
Appendix A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

DEVELOPED FOR

Sponsor Name

**APPROVED BY THE
ALABAMA OFFICE OF APPRENTICESHIP
ALABAMA DEPARTMENT OF COMMERCE**

Registered by: _____
(Registration Agency Rep)

Date: /2022



Appendix A

WORK PROCESS SCHEDULE Registered Nurse

O*NET-SOC CODE: 29-1141.00 **RAPIDS CODE:** 3056 CB

☒ National Occupation ☐ State Occupation

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 the apprenticeship is 52 competencies, supplemented by the 1590 total hours of related instruction.

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 specified in each Employer Acceptance Agreement (Appendix D). At a minimum, each employer is required to increase the apprentice's wage at the intervals outlined below.

In no case will the starting wages of apprentices be less than that required by a minimum wage law that may be applicable.

APPRENTICESHIP PROGRESSIVE HOURLY WAGE SCHEDULE

Period	Wage	Competencies
1 (Starting wage)	\$15.00/hour	Proficient in all basic OJL competencies and pass NUR 114 and NUR 115 with grade of C or higher to move to period 2 wage. Optional to take NCLEX-PN.
2	\$18.00/hour \$20.00/hour LPN	Proficient in advanced competencies and all remaining RTI to move to period 3 wage
3	\$22.00/hour	Pass NCLEX to move to Completion Wage
4	\$23.50/hour	Completion Wage



5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

6. SELECTION PROCEDURES

SECTION I – MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications to be eligible for the pool of applicants:

A. Age

Applicants must not be less than 18 years of age and provide appropriate verification of age respecting Alabama state laws.

B. Education

Applicants must meet minimum admission criteria for the XYZ Community College Nursing Program (e.g., LPN versus RN) at the time of application.

C. Physical

Applicants will be physically capable of performing the essential eligibility criteria of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Other

SECTION II – SELECTION PROCEDURES

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b):

- A. Applications will be accepted as specified by the sponsor in alignment with nursing cohort progression.
- B. Every applicant will be required to complete an application that will be made available by the sponsor.



- C. 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 disqualified and no further processing of such application will be taken.
- D. In addition to the apprenticeship application, applicants must complete an application to XYZ Community College and be granted admission into the nursing program.
- E. Applicants who meet the minimum qualifications, submit the required documents [1-apprentice application], and have been granted admission into the XYZ Community College Nursing program will be entered into the pool of eligible applicants.
- F. Applicants will have the opportunity to review the standards, the sponsor's written rules and policies, and the apprenticeship agreement during the application process and prior to joining program.
- G. Employers with signed Employer Acceptance Agreements will have access to the pool of eligible applicants, including the documentation outlined above. Employers may conduct interviews and internal human resources procedures prior to an offer of employment. Employers will inform the sponsor of those who have accepted employment as an apprentice.

SECTION III – DIRECT ENTRY

The sponsor who invokes a direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Direct entry shall be done without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or an individual with a disability or a person 40 years old or older. The methods for direct entry are as follows:

- A. A military veteran who has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupation registered. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. The sponsor, with the assistance of the training provider and employer, will evaluate the training received to grant appropriate credit.
- B. An individual who has completed an AOA certified pre-apprenticeship training program and meets the minimum qualifications of the apprenticeship program. may be admitted directly into the program. The applicant shall provide official documentation confirming that they fulfilled the specific requirements of the



pre-apprenticeship program, such as skills assessments, completion/graduation certificates, and transcripts. The sponsor will evaluate the pre-apprenticeship training received to grant appropriate credit.

- C. Individual who is a current employee by an employer with an Employer Acceptance Agreement. The employer will evaluate the current employee's skills to grant appropriate credit.



WORK PROCESS SCHEDULE Registered Nurse

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Work Process Guidelines:

- During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
- The program sponsor or its designated apprenticeship committee must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
- Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.
- Field Training – Mentor has provided training and demonstration of task to the apprentice
- Demonstrates Fundamentals – Apprentice can perform the task with some coaching
- Proficient in Task – Apprentice performs task properly and consistently
- Completion Date – Date apprentice completes final demonstration of competency.

