



Dear Nursing Student:

We are pleased that you are considering University Hospitals (UH) as a place to enrich your nursing skills. We are confident that a summer spent with us will be one of professional growth and satisfaction! We are hiring students for our ten-week summer Nursing Extern Program. The start date is **Tuesday, May 29, 2018** and student participants **must** be available to start this day as there are no additional start dates offered.

****Please read the below information regarding the application process very carefully.*

Program Eligibility Requirements:

- Entering or currently in their final year of an accredited BSN Nursing program (Graduation date between **December 2018** and **Spring 2019**) or enrolled within a Master's of Nursing Program through Cleveland Western Reserve.
- Cumulative GPA > 3.0 required, >3.2 or higher preferred
- Successful completion of an appropriate clinical rotation including but not limited to patient care activities such as ambulating, transferring, bathing and grooming.
- Able to commit to the full 10-weeks of program.
- Able to commit to temporary **full-time** status (36-40hrs a week); shift rotations, off-shifts, weekends and holidays.
- Nurse externs are placed across the participating UH entities based on various factors including department and/or unit availability, applicant location preference, etc.

Externships available at the following facilities:

- UH Ahuja Medical Center
- UH Home Care
- UH Geauga Medical Center
- UH Elyria Medical Center
- UH Parma Medical Center
- UH Portage Medical Center
- UH Cleveland Medical Center
 - Adult Medical / Surgical Services
 - Adult Surgical Services
 - Rainbow Babies & Children's Hospital
 - MacDonald Women's Hospital
 - Seidman Cancer Center
 - Psychiatric Units – Adult/Geriatric



Application Information:

- The application process consists of **two** (2) steps:
 1. An expression of interest to **job #170004WK** on the UH Career Center (www.careers.uhhospitals.org)
 2. **One** completed comprehensive application submitted to electronically to lauren.revock@uhhospitals.org ATTN: 2018 RN Extern Application
Please see page 4 for the comprehensive application checklist.
- **Both Steps 1 and 2 MUST be completed to be considered for the program. There will be NO exceptions.**
- Due to the high volume of applications received it is beneficial that the **completed application be submitted in its entirety**. Portions of the application received separately and / or individually (i.e. transcripts, letters of recommendations etc) **may** subject the application to delay or inability to process.
- Application deadline is **Monday January 1st 2018**.



Please refer to the **checklist** included on page 4. Once all documents are gathered, please e-mail everything to lauren.revock@uhhospitals.org ATTN: 2018 RN Extern Application.

Application Deadline is Monday January 1st 2018.

- Applicants **must** complete an expression of interest to the Nursing Extern program, **job #170004WK** via the UH Career Center. (www.careers.uhhospitals.org).
 - This step, in addition to e-mailing in all information needed on the checklist, needs to be completed by **January 1st, 2018** to be considered for the program.
- Expressions of interest via the UH Career Center made after the deadline will **not** be considered for the program.
- Students who submit a nursing extern application yet fail to complete the online expression of interest **will not** be considered for the program.
 - <http://careers.uhhospitals.org/career-areas/student-opportunities>
- Use attached checklist to ensure you submit all required documents for the application process.
- If you have any issues with filling out the application on the career site, please call HR Services at 1-877-471-7522 for assistance.
- Once both steps have been completed, the recruiter will be reaching out by phone to conduct an over-the-phone discussion and notify you of the next steps and answer any questions you may have
 - **Due to the high-level of applicants, it is imperative that you provide your most reliable contact information.**

* Due to the high volume of applications received it is **highly preferred** that the **comprehensive application is submitted in its entirety**. Portions of the application received separately and / or individually (i.e. transcripts, letters of recommendations etc) **may** subject the application to delay or inability to process.



