

National Guidelines for Apprenticeship Standards

Licensed Practical Nurse



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Licensed Practical Nurse

Job Description:

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Appendix A-1: Work Process Schedule

RAPIDS CODE: 0837HY O*NET-SOC CODE: 29-2061.00

1. Record patient medical histories.	Approximate Hours
A. Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.	50 - 100
B. Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, or respiration.	50 - 100
C. Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.	75 - 150
D. Record food and fluid intake and output.	75 - 150
Total Hours	250 - 500

2. Monitor patient conditions during treatments, procedures, or activities.	Approximate Hours
A. Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.	50 - 100
Total Hours	50 - 100

3. Measure the physical or physiological attributes of patients.	Approximate Hours
A. Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, or respiration.	50 - 100
Total Hours	50 - 100

4. Administer basic health care or medical treatments.	Approximate Hours
A. Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.	50 - 100
Total Hours	50 - 100



5. Administer intravenous medications.	Approximate Hours
A. Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.	100 - 200
Total Hours	100 - 200

6. Apply bandages, dressings, or splints.	Approximate Hours
A. Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.	50 - 100
Total Hours	50 - 100

7. Assist patients with hygiene or daily living activities.	Approximate Hours
A. Help patients with bathing, dressing, maintaining personal hygiene, moving in bed, or standing and walking.	75 - 150
B. Provide medical treatment or personal care to patients in private home settings, such as cooking, keeping rooms orderly, seeing that patients are comfortable and in good spirits, or instructing family members in simple nursing tasks.	75 - 150
Total Hours	150 - 300

8. Supervise patient care personnel.	Approximate Hours
A. Supervise nurses' aides or assistants.	50 - 100
Total Hours	50 - 100

9. Train patients, family members, or caregivers in techniques for managing disabilities or illnesses.	Approximate Hours
A. Provide medical treatment or personal care to patients in private home settings, such as cooking, keeping rooms orderly, seeing that patients are comfortable and in good spirits, or instructing family members in simple nursing tasks.	50 - 100
Total Hours	50 - 100

10. Collaborate with healthcare professionals to plan or provide treatment.	Approximate Hours
A. Evaluate nursing intervention outcomes, conferring with other healthcare team members as necessary.	75 - 150
B. Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.	75 - 150
Total Hours	150 - 300



11. Analyze quantitative data to determine effectiveness of treatments or therapies.	Approximate Hours
A. Evaluate nursing intervention outcomes, conferring with other healthcare team members as necessary.	50 - 100
Total Hours	50 - 100

12. Sterilize medical equipment or instruments.	Approximate Hours
A. Sterilize equipment and supplies, using germicides, sterilizer, or autoclave.	50 - 100
Total Hours	50 - 100

13. Prepare medical supplies or equipment for use.	Approximate Hours
A. Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.	100 - 200
B. Set up equipment and prepare medical treatment rooms.	100 - 200
Total Hours	200 - 400

14. Operate diagnostic or therapeutic medical instruments or equipment.	Approximate Hours
A. Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.	50 - 100
Total Hours	50 - 100

15. Maintain medical facility records.	Approximate Hours
A. Make appointments, keep records, or perform other clerical duties in doctors' offices or clinics.	50 - 100
Total Hours	50 - 100

16. Perform clerical work in medical settings.	Approximate Hours
A. Make appointments, keep records, or perform other clerical duties in doctors' offices or clinics.	50 - 100
Total Hours	50 - 100

17. Schedule patient procedures or appointments.	Approximate Hours
A. Make appointments, keep records, or perform other clerical duties in doctors' offices or clinics.	50 - 100
Total Hours	50 - 100



18. Collect biological specimens from patients.	Approximate Hours
A. Collect samples, such as blood, urine, or sputum from patients, and perform routine laboratory tests on samples.	50 - 100
Total Hours	50 - 100
19. Test biological specimens to gather information about patient conditions.	Approximate Hours
A. Collect samples, such as blood, urine, or sputum from patients, and perform routine laboratory tests on samples.	100 - 200
Total Hours	100 - 200
20. Manage preparation of special meals or diets.	Approximate Hours
A. Prepare or examine food trays for conformance to prescribed diet.	50 - 100
Total Hours	50 - 100
21. Explain medical procedures or test results to patients or family members.	Approximate Hours
A. Prepare patients for examinations, tests, or treatments and explain procedures.	50 - 100
Total Hours	50 - 100
22. Prepare patients physically for medical procedures.	Approximate Hours
A. Prepare patients for examinations, tests, or treatments and explain procedures.	50 - 100
Total Hours	50 - 100
23. Treat patients using physical therapy techniques.	Approximate Hours
A. Apply compresses, ice bags, or hot water bottles	50 - 100
Total Hours	50 - 100
24. Clean medical equipment or facilities.	Approximate Hours
A. Clean rooms and make beds.	50 - 100
Total Hours	50 - 100
25. Maintain inventory of medical supplies or equipment.	Approximate Hours
A. Inventory and requisition supplies and instruments.	50 - 100
Total Hours	50 - 100



