

Mentor Training for Nurse Apprentices

East Alabama
Health 

What is a Nurse Apprentice?

- “Apprenticeships offer students the chance to earn a progressive wage while they are also gaining the work experience and classroom training that will multiply their value to employers.” (Alabama Office of Apprenticeship)
- East Alabama Health has partnered with AUCON, SUSCCC, CACC, CVCC, and Troy Montgomery to select interested nursing student candidates from their respective programs to become Nurse Apprentices.
- An apprentice will be paired with a mentor (you) after completing the first semester of their nursing program.

Nurse Apprentice vs. Nursing Student Intern (NSI)

Nursing Student Interns (NSI)

- Administer PO medications and IM immunization injections only
- Documentation of assessments
- MCT level skill sets
- ADLS
- Phlebotomy
- Obtain Vital Signs
- 12 Lead EKG

Nurse Apprentices

- Board-certified permit from the ABN
- May increase in skill sets as students successfully complete and pass different semesters of their nursing program
- Will also require didactic skill check offs during apprenticeship to perform higher level skills under supervision of mentor

Qualifications to be a Nurse Apprentice

- Completed and passed first semester of the nursing program
- At least 18 years of age
- Receive a permit from the Alabama Board of Nursing (ABN)
- Complete EAH orientation program

Mentor Eligibility

- 1 year of nursing experience
- Recommended by management and in good standing
- Attend EAH Coach Class formal training
- AUCON apprentice will receive BSN prepared mentors for their clinical shift requirements
- SUSCC and other ADN schools' apprentices will receive an ADN prepared mentor during their clinical shift requirements
- ADN Mentors: credential document to be submitted in class or emailed
- BSN Mentors: signed AUCON document, and an unofficial copy of your BSN transcript

Why Should You be a Mentor?

- **Become a better leader-** learning how to work with people, demonstrate patience with those in need of guidance and support, and helping future nurses figure out the best path forward
- **Learn more about your facility/profession and gain new perspective-** mentoring is a great way to broaden your view and gain insight into what goes on in other areas of healthcare/nursing
- **Shape leaders of tomorrow-** leave a legacy; we all remember our coaches/mentors when we first began our nurse profession
- **Exercise emotional intelligence-** sharpen your emotional radar while working one on one with someone

Nurse Apprentice Skills

The following Skills should be performed with minimal assistance or independently:

- Assist with the admission and discharge of patients
- RN student nurse apprentices may assist with the initial intake assessment and patient discharge instructions.
- LPN student nurse apprentices may not perform the initial intake assessment but may provide patient discharge instructions.
- Apply personal protective equipment
- Apply sterile gloves/surgical gowning and gloves
- Assist patients with ambulation, including but not exclusive to the use of mobile assistive devices such as walkers, canes, crutches, gait belts, and wheelchairs
- Follow safety precautions for fall prevention, seizures, etc.
- Position and transfer patients
- Perform restorative care to include active and passive range-of-motion exercises and contracture care

Nurse Apprentice Skills, Cont.

- Perform hygiene care including bed baths, urinary catheter care, and ostomy care
- Administer enemas
- Perform skin care and pressure ulcer prevention, turning
- Apply sequential compression stockings and/or devices
- Apply restraints under the supervision of the mentor
- Obtain blood glucose readings and appropriately document/disclose results
- Perform peripheral blood draw with butterfly needle and syringe
- Perform wet to dry, clean dressings, and sterile dressings
- Empty and care for surgical drains such as Jackson-Pratts, Hemovac, etc.
- Apply steri-strips, remove bandages, and remove staples and sutures
- Apply cold and heat therapies
- Provide care for casts, traction, pins, and air splints

Nurse Apprentice Skills, Cont.

- Insert, provide suction, and remove nasogastric tubes
- Administer enteral and nasogastric tube feedings
- Perform 12-lead ECG
- Administer oxygen therapy and perform airway management
- Administer incentive spirometer therapy
- Provide oral, nasal, and tracheostomy suctioning
- Administer medications by oral, intramuscular, intradermal, subcutaneous, otic, ophthalmic, nasal, rectal, nebulizer (excluding racemic epinephrine by nebulizer), or tube routes under the supervisions of the mentor

Nurse Apprentice Skills, Cont.

- Insert/discontinue intravenous (IV) catheter and provide IV therapy
- NOT permitted to start IVs on anyone under 16 years old
- RN student nurse apprentices may administer intravenous medications (push, IVPB) under the supervision of the mentor
- Insert and remove urinary catheters (straight and/or indwelling)
- Perform basic life support
- Perform end-of-life care
- Perform post-mortem care

Basic Competencies

- The nurse apprentice in 2nd semester must meet "Field Training" or "NA" if the skill was not seen during the semester
 - Field training- directly observed in clinical setting by apprentice with trained mentor
- The nurse apprentice in 3rd semester must be "Proficient" or "NA" if the skills was not seen during the semester.
 - Proficient in task- apprentice performs tasks consistently and properly

Advanced Competencies

The following are advanced competencies that 3rd semester students can perform with assistance:

- Perform sterile dressing procedures
- Assign tasks to other healthcare personnel (nursing assistants/care techs)
- Perform physical assessments on pediatric patients
- Perform subjective and/or physical assessments on pregnant patients, post-partum patients, and newborns
- Care for patients in labor and delivery includes but is 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, assisting with epidurals, and assisting with deliveries

Advanced Competencies, Cont.