Extern Application Checklist

You must provide the following information by **Monday January 1st, 2018:**

- ☐ **Completed online Expression of Interest via UH Career Center**
 - <http://careers.uhhospitals.org> search position **#170004WK** or by “Nurse Extern” title
- ☐ **Completed comprehensive Nursing Extern Application**
 - Note: You will find the documents for the Comprehensive Nurse Extern Application below
 - Please fill out the necessary documents and e-mail to lauren.revock@uhhospitals.org **ATTN: 2018 Nurse Externship Program**
- ☐ **Skills Experience Checklist** validated and signed by a clinical instructor (include in e-mail).
- ☐ **Letter of Clinical Recommendation** from one Clinical Instructor (should be sent by the instructor via e-mail lauren.revock@uhhospitals.org).
- ☐ **Copy of current CPR/BLS card** (front and back to validate expiration date).
- ☐ **Official/Unofficial Grade Transcript** validating your **cumulative GPA through Fall 2017** semester/grading period.



Summer 2018 Nursing Extern Program Application

<u>First Name</u>	<u>Last Name</u>
<u>School</u>	<u>Degree Expected</u>
<u>Graduation Date</u> (month & year)	
<u>Home Phone</u> (XXX-XXX-XXXX)	<u>Cell Phone</u> (XXX-XXX-XXXX)
Best for contacting you: Home <input type="checkbox"/> Cell <input type="checkbox"/>	
<u>E-Mail Address</u>	

Important Requirements and Details:

- University Hospitals is dedicated to giving all those interested the opportunity to participate in the RN Extern Program
 - Please note- areas within the program are highly competitive with a limited number of extern opportunities.
- Nurse externs are placed across the participating UH entities based on various factors including department and/or unit availability, applicant location preference, etc.
- All newly hired employees are required to successfully complete pre-employment requirements set forth by University Hospitals, including background check, a medical examination and drug testing completed **one (1) week** prior to starting the program.
- Externs are required to complete all orientation and training as determined by the hospital.
- The Nurse Extern program is a temporary full-time work commitment (36-40 hrs /week) for 10 weeks. Nurse Externs **must** be available to work the full 10 week program from May 30, 2018 – August 4, 2018.
- Schedule Requirements:
 - Externs are paired with a nurse preceptor and expected to follow their Preceptor's schedule, including rotation to off-shifts (evenings or nights), weekends and holidays. The first week is full time day shift to accommodate orientation.
 - Schedules are determined by the unit Nurse Manager, based on the scheduling practices of the unit and your preceptor's schedule.
 - Due to the length and educational nature of the program University Hospitals will **not** accommodate extended time off and/or planned vacations during the 10 week program.



Placement:

Opportunities are available at the following University Hospital Community Hospitals: Ahuja Medical Center, Geauga Medical Center, Elyria Medical Center, Parma Medical Center, Portage Medical Center, Richmond Medical Center and also at Cleveland Medical Center within the following areas: Adult Medical/ Surgical, Adult Surgical Services, Home Care Services, Psychiatric Units – Adult/Geriatric, MacDonald Women’s Hospital, Rainbow Babies & Children’s Hospital & Seidman Cancer Center.

Rank Order Medical Centers of interest –Please rank top 3 areas of interest, **1 of which being a Community Hospital.** ***Must have completed clinical rotation in area of interest.**

Areas of Opportunity	Rank top 3 choices
Cleveland Medical Center Adult Med/Surg	
MacDonald Women’s Hospital	
Rainbow Babies and Children Hospital	
Seidman Cancer Center	
Surgical Services	
Psychiatric Units – Adult/Geriatric	
UH Community Hospital Opportunities	
Ahuja Medical Center	
Elyria Medical Center	
Gauga Medical Center	
Home Care Services	
Parma Medical Center	
Richmond Medical Center	
Portage Medical Center	

****Please note** your area of interest will be taken into consideration however placement is not guaranteed.*

I have/will have completed the following clinical rotations by May, 2018:

Medical/Surgical	Yes _____	No _____
Obstetrics (OB)	Yes _____	No _____
Pediatrics	Yes _____	No _____
Psychiatric	Yes _____	No _____



NURSING EXTERN 2018 SKILLS EXPERIENCE CHECKLIST

Name: _____ **School of Nursing:** _____

The following list represents the **maximum level of responsibility, techniques, and skill that a Nurse Extern will be assuming**. This checklist is used to facilitate orientation to the clinical area to which you will be assigned. Check the appropriate column in relation to your experience. Also indicate if this experience was with **(A) Adults or (P) Pediatrics** patients. The **signature of a clinical instructor or advisor is required** to complete this form.

