

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

## Health Care Services: Licensed Practical Nurse (LPN)

### Description of Minnesota 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. Dual trainees will do a combination of job shadowing, assignment-based project evaluation, and mentorship approaches to training in competencies of collect and record patient vitals, systems-based practice, provide bedside care, administer medications and document therapeutic effects, collect lab specimens, provide basic care, bathing and feeding, coach support staff as necessary, provide wound care, and complete and maintain patient medical records.

The on-the-job-training 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 Minnesota Dual-Training 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.

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

Dual Trainee and Occupation	Mode of On-the-Job-Training	Specific Competencies (As detailed in pyramid)	On-the-Job-Training Specific Activity	Estimated Number of Hours for Completion
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Job shadowing	Collect and record patient vitals	Job shadow another LPN	6 hours

Dual Trainee and Occupation	Mode of On-the-Job-Training	Specific Competencies (As detailed in pyramid)	On-the-Job-Training Specific Activity	Estimated Number of Hours for Completion
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Assignment based project evaluation	Systems-based practice	EXCEL Customer service training Write observation reflection paper to highlight examples of patient centered care	4 hours
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Job shadowing	Provide bedside care	Room patients with LPN preceptor	10 hours
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Job shadow and assignment-based project evaluation	Administer medications and document therapeutic effects	Observe 5 medical administrators Meet with vaccine expert to learn management Look up most commonly administered medicines and effects	6 hours
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Job shadow	Collect lab specimens	Shadow in the lab and X-ray	5 hours
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Job shadow	Provide basic care, bathing and feeding	Shadow LPN complete patient care online training	5 hours
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Job shadow	Coach support staff as necessary	Walk through patient visit from start to finish	5 hours
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Job shadow	Provide wound care	Emergency medical response shadow online of LPN dressing wound	5 hours
Trainees A, B, C & D Licensed Practical Nurse (LPN)	Mentorship	Complete and maintain patient medical records	Employee procedure handbook overview	5 hours

**\*\*\*IMPORTANT NOTE ABOUT APPLICATIONS\*\*\***

The five most common types of effective On-the-Job-Training (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 of [OJT Methods](#)<sup>1</sup>.

---

<sup>1</sup> <http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>