The following are advanced competencies that 3rd semester students can perform with assistance:

- Administer care of the newborn, including but not limited to assessing the cord, 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
- Manage postpartum care including but not limited to episiotomy care, assessing for postpartum hemorrhage, and assisting with breastfeeding
- Perform routine care of chest tubes
- Maintain and administer fluids and/or push medications through vascular access devices (PICC, midline, central line, port, etc.) with DIRECT supervision of the mentor at all times

Skills NOT to be performed by Nurse Apprentice

- Administration and discontinuation of blood or blood products
- Administration of IV chemotherapy
- Administration of racemic epinephrine by nebulizer
- Check for cervical dilation and effacement
- Obtain cord blood
- Taking verbal or phone orders without the presence of the licensed nurse preceptor
- Transporting a patient alone when an RN is required
- Providing second signature/check for controlled drugs, blood products, and medications listed as requiring independent double-checking
- Witnessing consents
- Any skills for which the student nurse apprentice has not been cleared by the nursing education program

Direct Supervision Requirements

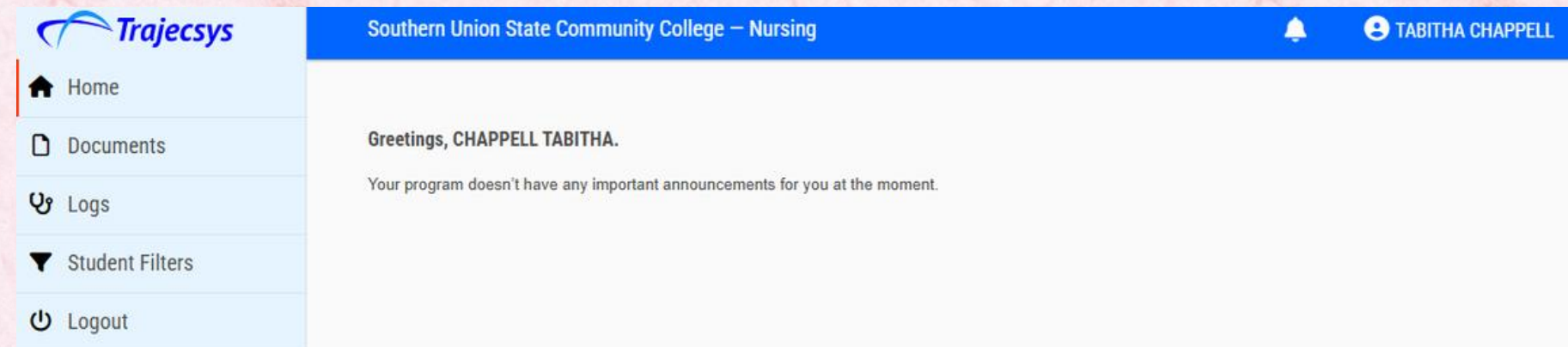
- As a mentor, you must always directly supervise the following skills every time:
- ANY medication administration- oral, intra-muscular, intradermal, intravenous, subcutaneous, otic, ophthalmic, nasal, nebulizer, or tube routes
- Any invasive procedures including but not limited to:
 - IV insertion
 - Foley catheter insertion and removal
 - Sterile central line dressing changes
 - Sterile wound dressing changes
 - Tracheostomy suction, inner cannula and dressing change

Clinical Validation Methods

- **SUSCC- TRAJECSYS**
- **AUCON-PAPER DOCUMENTATION**
- **CVCC- WRITTEN FORM** provided by *Apprentice*
- **TROY-MONTGOMERY- WORKHANDS**

Clinical Validation Methods, Cont.

- SUSCC- SKILLS TRACKING IN TRAJECSYS- required every clinical and work shift
- Effective January 2025, SUSCC will utilize Trajecsyst, a web-based portal/app, to monitor the apprenticeship skills progress. Mentors will have access to Trajecsyst to review and approve the student nurse apprentices' level of performance through the competencies:



- Each skill will be documented based on the level of performance and saved in Trajecsyst DAILY by the nursing student apprentice. At the end of each apprenticeship day (clinical and work hours), the mentor will review and either approve or disapprove the skills submitted for the day. Skills that are disapproved will need to be corrected (level, amount) and resubmitted by the student nurse apprentice

Clinical Validation Methods, Cont.

- SUSCC- SKILLS TRACKING IN TRAJECSYS- required every clinical and work shift
- Skill proficiency levels tracked in Trajecsyst will be transferred to Workhands by the apprentice after the semester concludes for Dr. Shiver to approve

APPRENTICE & MENTOR: help your mentor create a Trajecsyst account:

- Go to Trajecsyst.com
- Click: + Registration
- Mentor completes required fields:
 - Educational Unit: **Southern Union State Community College- Nursing**
 - Current/ new student: **No**
 - Please use EAMC email

APPRENTICE: text Dr. Shiver to activate new mentor account 706-773-4650

Clinical Validation Methods, Cont.