26. Order medical supplies or equipment.	Approximate Hours
A. Inventory and requisition supplies and instruments.	50 - 100
Total Hours	50 - 100

27. Assist healthcare practitioners during examinations or treatments.	Approximate Hours
A. Assist in delivery, care, or feeding of infants.	50 - 100
Total Hours	50 - 100

Grand Total Hours	2,000 - 4,000
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Appendix A-2: Related Technical Instruction

O*NET-SOC CODE: 29-2061.00 RAPIDS CODE: 0837HY

Class Number	Class Name	Credits	Hours
SCIE240	ANATOMY AND PHYSIOLOGY I This course includes an overview of the normal structure and function of the human body. Basic principles of chemistry and microbiology are also incorporated. Detailed study cells, tissues, and selected systems within the human body are included.	3	45
	 COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Identify the microscopic and gross anatomy of selected organs and systems from laboratory dissection of animal organs and systems, interactive labs, and lab demonstrations. Define the macroscopic and microscopic structure and function of the human body systems. Describe the systems and mechanisms involved in maintaining a state of human health. Use terminology key to the fields of anatomy and physiology. Correlate the relationships of the body systems as they work together. 		
PSYC100	PSYCHOLOGY This course provides an introduction to behavioral psychology in which the basic principles of human behavior are explored; emphasis is placed on concepts of personality structure, psychosocial growth and development, the learning process, and therapeutic communication skills. Basic concepts of abnormal psychology as well as methods of treatment are explored.	3	45
	 COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Identify basic concepts and research findings, and give examples of psychology's integrative themes. Draw appropriate, logical, and objective conclusions about behavior and mental processes from empirical evidence. Evaluate misconceptions or erroneous behavioral claims based on evidence from psychological science. Describe ethical principles that guide psychologists in research and therapy 		



Class Number	Class Name	Credits	Hours
LPN102	FUNDAMENTALS OF NURSING This course is an introduction to the fundamental skills of nursing practice. The student will learn to recognize patient needs and perform related skills progressing from the simple to the complex. Procedure demonstrations return demonstrations and skills practice provide opportunities for students to become proficient. The nursing process and critical thinking skills are introduced as important tools for effective nurse-patient interaction. With faculty guidance, the student will have the opportunity to utilize newly acquired nursing skills in the acute and/or extended care clinical setting as a beginning member of the health care team.	3	45
	 COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Describe all components of the nursing process including assessment, diagnosis, planning, implementation, and evaluation. Describe the hierarchy of human needs and how to prioritize patient care. Associate the nursing process and critical thinking skills in the delivery of safe, quality, and patient-centered nursing care. Illustrate the principles of medical and surgical asepsis to prevent and/or control the spread of infection. Demonstrate basic nursing skills that are based on patient values, clinical expertise, and current evidence and research. Demonstrate therapeutic communication, cultural sensitivity, and respect while providing individualized care to all patients and their families. Utilize an electronic health record to plan and document patient care. Demonstrate effective communication with the interdisciplinary healthcare team to plan and implement holistic care that meets the individualized needs of the patient and their families. Describe the scope of practice of the licensed practical nurse in the state in which the LPN will be practicing. Detail the importance of professionalism, leadership, patient advocacy, and continual education in the field of nursing. 		
LPN103	NURSING ISSUES The Nursing Issues course shows the evolution of practical nursing in the health care delivery system. It includes concepts of personal and community health development, a study of the philosophy of nursing, and the ethical and legal responsibilities of practical nurses. Topics may also include cultural competence, spiritual care needs, the health care team and the health care delivery system. COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to:	3	45
	 Describe historical and contemporary trends and issues in nursing and their impact on the practice of nursing within a multicultural global environment. Describe the scope of nursing practice, as articulated in ethical, legal, and professional documents (e.g. Scope and Standards of Nursing Practice, Nursing Codes of Ethics, Nurse Practice Acts, and Nursing Process). Examine the culture of professional nursing including values, beliefs, behaviors, attitudes and professional nursing organizations. Employ theoretical foundations of nursing, including selected nursing theories and theories from other disciplines that support nursing knowledge and evidence-based practice. 		
	 Examine one's own beliefs, values, biases, health and risks as they relate to personal health and professional practice and the ability to provide quality care to diverse populations. Compare and contrast the roles, functions, and perspectives of the nurse professional with other care professionals on the healthcare team. Discuss the inter- and intra-professional communication, collaborative and advocacy skills needed to deliver patient-centered nursing care. Explore the delivery of nursing and health care in the United States and globally. Differentiate technologies that assist the nurse to deliver safe, quality care, including search and retrieval information, telecommunications, patient care, decision making and clinical information systems (CIS). 		



