8 hours</b>	
0000120652	Final Casey-Fink© Graduate Nurse Experience Survey©

**TOTAL RTI HOURS- 144**