APPRENTICE: log your skills throughout the day

- Click 'Log' from menu on left
- Click 'add logsheet'
- Major study: select 'apprenticeship basic' or 'apprenticeship advanced'
- Search or select skill performed
- Select participation level
- Select amount (how many times)
- Search supervising employee- **DO NOT ADD ADJUNCT FACULTY**
- Skip mentor signature and select **NEXT**

Clinical Validation Methods, Cont.

MENTOR: At the end of the clinical and workdays:

- Login to Trajecsys
- Click on 'Logs' on left menu
- Approve/disapprove all skills documented for the day (skill, performance level, amount) at once

APPRENTICE: Complete your course Daily Clinical Report (DCR) for **ONLY** clinical days (not work shifts).

Send this to your designated clinical course faculty for the semester

Clinical Validation Methods, Cont.

AUCON-PAPER DOCUMENTATION-required every clinical shift (approx 6 pgs)

AUCON Competency Checklist

Basic Competencies (33 competencies)

-Perform hand hygiene

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Apply personal protective equipment

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Assist patients with ambulation, including but not exclusive to use of mobile assistive devices such as walkers, canes, crutches, gait belts, and wheelchairs

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Position and transfer patients

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Perform restorative care to include active and passive range-of-motion exercises and contracture cure

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Perform hygiene care including bed baths, urinary catheter care, and ostomy care

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Assist patients with activities of daily living such as feeding, clothing, care of teeth and hair, toileting

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Perform skin care and pressure ulcer prevention, turning

Validated by school Field Training N/A Demonstrates Fundamentals Proficient in Task

-Apply sequential compression stockings and/or devices

Student Signature: _____

Mentor Signature: _____

Date: _____

Clinical Validation Methods, Cont.

CVCC-Written forms provided by the apprentice

- CVCC's nursing department uses a clinical evaluation tool to record the clinical appraisal based on outcome measures required to successfully pass the clinical component of each nursing course. Student apprentices will document required clinical information and patient care on written forms. Each student is assigned specific information to gather pertaining to each patient they are caring for during the day. This information is researched and analyzed by the student to assist in critically applying theory to the clinical setting.
- The Mentor's responsibility is to complete the clinical appraisal tool for each scheduled clinical day evaluating the students' performance within 48 hours of the clinical day
- A paper copy of the clinical appraisal will be provided by the student

Clinical Validation Methods, Cont.

TROY-MONTGOMERY- WORKHANDS

The Alabama Office of Apprenticeship utilizes WorkHands, a web-based portal, to manage progress of the apprenticeship programs. Mentors will have access to WorkHands to document the apprentices' progress through competencies with the following options:

