

Sample On-the-Job Training Plan for Letter of Intent

Health Care Services: LPN

Description of MN Dual-Training Pipeline competencies associated with on-the-job training

On-the-Job-Training will be conducted for LPN trainees over the course of the entire dual-training initiative and be done utilizing a mixed method approach to achieve training success.

Dual trainees will be introduced to concepts, theories and skills to equip them for success in the health care setting. The knowledge gained from the education will give the students the basic understanding and knowledge to apply it to the trainees on-the-job training. This will give the trainees the opportunity to be hands on and gain the skill that goes with the knowledge.

It will allow the trainee to ask more field related and in-depth questions. They will have real life opportunities to do what they have learned and practiced in the classroom to actual patients with one on one instructions/supervision from their training mentor. This on-the-job training time with a dedicated health care mentor, along with the opportunity for self-study and reflection will enhance outcomes.

Licensed Practice Nurses are unique as it relates to on-the-job training due to certification/licensure requirements necessary before the student can perform some of the required competencies. This required us to develop a plan to provide on-the-job training that aligns with the MN Pipeline competencies and curriculum from the related instruction provider while remaining within the scope of practice for the pre-licensure practical nurse.

This experience will position the student for a smooth transition from student to nurse as well as provide rich, real-world context to what they are learning through the related-instruction provider. The on-the-job training is in addition to the clinical and hands-on laboratory experiences provided through the related instruction program.

| Occupation | Pipeline Competency | Mode of On-The-Job Training | OJT Activity | Estimated number of hours |
|--------------------------|---------------------------------|-----------------------------|--|---------------------------|
| Licensed Practical Nurse | Collect & Record Patient Vitals | Shadow | Shadow LPN | 4 hours |
| | Assist with Patient Comfort | Online Assignment based | EXCEL Customer service training Write observation reflection paper to highlight examples of | 4 hours |

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| | | | patient centered care | |
| | Provide Bedside Care | Shadow | Room patients with LPN Preceptor | 8 hours |
| | Administer Meds and Document therapeutic Effects | Observation Meet with expert Assignment based | Observe 5 med admins Meet with vaccine expert to learn management Look up most commonly administered meds and effects | 4 hours |
| | Collect samples and monitor Catheters | Shadow | Shadow in lab and X-ray | 2 hours |
| | Provide basic care, bathing and feeding | Shadow Online | Shadow LPN Complete patient care online training | 3 hours |
| | Help coach support staff as necessary | Shadow | Walk through patient visit from start to finish | 2 hours |
| | Provide wound care | Online Shadow | EMR training Shadow LPN dressing wound | 2 hours |
| | Complete and maintain medical records | Site training with mentor | Employee procedure handbook | 4 hours |

Illustrate anticipated on-the-job training setup through a table, chart, or graph

NoteThe five most common types of effective OJT are: Job Shadowing, Mentorship, Cohort-Based Training, Assignment-Based Project Evaluation and Discussion-Based Training. A grant application does not have to include all five approaches but should note at least one of them. To read more about these OJT methods, view the following link [here](#).