1. Basic Competencies	Validated by School	Field Training by Mentor	Demonstrated Fundamentals Under Mentor Guidance	Proficient in Task Under Mentor Supervision	Completion Date
1.1. Perform hand hygiene					
1.2. Apply personal protective equipment					
1.3. Assist patients with ambulation, including but not exclusive to use of mobile assistive devices such as walkers, canes, crutches, gait belts, and wheelchairs					
1.4. Position and transfer patients					
1.5. Perform restorative care to include active and passive range-of-motion exercises and contracture care					
1.6. Perform hygiene care including bed baths, urinary catheter care, and ostomy care					
1.7. Assist patients with activities of daily living such as feeding, clothing, care of teeth and hair, toileting					
1.8. Perform skin care and pressure ulcer prevention, turning					
1.9. Apply sequential compression stockings and/or devices					



1.10. Communicate with patients and families using therapeutic communication methods					
1.11. Perform comprehensive physical assessment to include identification of normal and abnormal findings					
1.12. Document assessments, vital signs, medications, etc.					
1.13. Assist with admission and discharge of patients (May perform the initial intake assessment and discharge instructions)					
1.14. Obtain vital signs, including blood pressure, pulse, respirations, height/weight, and oxygen saturation					
1.15. Obtain blood glucose readings and appropriately document and disclose results					
1.16. Perform 12-lead EKG					
1.17. Administer enemas					
1.18. Perform ostomy care					
1.19. Collect non-intravenous and non-arterial specimens					
1.20. Perform wet to dry and clean dressings					
1.21. Apply steri-strips, removes bandages and staples/suture					
1.22. Apply cold and heat therapies					
1.23. Provide care for casts, traction, pins, and air splints					
1.24. Insert, provide suction, and remove nasogastric tubes					
1.25. Administer enteral and nasogastric tube feedings					
1.26. Administer oxygen therapy and perform airway management					
1.27. Administer Incentive Spirometer therapy					
1.28. Provide oral, nasal, and tracheal suctioning					
1.29. Apply restraints only as facility policy allows and under the supervision of the Journey Worker (preceptor) nurse					
1.30. Administer medications by oral, intramuscular, subcutaneous, otic, ophthalmic, nasal, nebulizer, or tube routes excluding racemic epinephrine by nebulizer. Administer narcotics only as allowed by facility policy and under the supervision of the Journey Worker (preceptor) nurse.					
1.31. Follow safety precautions for fall					



prevention, seizures, etc.					
1.32. Perform end-of-life care					
1.33. Perform post-mortem care					

2. Advanced	Validated By School	Field Training by Mentor	Demonstrated Fundamentals Under Mentor Guidance	Proficient in Task Under Mentor Supervision	Completion Date
2.1. Apply sterile gloves/surgical gowning and gloving (may be performed in first time period)					
2.2. Empty and care for surgical drains such as Jackson-Pratts, Hemovac, and etc.					
2.3. Insert and remove urinary catheters					
2.4. Straight catheter insertion and removal					
2.5. Insert intravenous (IV) catheters and provide IV therapy (May not start IVs on neonates)					
2.6. Administer IV piggy back medications. IV push medications only administered if healthcare facility policy allows.					
2.7. Preparing primary IV container and tubing					
2.8. Converting a primary IV line into a saline lock					
2.9. Peripheral lab draw using a butterfly needle and syringe					
2.10. Discontinue IV therapy					
2.11. Perform endotracheal tube suctioning, care, and dressing changes					
2.12. Perform central line dressing changes as healthcare facility policy allows					
2.13. Perform sterile dressing procedures pending facility policy					
2.14. Perform routine care of chest tubes					
2.15. Delegate tasks to other healthcare personnel (other RNs, nursing assistants/care techs)					
2.16. Perform assessments on adult patients, pediatric patients, pregnant patients, post-partum patients, and newborns					
2.17. Care for patients in labor and delivery to include but not limited to applying					