- Field Training
- Demonstrates Fundamental Skill
- Proficient

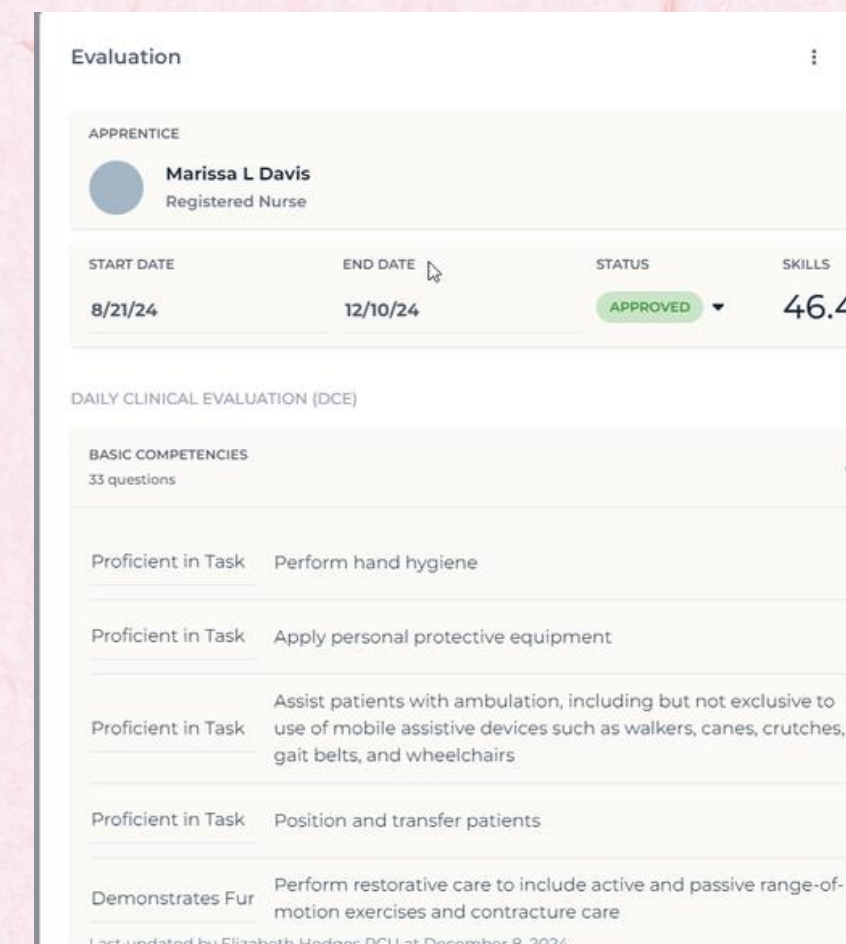
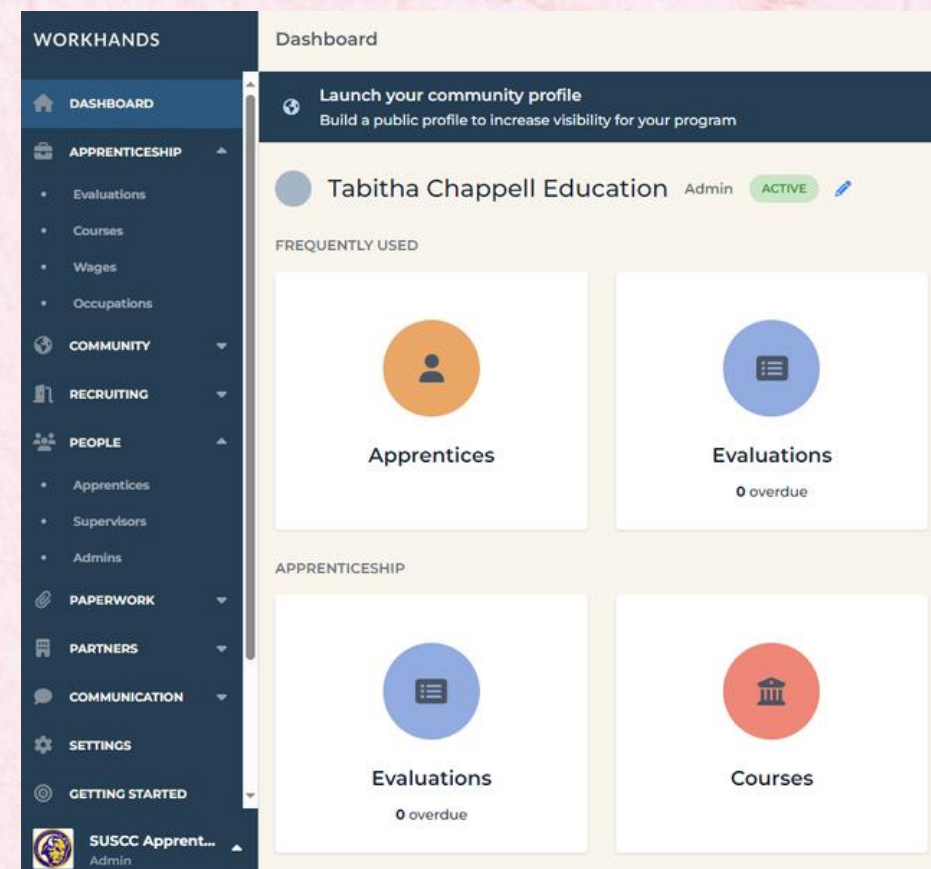
WorkHands evaluations must be completed daily during the scheduled clinical day or within 12 hours of the clinical day.

Clinical Summative Evaluations: utilized by all of TU's ASN clinical courses to give an appraisal based on outcome measures required to successfully pass the clinical component of each nursing course. Mentors will evaluate the student at the end of the assigned clinical time on the components identified within the Clinical Summative Evaluations for each clinical course. The student and the mentor must sign this document and turn it into TU Apprenticeship Coordinator within 24 hours of completing all required clinical hours for a clinical course.

Clinical Validation Methods, Cont.

WORKHANDS APP

- Download
- Review app layout
- Clinical documentation approval by mentor



Clinical Validation Methods, Cont.

WORKHANDS APP

- Validated in school- skills check off in school complete
- Field training- directly observed in clinical setting by apprentice with trained mentor
- N/A- not applicable- did not see/do this semester
- Demonstrates fundamentals- apprentice can complete task with coaching
- Proficient in task- apprentice performs tasks consistently and properly
- Must document and clear each skill (even if not seen, place N/A) for the apprentice to advance in their apprenticeship wage

11/1/22 11/30/22 APPROVED 54.5

COMPETENCY CHECKLIST

BASIC COMPETENCIES
33 questions

Validated by School Perform hand hygiene

Field Training Apply personal protective equipment

N/A Assist patients with ambulation, including but not exclusive to use of mobile assistive devices such as walkers, canes, crutches, gait belts, and wheelchairs