Class Number	Class Name	Credits	Hours
LPN104	PRINCIPLES OF PHARMACOLOGY AND DOSAGE CALCULATIONS This is an introduction to pharmacological mathematics including a basic arithmetic review and an introduction to metric and apothecary systems. Students are introduced to routes of administration of medications and medication dispensing systems as well as documentation strategies. Students will learn principles for determining medication dosages and will be introduced to calculation of intravenous flow rates. With faculty guidance, the student will have the opportunity to utilize newly acquired nursing skills in the acute and/or extended care clinical setting as a beginning member of the health care team.	3	45
	COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Describe Pharmacy and Medical Math concepts Master percentages in relation to dosage calculation Conduct pediatric and adult dosage calculation Dilute drugs using alligation method or dilution formula for pediatric dosing and special cases or patient population that needs dosing adjustment Explain the Math behind IV infusion Avoid medication errors brought about by calculation error		
SCIE250	ANATOMY AND PHYSIOLOGY II This course is a continuation of Anatomy and Physiology I. It includes a study of the structure and function of the cardiovascular, respiratory, gastrointestinal, nervous, sensory, digestive, urinary, reproductive, and endocrine systems. Normal interrelationships between body systems as well as fluid, electrolyte and acid-base balance are explored. COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Use anatomical terminology to identify and describe locations of major organs of each system covered. Explain interrelationships among molecular, cellular, tissue and organ functions in each system. Describe the interdependency and interactions of the systems. Explain contributions of organs and systems to the maintenance of homeostasis. Identify causes and effects of homeostatic imbalances. Describe modern technology and tools used to study anatomy and physiology.	3	45
LPN201	MEDICAL/SURGICAL NURSING I This course progresses from Fundamentals of Nursing and provides information necessary for the student to apply the biological and behavioral sciences and the nursing process to meet the needs of the adult patient with a cardiovascular, respiratory, gastrointestinal, genitourinary, or reproductive disease or disorder. An introduction to trends in health care, predisposing and direct causes of illness, the body's physical defenses against illness, pain and comfort, immobilization, and infection are included in this course of study. The student will have the opportunity to apply didactic information in the clinical setting as a beginning member of the health care team. COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Identify the various disease processes and how they affect different body systems. Identify and plan individual nursing care based on the nursing process. Demonstrate and continue to develop leadership and management skills.	3	45
	 Identify the issues and trends that are affecting the medical-surgical nurse. Identify assessment skills and the application of the nursing process in clinical practice. Identify the psychosocial aspects that affect a patient's reaction to illness. Identify aspects of the care of surgical patients. Identify the nursing care for patients with chronic illness, including those in extended-care facility. Identify ways to prevent infection in all patients and the nursing care involved in treating the patient who does experience an infection. 		