and monitoring external fetal heart tone (FHT) and uterine contraction monitors (TOCO), monitoring internal FHT and uterine contraction monitors, conducting nonstress tests, checking for cervical dilation and effacement, obtaining vaginal cultures, assisting with epidurals, and assisting with deliveries.					
2.18. Administer care of the newborn, including but not limited to assessing the cord and obtaining cord blood, determining Apgar scores, taking measurements, administering vitamin K, Hepatitis vaccine, and erythromycin ointment; and performing heel sticks for PKU and glucose monitoring, monitoring phototherapy, and assisting with circumcisions.					
2.19. Manage post-partum care including but not limited to episiotomy care, assessing for postpartum hemorrhage, and assisting with breastfeeding.					

Skills that may **NOT** be performed by a nurse apprentice include:

- a. Administration and discontinuation of blood or blood products
- b. Administration of IV chemotherapy
- c. Taking verbal or phone orders without the presence of the licensed nurse preceptor
- d. Transporting a patient alone when an RN is required
- e. Providing second signature/check for controlled drugs, blood products, and medications listed as requiring independent double-checking
- f. Witnessing consents
- g. Any skills for which the student nurse apprentice has not been cleared by the nursing education program



RELATED INSTRUCTION OUTLINE Registered Nurse

O*NET-SOC CODE: 29-1141.00 RAPIDS CODE: 3056 CB

Related Instruction Guidelines:

- The course listings outline the related instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related instruction that the apprentice can reach the skilled level of the occupation.
- Each apprentice's attendance and progress in related education must be tracked and appropriate records maintained.
- Time devoted to the job-related education shall not be considered as part of the on-the-job learning.
- Failure on the part of the apprentice to fulfill their obligation as to the related education and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.

Hours Instruction Provided: ☐ During Work Hours ☒ During Non-Work Hours ☐ Both
Instruction Method: ☒ Classroom ☐ Correspondence/Shop ☒ Web-Based Learning

RTI Provider Name: ABC Community College

Contact Name: [Click or tap here to enter text.](#)

Contact Phone: [Click or tap here to enter text.](#)

Contact Email: [Click or tap here to enter text.](#)

Contact Address: [Click or tap here to enter text.](#)

Time Period 1: Pre-admittance and nursing program first semester. Apprentices will complete general education course requirements for the RN (ADN) program and apply for the RN program. Not all classes listed below must be completed prior to taking NUR 112. Students and sponsors are encouraged to consult with nursing education program advisors regarding admission. Apprentices must attain satisfactory grades for RN program admission and progression.

Course Number	Course Name	Credits	Seated/Contact Hrs
ENG 101	English Composition	3	45
MTH 100	MTH 100 or more advanced	3	45
BIO 201	Human Anatomy and Physiology I	4	75
BIO 202	Human Anatomy and Physiology II	4	75
BIO 220	General Microbiology	4	90
PSY 210	Human Growth and Development	3	45
SPH 106 or 107	Fundamentals of Public Speaking	3	45
Humanities Elective	Elective for Humanities	3	45
NUR 112	Fundamental Concepts of Nursing	7	195
Total		34	660

**Time Period 2: Semester 2 – Apprenticeship.**

Course Number	Course Name	Credits	Seated/Contact Hrs
NUR 113	Nursing Concepts I	8	240
Total		8	240

Time Period 3: Semester 3 – Apprenticeship. Completion of PN curriculum

Course Number	Course Name	Credits	Seated/Contact Hrs
NUR 114	Nursing Concepts II	8	210
NUR 115	Evidence Based Clinical Reasoning	2	60
Total		10	270

Time Period 4: Semester 4 – Apprenticeship.

Course Number	Course Name	Credits	Seated/Contact Hrs
NUR 211	Advanced Nursing Concepts	7	195
Total		7	195

Time Period 5: Semester 5 – Apprenticeship. Completion of RN curriculum

Course Number	Course Name	Credits	Seated/Contact Hrs
NUR 221	Advanced Evidence Based Clinical Reasoning	7	225
Total		7	225