Demonstrates Fundamentals Position and transfer patients

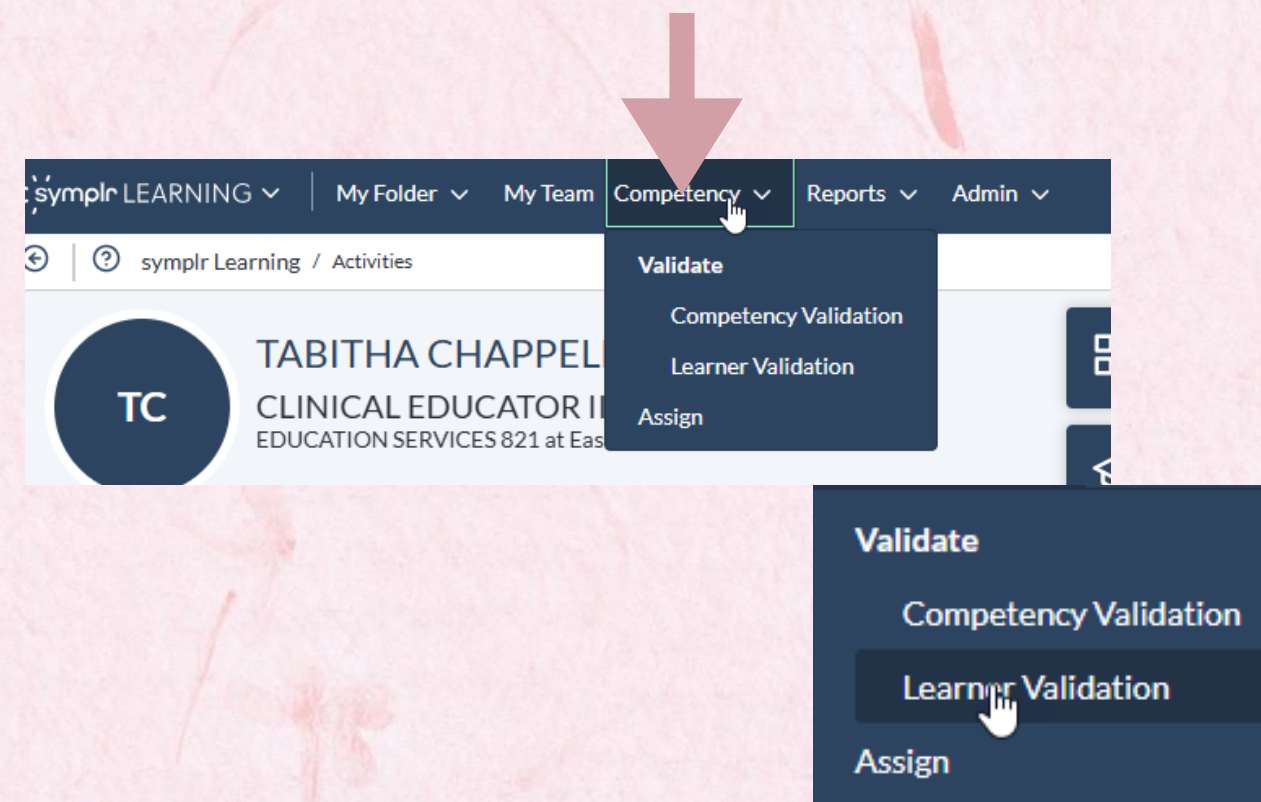
Proficient in Task Perform restorative care to include active and passive range-of-motion exercises and contracture care

Add a comment

Cancel Save Approve

Documenting Symplr Competencies

- Login into symplr as usual
- Select symplr learning
- Select Competency, then Learner Validation



Documenting Symplr Competencies, Cont.

- Search for Employee (Learner) by typing the employee's name in the search box
- Click on name and select next

Validate a single learner for multiple

Select Learner

smith

Learner

- DAVID SMITH
- DESTINY SMITH
- JACQUELINE SMITH

Validate a single learner for multiple competencies

Select Learner Select Competencies Validate

smith

9 Results

Learner	Employeeid	Department	Job Titles
DAVID SMITH	23667	EMERGENCY TRANSPORT SVCS AU EVENTS EAMC	FIRST RESPONDER - AU EVENT STAFF
DESTINY SMITH	11942	RENAL DIALYSIS 707 EAMC	RN - DIALYSIS
JACQUELINE SMITH	80342	NURSE SUPPORT TEAM 624 EAMC	TELESITTING MONITOR TECH - NURSE SUPPORT TEAM
JANYA SMITH	23305	CARDIOTHORACIC STEP-DOWN UNIT 613 EAMC	MULTI-CARE TECH - CARDIOTHORACIC STEP-DOWN UNIT
JOSLYNN SMITH	23290	CLINICAL NUTRITION 830 EAMC	NICU MILK TECHNICIAN - CLINICAL NUTRITION
KATELYNN SMITH	20836	4th TELEMETRY 623 EAMC, 4N ORTHOPAEDICS 16170 EAMC	RN - 4T, RN - 4N ORTHOPAEDICS
LAQUANZA SMITH	80333	PRIMARY MEDICINE ASSOCIATES AUBURN 21010 EAMC	CERTIFIED MEDICAL ASSISTANT - PRIMARY MEDICINE ASSOCIATES

Previous Next

Documenting Symplr Competencies, Cont.