Class Number	Class Name	Credits	Hours
LPN202	PHARMACOLOGY I This course introduces the science of pharmacology. Principles of medication administration with more emphasis on precision than was covered during Level I is primary. Major classes of therapeutically relevant drugs grouped according to body systems with a focus on action, uses, adverse reactions, drug interactions, nursing implications and patient teaching are included. Calculating and regulating intravenous and tube feeding rates are included. The nursing process will be used as a focus for nursing implications and patient/family teaching concerns. Clinical lab practice and field experience will enable students to develop knowledge and skill in giving medications efficiently and effectively. COURSE OBJECTIVES:	2	30
	 Upon completion of this course, the apprentice will be able to: Describe the general principles of pharmacotherapeutics, pharmacokinetics, pharmacodynamics, and pharmacogenetics/genomics in wellness promotion and illness prevention and treatment. Describe principles of safe administration of medications. Contrast the principles of pharmacotherapeutics across the lifespan including the effects of race, gender and, ethnicity. Investigate technologies and systems used for medication administration. Discuss legal and ethical parameters of medication administration. 		
SOCI100	SOCIOLOGY The Sociology course provides an analysis of the social nature of people as individuals, as members of the family unit, and as members of society. Social problems related to health care are presented and community resources outlined. COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Apply the sociological imagination to a variety of contemporary social phenomena Describe the historical development of Sociology as a separate social sciences discipline Distinguish among various research methods Identify, compare, and apply primary sociological perspectives Explain and apply key sociological concepts Describe the basic dimensions of social inequality & social change in historical and contemporary society Assess the social forces & organizational structures shaping individual & group behavior in contemporary society.	2	30
LPN204	NUTRITION ESSENTIALS This course is an introduction to basic principles of nutrition and diet therapy. Students learn to view nutrition as a fundamental aspect of their own health as well as recognizing that it is essential for the health and well-being of patients. Students acquire knowledge regarding basic nutrition and the role it plays in a maintaining wellness. Principles of digestion and absorption, the function of nutrients, lifecycle nutritive needs, disease prevention, diet modifications, and weight control are included. The nursing process is used as an important tool for assessing nutritional status and diagnosing and planning care for a variety of nutritional problems throughout the life cycle. With faculty guidance, the student will have the opportunity to utilize newly acquired knowledge in varied clinical settings.	2	30
	 COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Define scientific terms used in nutrition science. Identify the basic principles and concepts of nutritional science. Discuss the relationship between food, nutrition and health. Identify nutrients in food which are essential to health and well-being. Discuss nutritional assessment. Identify nutrition throughout life cycle (pregnancy, infancy). Discuss the problem of obesity ,under nutrition and eating disorders. Describe the therapeutic diet for certain diseases 		



Class Number	Class Name	Credits	Hours
LPN300	MEDICAL/SURGICAL NURSING II This course is a continuation of Introduction to Medical/Surgical Nursing I and provides information necessary for the student to apply the biological and behavioral sciences and the nursing process. Pathophysiology, etiology, incidence, nursing assessment, medical, surgical pharmacological, dietary, and nursing interventions for common illnesses will be presented. The student will have the opportunity to apply didactic information in the clinical setting.	5	75
	COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Identify the various disease processes and how they affect different body systems. Identify and plan individual nursing care based on the nursing process. Demonstrate and continue to develop leadership and management skills. Identify the issues and trends that are affecting the medical-surgical nurse. Identify assessment skills and the application of the nursing process in clinical practice. Identify the psychosocial aspects that affect a patient's reaction to illness. Identify aspects of the care of surgical patients. 8. Identify aspects of the care of patients with disorders of the respiratory system. Identify the nursing care for patient with disorders of the gallbladder and pancreas.		
LPN301	MENTAL HEALTH NURSING This course provides students with an opportunity to recognize and respond to mental health issues. Basic principles of human behavior are explored; concepts of personality structure, psychosocial growth and development, the learning process, and therapeutic communication skills introduced in general psychology are expanded. Basic concepts of abnormal psychology as well as methods of treatment are explored. Threats to mental health and selected psychological disorders and their treatment modalities, including psychopharmacology, are covered. The nursing process in mental health is incorporated through acute and long-term in-patient and outpatient clinical settings. COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Analyze selected nursing and psychological theories used in psychiatric/mental health settings.	2	30
	 Describe the legal, economic, sociocultural, and ethical issues impacting the psychiatric/mental health delivery system and apply them in the clinical setting. Define clinical modalities and psychiatric terminology as it relates to psychiatric/mental health nursing practice. Utilize principles of Evidence-Based Practice in psychiatric mental health nursing. Compare and contrast the difference in mental illnesses in clients in urban and rural geographic areas. Identify barriers to care for patients with psychiatric illnesses. 		



