

UW HEALTH JOB DESCRIPTION

YOUTH APPRENTICE – INPATIENT NURSING CARE PARTNER/PSO

Job Code: 510053	FLSA Status: Non-Exempt	Mgt. Approval: B. Willey	Date: May 2022
Department : AHECP, Nursing		HR Approval: S. Whitlock	Date: May 2022

JOB SUMMARY

The Youth Apprentice-Inpatient Nursing Care Partner/PSO provides assistance in inpatient settings (general care, IMC and ICU). The Youth Apprentice will assist staff (RN, NA/PCT, HUC, etc) as an extra set of hands with a variety of basic skills and support. Because the Youth Apprentice may provide support in a variety of settings, they will be given a brief orientation to any unit they support and direction/mentorship from department leadership on the support they will be providing for a given shift.

The Youth Apprentice will also provide direct patient observation to redirect unsafe patient behaviors. The Youth Apprentice will be trained in basic activities related to patient safety, care, and comfort, in order to prevent patients from harming themselves or removing medical equipment that could delay the healing process, usually by means of verbal. The patient(s) being observed may have special needs but will not require specialized life-sustaining equipment to be monitored. In this capacity, the Youth Apprentice will observe and accurately report changes in patient behavior or status.

In all settings, the Youth Apprentice functions as a member of the nursing care team and works under the direction mentorship of professional nursing staff.

MAJOR RESPONSIBILITIES

The Youth Apprentice will learn skills and assist in the following areas:

Provide Assistance to Inpatient Nursing Staff

- Assist with MyChart Bedside (setting up, ordering meals, accessing interpreter)
- Assist with setting up virtual visits for patients with families or providers
- Tube/run specimens to the lab
- Strip and make beds
- Assist with removal of patient equipment after discharge
- Assist and/or provide wayfinding with patients and/or visitors
- Empty trash and linens
- Clear halls of equipment, assist with movement of unused equipment, take dirty equipment to dirty ACCO
- Restock supplies
- Patient Safety Observer (PSO) functions
- Other duties as assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

Education	Minimum	High school senior, 17+ years old, on track to graduate. Completion of at least two (2) health science courses. Completion or co-enrollment in CNA coursework.
	Preferred	
Work Experience	Minimum	Six (6) months customer service
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • CNA • Basic Life Support/CPR
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Basic knowledge of sterile techniques, universal precautions, OSHA standards preferred • Demonstrate ethical and professional behaviors at all times • Maintain patient confidentiality at all times • Comply with HIPAA requirements at all times • Knowledge and attention to practice of medical asepsis • Ability to respect patient dignity and privacy • Ability to maintain a positive attitude and remain focused on patient needs in stressful situations • Effective written and oral communication skills • High level communication skills and the ability to maintain good interpersonal relationships with co-workers and clients. • Ability to work independently and as part of a team

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	<ul style="list-style-type: none"> Strong attention to detail Competence in problem identification and resolution. Ability to read and interpret documents such as safety rules, procedure manuals, and short correspondence and memos Ability to ensure a high level of patient, visitor, employee, and external customer satisfaction Ability to multi-task and work at a rapid pace Attention to safety and accuracy Willingness to ask questions to clarify work 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
<input checked="" type="checkbox"/>	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.