- Select the competency or competencies you wish to validate
- Name of the competency is under the heading “Competency” with a check box
- Select only the individual competencies needed at a particular time**OR** Check the box next to “Select All” to select all competencies that need validation
- Select “Next” at bottom of page
- The bar at the top indicates which steps you are on
- Document all elements of competency validation for this specific competency

Validate a single learner for multiple competencies

Select Learner Select Competencies Validate

DAVID SMITH

Filters: ☯

Search Competencies... 🔍 Title Ascending

Select All 1 Results

Competency	Competency Group(s)	Due Date
<input type="checkbox"/> Organizational Role	Mammography Supervisor Orientation Competencies-17450(1249), Organization-Wide, Core Orientation Competencies, Education Validators, Environmental Service Manager Orientation-18460 (854), Cardiac Observation Manager Cardiac Cath Lab Orientation-17510 (0154), ACS Lanier Orientation-17025-29500-17020(4815)4816), Director of Emergency Service Main/FED Orientation- 17800 (3220), Director of Emergency Service Main/FED Annual- 17800 (3220), Director of Rehab Services Speech Therapy Orientation-17640 (3660), RNFA CVDR-Orientation Competencies-17030 (3558)5745), Security Behavioral Specialist- Security Behavioral Spec-2022 Annual Competencies-18445(4612), Security Behavioral Specialist- Security Behavioral Spec-2023 Annual Competencies-18445(4612)5731)	02/28/2025

Previous Next

Validating Competencies in Symplr

- Validation Method(s): You can select more than one method (Select all methods that were used)
- Rating: Select competent, not competent, or not applicable
- If not applicable is selected, you must select a validation type so the system will document “N/A”
- Validation Date: Select the date the competency was actually validated
- ****Remember, all competencies should NOT be documented as being validated on the same date****
- Validate the competencies on the actual date that the validation occurred, select Validate at top right of page