Class Number	Class Name	Credits	Hours
LPN302	PHARMACOLOGY II Major classes of therapeutically relevant drugs grouped according to body systems with a focus on action, uses, adverse reactions, drug interactions, nursing implications and patient teaching continues. Additionally, students will learn the basic concepts of intravenous therapy including selection of equipment, starting intravenous therapy, and solving problems related to the flow of fluids or medications. Students will also learn how to withdraw blood samples. Experience in these skills will be provided in the nursing laboratory.	2	30
	 COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Identify side effects, adverse drug reactions, drug-drug, and drug-nutrient interactions of selected drugs covered in this course Describe major classifications and actions of selected drugs used in current treatment of diseases Provide patient teaching regarding drug therapy that reflects rural access, developmental stage, age, culture, and spirituality Apply principles of normal anatomy and physiology of human body systems to the pathophysiologic processes of prescribed health problems Identify concepts, principles, and responses related to pathophysiologic processes that result in disease Discuss clinical manifestations of selected disease processes and health problems Discuss the nurse's role and responsibility for assessment of individuals experiencing health problems that result in pathophysiologic alterations 		
LPN400	This course introduces the student to geriatric nursing and it's growing importance in today's society. It places emphasis on aging as a normal process. The role of the practical nurse in health maintenance and in the care of the residents in long-term care facilities will be addressed. The student will have clinical experience in a facility or agency that primarily provides services to older people. Students will be given opportunities to function in leadership positions in the long-term care facilities. COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Incorporate professional attitudes, values, and expectations about physical and mental aging in the provision of patient-centered care for older adults and their families. Assess the living environment as it relates to functional, physical, cognitive, psychological, and social needs of older adults. Intervene to assist diverse older adults and their support network to achieve personal goals, including functional, physical, and mental wellness based on the availability of community resources/programs. Compare models of care that promote safe, quality physical and mental health care for older adults. Integrate relevant theories and concepts included in a liberal education into the delivery of patient-centered care for older adults.	2	30



Class Number	Class Name	Credits	Hours
LPN401	NURSING OF THE CHILDBEARING FAMILY This course encompasses family-centered nursing care with a focus on fetal development, the pre-, peri-, and postnatal periods, and growth and development from birth through adolescence. Emphasis is placed on wellness with consideration given to deviations from the normal. Preventative as well as restorative nursing care will be stressed. The student will be given the opportunity to utilize this knowledge in selected clinical settings.	2	30
	 COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Use critical thinking skills to differentiate trends in care of the childbearing family Use the nursing process to provide quality nursing care of the infant and their families Apply therapeutic interventions to promote, maintain and restore the health of infants and childbearing families Utilize standards of practice to provide cultural specific care to infants and their families Utilize therapeutic communication techniques appropriate to learning and developmental needs of childbearing families Utilize evidence based practice to assist the child bearing family to achieve optimal health Demonstrate understanding of professional ethics and principles in clinical practice 		
LPN402	NURSING OF CHILDREN This course is an overview of the role of the practical nurse in pediatric nursing. It provides students with an opportunity to use the nursing process in the delivery of nursing care to the pediatric patient incorporating knowledge of common elements of nursing and growth and development throughout the stages of childhood. The student will gain a basic knowledge and beginning skill in the promotion of health in the well child as well as specific nursing interventions used for the ill child. The student will be given the opportunity to apply this knowledge in selected clinical settings.	2	30
	 COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Describe the steps of a focused health assessment on children and identify deviations from normal. Describe the role of the nurse as a member of the health care team and advocate while providing patient-centered care to children. Apply knowledge of pharmacology, pathophysiology, and nutrition, as well as evidence based practice, to the care of children. Describe how verbal and nonverbal communication promotes therapeutic relationships with children and their families, as well as professional relationships with members of the health care team. Identify technologies and evidence-based literature that support clinical decision making and impact patient care. Identify health education needs of children and their families, as well as strategies used to reinforce education. Discuss organizational, time management, and priority-setting skills used when providing care to children. Identify patient care needs related to safety and delivery of quality care. Describe ethical and legal standards as well as professional accountability in the delivery of care to children and their families. 		



Class Number	Class Name	Credits	Hours
LPN403	NURSING MANAGEMENT This course is an overview of the role of the practical nurse in a leadership or management position. It provides students with an opportunity to learn requisite skills needed as first line leaders (charge nurses) in directing and supervising other health care providers in extended care facilities. The student will be given the opportunity to practice these skills and apply this knowledge in the long-term care clinical setting. COURSE OBJECTIVES: Upon completion of this course, the apprentice will be able to: Analyze the impact of nurse managers as change agents on nurse-driven quality indicators and on healthcare policy at the local and national levels. Identify organizational variables that impact professional nurse practice, including the evaluation of patient care and delivery systems. Relate the principles and barriers to scientific inquiry while researching implementation of evidence-based practice at the bedside. Describe the importance of nursing informatics and healthcare technology and their impact on nursing practice, education, and research Explain the influence the nurse manager has on the healthcare finances (unit, hospital, local, and national levels) Explain conflict resolution, negotiation, and collaborative care teams and their impact on patient care quality	2	30
	TOTAL	44	660



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