	Have NOT seen demonstration	Have seen demonstration, but NOT performed	Have performed WITH direct supervision	Have performed WITHOUT direct supervision	Will have <u>completed by</u> <u>May, 2014</u>
Giving Direct Patient Care:					
Complete Bath					
Oral Care					
Skin Care					
Bed making					
Repositioning					
Range of Motion					
Transfer Techniques					
Feeding					
Recording I&O's					
Elastic Hose/Ace Wraps					
Vital Signs					
Observation of IV-site					
Elimination:					
Enemas					

	Have NOT seen demonstration	Have seen demonstration, but NOT performed	Have performed WITH direct supervision	Have performed WITHOUT direct supervision	Will have completed by <u>May, 2014</u>
Colostomy: Irrigation					
Dressing					
Colostomy: Placing appliance					
Catheterization:					
Foley: Male					
Female					
Straight: Male					
Female					
Condom: Male					
Foley Care					
Perineal Care					
Urosheath Care					
Specimen Collection:					
Urine:					
Urinalysis					
Culture & Sensitivity					
24 Hr.					
Spec. Gravity					
Stool:					
Hemoccult					
Ova & Parasite					
C & S					
Sputum:					
Pre & Post Operative Care:					

	Have NOT seen demonstration	Have seen demonstration, but NOT performed	Have performed WITH direct supervision	Have performed WITHOUT direct supervision	Will have completed by <u>May, 2014</u>
Dry sterile dressing					
Wet sterile dressing					
Coughing and deep breathing					
Assist to dangle-ambulate					
Assist with:					
Casts					
Traction					
Intermittent suction					
Hemovac					
Tube Feedings: Nasogastric Gastrostomy					
Applying Restraints:					
Vest/Jacket					
Wrist & Ankle					
Isolation Techniques:					
VRE/MRSA					
TB					
Neutrapenic					
Respiratory Therapy:					
Postural Drainage					
Percussion, Drainage and Clapping					
Oxygen Therapy:					
Nasal					
Mask					
Pulse Oximetry					

	Have NOT seen demonstration	Have seen demonstration, but NOT performed	Have performed WITH direct supervision	Have performed WITHOUT direct supervision	Will have <u>completed by</u> <u>May, 2014</u>
Neurological Checks:					
Blood Glucose Monitoring:					
Falls Precautions:					
Using a computer for patient documentation:					
Assessment of pain and Pain Interventions:					
Experience in Teaching:					
Patients					
Families					
Experience in Discharge Planning:					

I agree & concur with the student's self-evaluation of his/her skills from the Skills Experience Checklist.

Clinical Instructor Signature: _____

Date: _____



Nursing Externship 2016
Letter of Clinical Recommendation #1

Student Name: _____

	Needs Improvement	Average	Above Average
Ability to use Nursing Process			
Nursing Clinical Ability			
Health Teaching Ability			
Cooperation with Supervisors			
Cooperative Attitude with Health Team Members			
Attendance & Punctuality			
Adaptability			
Tolerance for Stress			
Dedication to Nursing Profession			
Communication Skills (verbal, nonverbal & written)			
Interaction with Patients			
Interaction with Patients Family/ Visitors			
Interaction with Health Team Members			
Overall Quality of Skills			

Please provide comments on the student's performance/ability:

Instructor Signature _____ **Date** _____