Validate a single learner for multiple competencies

Select Learner → Select Competencies → 1 Validate

DAVID SMITH Validate

Organizational Role Standards/Directives

Available Validation Method(s)

- Chart Review
- Demonstration
- Direct Observation
- Feedback from Others
- Reports
- Simulations
- Test
- Verbalization
- Written Materials

Expand Skills

Skills

Rating: Competent

Validation Date: 12/10/2024

Validating Competencies in Symplr, Cont.

- Document any needed changes to the individual skills/steps of the competency
- Validation method, rating, and validation date selected above the competency level will also populate for each skill that falls beneath the competency
- You might need to make some changes to individual skills
- Review each skill when validating comps and make needed changes to validation methods, rating, and validation date
- Some skills may be validated on different days using different validation methods
 - Example: Validation method is a training certificate or paper checklist that can be uploaded as learner evidence

Apprentice Expectations

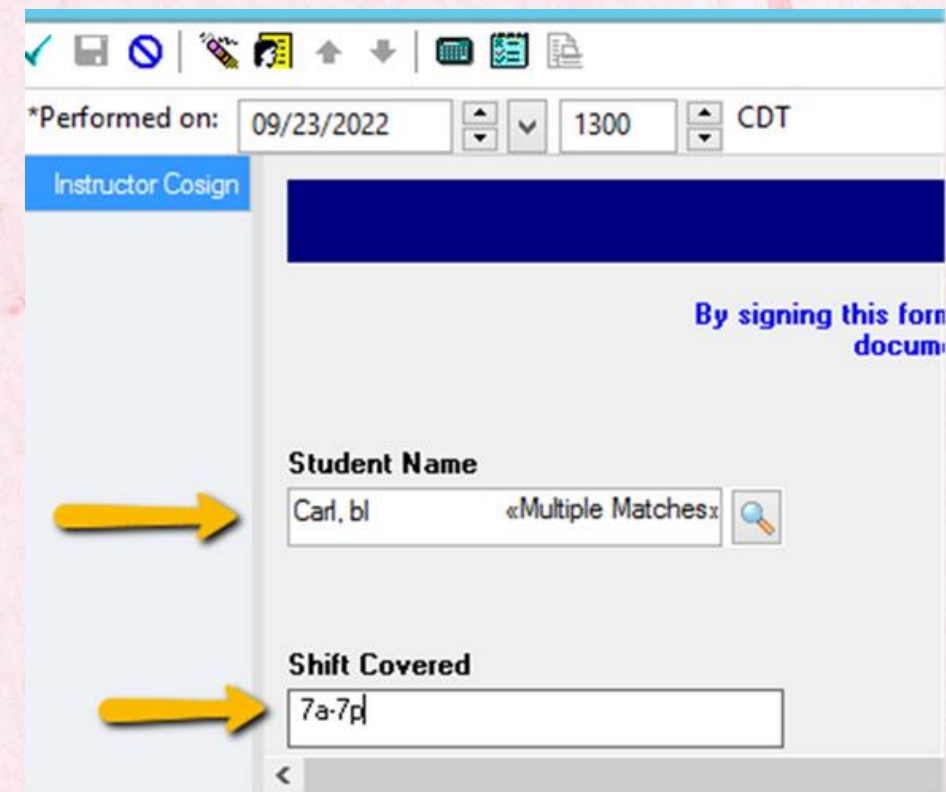
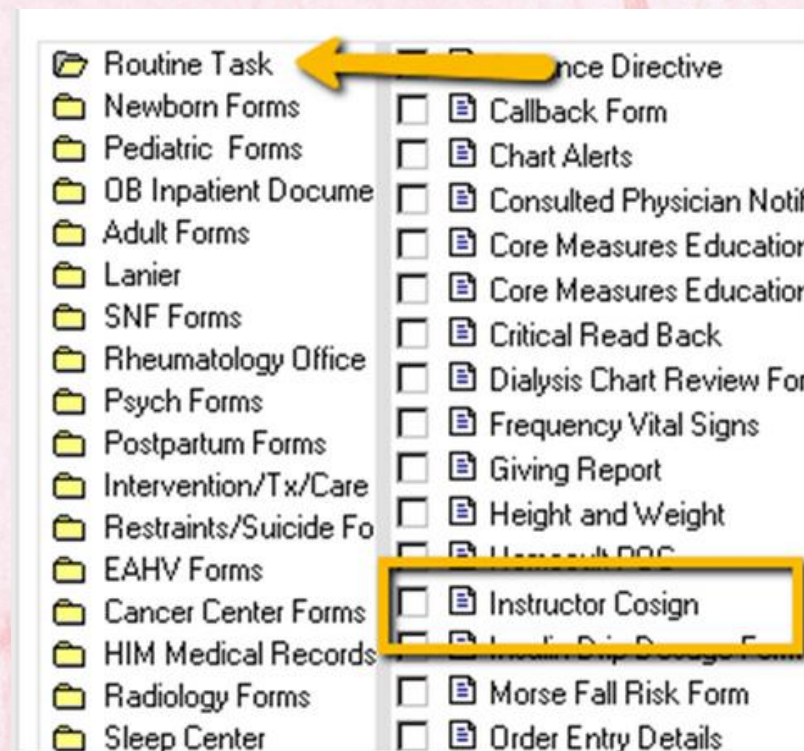
- The Alabama Office of Apprenticeship requires that student nurse apprentices be easily identifiable in their apprenticeship role as well as through their sponsoring school.
 - Effective January 1st, 2025, student nurse apprentices will be required to wear their school uniform and follow the school uniform policy as written for all CLINICAL and WORK shifts. Student nurse apprentices must also wear a badge always indicating their role as a student apprentice. Failure to follow the uniform policy will result in disciplinary action.
- Attend scheduled clinicals on time- being punctual
- Take initiative and be proactive in learning needs
- Asks questions
- Be active in observation and hands-on skills when able
- Apprentices are not allowed to be on mobile devices for non-work purposes. Students may look up medication references, clinical references and document clinical work on designated apps only

