OR Training Program FAQ

1. **What is the OR Training Program?**
   • This program is for new or experienced nurses who would like to be trained in the OR. It is a one year long program and the first 6 months you will be a new grad resident where you will attend specific training classes and have a preceptor to help you start your career as an operating room nurse.

2. **What if I am a new grad interested in working on an inpatient unit? Can I apply to the OR Training Program and then transfer?**
   • The OR Training Program is specifically for those interested in growing their career in the OR. It is expected that if you apply for this position, you are interested in a long term career in Operative Services.

3. **What are the qualifications for this program?**
   • A completed BSN or MSN degree with a graduation date of April 15, 2021 or earlier.
   • Current, valid California RN license by the time the program starts in September.
   • Current, valid BLS certification from the American Red Cross or American Heart Association
   • RN's with a minimum of 2 years experience in another inpatient nursing area that also has a BSN/MSN and valid CA RN License by September 2021.

4. **Can I apply without a California RN license?**
   • Yes, the only requirement is that you have a California RN license by the time the program begins. We receive many out of state applications and will consider the out of state license endorsement timeline when determining graduation date requirement/start dates.
   • Please refer to the BRN for processing times: [https://www.rn.ca.gov/times.shtml](https://www.rn.ca.gov/times.shtml)

5. **I have an associate degree in nursing and am enrolled/plan on enrolling in a BSN program. Can I still apply?**
   • No, you must have a completed BSN or MSN degree that can be confirmed by the time the program begins.

6. **What locations will be accepting OR Training Program candidates? Will I be able to select my preferred location?**
   • We will be placing candidates in the Ronald Reagan Main OR, the Santa Monica Surgery and the Medical Procedures Unit in Westwood At the end of the application there will be a place for you to indicate your first choice, second choice, third choice or no preference as your desired location.
7. **What documents do I need to submit when I apply?**
   - Cover letter
   - Resume – be sure to include your clinical rotations. We want to know the hospital you were at, specialty, number of hours you spent on each rotation and which semester you completed each rotation.
   - 2 Letters or Recommendation if you are a new grad. Experienced RNs who are being considered as final candidates will be requested to submit references in place of letters of recommendation.

8. **To whom should my cover letter be addressed?**
   - To Whom It May Concern. There will be multiple recruiters and hiring managers who read your application and therefore do not recommend addressing it to one person.

9. **What should I include in my cover letter?**
   - This is your opportunity to let us get to know you better and should show us your passion for nursing. It should be one page or less. It is especially important that you let us know why you are specifically interested in working in an OR setting.

10. **I am a new grad. Who should I ask for a letter of recommendation?**
    - Professors
    - Clinical Faculty
    - Clinical Liaisons
    - One from a current clinical manager if working in a healthcare environment
    - All of these are acceptable for letters of recommendation and none are necessarily better than others. You ultimately want to pick the people who will be able to best speak on who you will be as a future nurse.

11. **My letters of recommendation would like to mail you their letters. Where should I send them?**
    - We are not accepting letters of recommendation sent through the mail. They should all be uploaded with all other documents at the time you apply.

12. **What if I have more than 2 letters of recommendation?**
    - The system will only allow you to submit two letters. Please pick your top two choices to upload. If you would like to submit more, you may bring them upon receiving an invitation for an interview.
13. My program allows me to take the NCLEX before I receive my degree. Can I still apply even if I will not receive my diploma until I complete the second portion of my program?

• No, at this time you must have graduated with a diploma from an accredited nursing program with either your BSN or MSN.

14. What resume tips do you have?

• We recommend selecting a simple resume template that is easy to follow. Avoid resumes that utilize text boxes or colorful fonts. Resumes that utilize these features typically look nice at a glance, but can often be difficult to find the necessary information.

• Do not put a picture of yourself on your resume. We want to focus on your experience and who you will be as a future nurse.

For more information, please read the FAQ page and email Jennifer Keefer.