Apprentice Expectations, Cont.

- The following are to be completed by the apprentice every shift:
- Obtain report from the off-going nurse and provide a report to the nurse upon leaving the unit
- Assist other healthcare personnel in the care of patients on the unit within the student scope of practice
- Obtain vital signs, including blood pressure, pulse, respirations, height/weight, and oxygen saturation
- Perform head-to-toe and focused physical assessments to include identification of normal and abnormal findings
- Perform hand hygiene. Maintain safety and infection control principles
- Document assessments, vital signs, medications, narrative notes, etc.
- Assist patients with activities of daily living such as feeding, clothing, care of teeth and hair, and toileting
- Communicate with patients and families using therapeutic communication methods
- Consistently demonstrate professionalism, integrity, responsibility, accountability, and ethical practices

Apprentice Documentation in Cerner

- Nurse Apprentices will have their own log in to Cerner
- In narrative notes: (last name, first name, Nurse Apprentice)
- Apprentices may document on 1-2 patients of your patient load
- Use instructor co-sign AdHoc form to sign off apprentice's documentation
- Apprentices cannot have standalone documentation without a mentor to sign behind!



Mentor Expectations

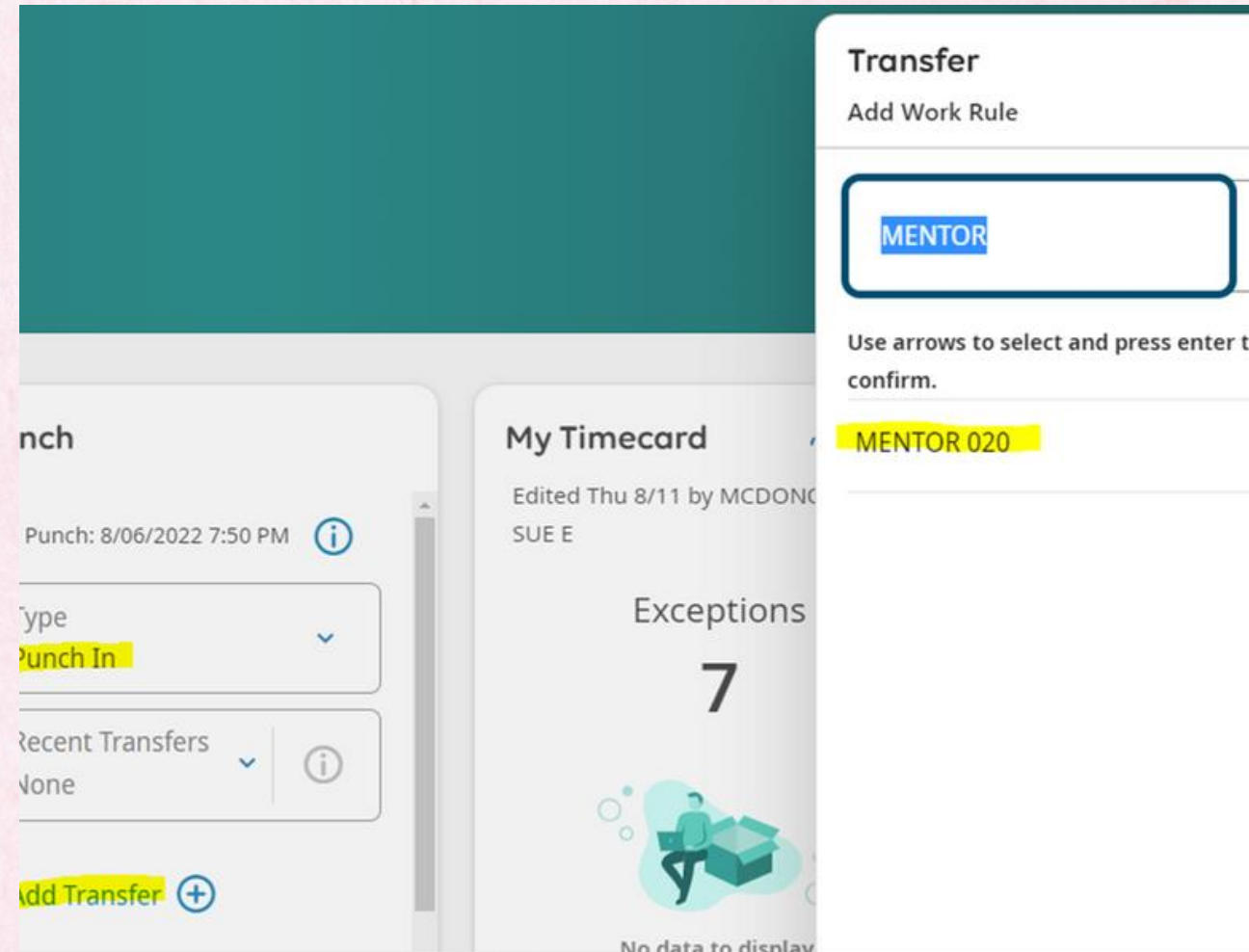
- Keep the Nurse Apprentice Coordinator and/or Education Manager up to date on progression of apprentice
- Notify of any schedule changes you may have so we can correlate schedules for the apprentices
- Provide positive and constructive feedback
- Set a good example as a role model for new EAH employees and future nurses
- Give frequent, consistent, fair, honest, & timely verbal/written feedback
- Feedback reinforces positive behavior
- Feedback extinguishes inappropriate behavior
- The key to developing people is to catch them doing something right

Check-ins, Progress Reports, and Coach Meetings

- In addition to daily documentation, the following check-ins will occur to ensure both the apprentice's and mentor's needs are being met
- Apprentice Coordinator rounds to informally discuss status of apprenticeship, identify, and resolve concerns
- Site visits by the designated college faculty
- Formal Coach Meetings at least once per semester; more often, if needed
- Non- threatening environment
- Who: You, your mentor, apprentice coordinator, nursing school faculty, possibly unit manager
- Why: To discuss your progress meeting clinical objectives and identify areas from improvements

Clocking in as a Mentor

- Mentors will receive an additional \$3 per hour on the shifts your nurse apprentices work with you!



Mentor Clocking on Kiosks

- When you know you have a Nurse Apprentice with you, you can select the "Mentor" button on the kiosks and clock in like normal



Mentor Codes

- If you are in a Baylor position- your mentor clock code will be MENTOR 027
- LPN positions- your mentor clock code will be MENTOR 002
- FLOAT - your mentor clock code will be MENTOR 026
- The remainder of you will choose clock code MENTOR 020
- ****You may ONLY use this clock code when you have a nurse apprentice.**

Contacts

- **Tabitha Chappell, MSN, RN- Nurse Apprenticeship Program Coordinator**
 - E-mail: tabitha.chappell@eamc.org
 - Phone number: (334) 528-4338

- **Lauren Brookshire, BSN, RN- Education Manager, Education Services**
 - E-mail: lauren.brookshire@eamc.org
 - Phone Number: (334) 528- 1290

- **Jennifer Terry, MSN, RN, ACNS-BC, CCRN-K, NPD-BC- Director, Education Services**
 - E-mail: jennifer.terry@eamc.org
 - Phone Number: (334) 528- 4195

When to Contact

- Any schedule changes you may have
- If you call out- please let Education know so we can communicate with the apprentice!
- You may exchange numbers with your apprentice also- just make sure to communicate with contact regarding shift changes
- The shift changes must be adjusted in Kronos for the apprentices
- If you are not 1:1 with your apprentice
- Your timecard does not reflect the compensated shifts for mentoring
- Documentation issues with Apprentice
- Behavioral and competency/skill issues with Apprentice

Thank You