VANDERBILT NURSE RESIDENCY PROGRAM

SUMMER 2010

We must receive completed packets by February 1, 2010 at 5:00pm CST.
Send packets to:

Vanderbilt Medical Center Recruitment
Village at Vanderbilt
Att: Nurse Residency Program Committee
1500 21st Ave. South, Suite 1516
Nashville, TN 37212
Nurse Resident

Job Profile

Graduate Nurse (GN) / Registered Nurse (RN) Residency Program at Vanderbilt Medical Center. The Residency Program is a full time (36-40 hr/week) one year program designed for nursing graduates or Registered Nurses (RN) with less than six months of nursing experience. Qualified candidates should apply for one of the following areas:

**Adult:**
- Critical Care
- Adult Medicine
- Adult Surgical

**Pediatrics:**
- Critical Care
- Medicine and Surgical Care

**Eligibility:**
- Graduate Nurse
- Registered Nurse with less than 6 months professional nursing experience at time of application

Begin accepting applications: **November 23, 2009**

Completed packets must be received by **February 1, 2010 at 5:00pm CST.**

*Incomplete or late packets will not be considered.*

Residency program starts on **July 6, 2010**

Interested parties should fill out an initial on-line application and submit a resume at Vanderbilt’s jobsite: [www.vanderbilt.jobs](http://www.vanderbilt.jobs) We will e-mail qualified applicants an application within 72 business hours of receiving the initial application and resume.

If you have questions, e-mail [tracey.fargo@vanderbilt.edu](mailto:tracey.fargo@vanderbilt.edu).

We will perform background checks and drug screens prior to employment. Please be prepared to provide required information and/or documentation. A copy of your nursing school diploma is required for background documentation, prior to employment.
Vanderbilt Medical Center Nurse Residency Program

Visit www.vanderbiltnursing.com for more information.

Description:

The Vanderbilt Medical Center Nurse Residency Program is for new nursing graduates who are seeking to work at Vanderbilt. This program is designed to nurture the newly graduated RN and ease the transition from student to professional RN. Once hired into the program as a full time (36-40 hr/week) employee, the residency’s first phase will be a combination of classroom and clinical rotations. These will offer the new graduate a full range of experiences within a specific track. Rotations through each of the units are designed to give the recent graduate nurse exposure to the patient demographic, unit environment, and healthcare team in each area.

After the rotations, the next phase matches the nurse resident in terms of interests and talent to an available position in a clinical area. During this time, the nurse resident will complete a focused orientation to the designated clinical area and will continue to work with unit-based preceptors.

Support is a key element in strengthening self-assurance. Throughout the entire first year of practice, there are periodic workshop sessions that focus on issues pertinent to the development of your practice, skills and professional transition.

The Residency includes:

- Working with outstanding preceptors in the clinical areas to guide you through the learning process.
- Learning from content experts as they share their knowledge and expertise in nursing care.
- Additional training in your unit after clinical placement.
- Ongoing educational and professional support through participation in the Nurse Resident Workshop Series conducted throughout the first year.
- Professional and clinical support throughout your career at Vanderbilt.
**Adult Tracks:**

The Nurse Residents on the Adult Tracks will rotate through each area of a specified track.

**Adult Medicine:**

- Cardiovascular Medicine Step-down
- General Medicine
- Myelosuppression
- Oncology
- Acute Care of the Elderly

**Adult Surgical:** (Post operative care of the surgical patient.)

- Cardiovascular Surgery Step-down
- Colorectal Surgery
- Orthopedics/Urology
- General Surgery
- Renal Transplant and Dialysis
- Surgical Stepdown
- PACU
- Neurology/Neurosurgery

**Adult Critical Care:**

- Burn
- Cardiovascular ICU
- Emergency Services
- Medical ICU
- Neuro Care Unit
- Surgical ICU
- Trauma
**Pediatric Tracks:**

The pediatric nurse resident will rotate through each area of a specified pediatric track. Tracks are decided after selection to the Nurse Residency program’s Pediatric Track.

**Pediatric Acute Care:**

- Pediatric and Adolescent Medicine
- Pediatric Surgery/Trauma
- Pediatric Hematology/Oncology
- Pediatric Cardiology

**Pediatric Critical Care:**

- Pediatric Emergency Department
- Neonatal Intensive Care
- Pediatric Critical Care Unit (PCCU)
- Pediatric Cardiology
Hello!

Thank you for your interest in the upcoming Vanderbilt Medical Center Nurse Residency Program which will begin on **July 6, 2010**.

Attached is a copy of the application packet, as well as instructions for completing the packet and the pre-employment requirements.

We must receive the completed packet by **5:00pm CST on February 1, 2010. Incomplete or late packets will not be considered.**

Again thank you for your interest in the Vanderbilt Nurse Residency Program.

Packets should be sent to:

Vanderbilt Medical Center Recruitment
Village at Vanderbilt
Att: Nurse Residency Program Committee
1500 21st Ave. S. Suite 1516
Nashville, TN. 37212

**We will not be able to accept the following: Application packet paperwork mailed or turned in as separate documents, or returned via fax or e-mail.**
Please Note: The application packet paperwork must be returned as a complete packet. It may be delivered or mailed to the Medical Center Recruitment address above. If you have questions, email tracey.fargo@vanderbilt.edu. We will not be able to accept the following: Application packet paperwork mailed or turned in as separate documents, or returned via fax or e-mail.

REQUIREMENT FOR ALL CANDIDATES:
- There is a commitment of a least one year of employment after completion of Residency Program.
- There will be no scheduled vacation time prior to the match day and during the unit orientation phase. Match day occurs after the completion of the 6 week rotational experience.
- Attending school during the 1st year and during the NRP is not recommended due to the program requirements you will need to fulfill. Accommodations for school schedule commitments are not guaranteed.
- You will be eligible for the Nursing Tuition Assistance Benefit after completion of 90 days probation and one full year of full-time service (455 days).
- Full-time hours (36-40 hours per week) is required during the first year of the Nurse Residency Program.
- An initial on-line application/resume via the on-line job site at www.vanderbilt.jobs must be received prior to receiving the e-mailed application packet.
- Application Packet completed check list form.
- Place content of packet in the order outlined on the check list form.
- Completed Track Choice Form.
- Resume included within the application packet. (Anticipated date of graduation must be stated on resume: applicable only for GNs).
- A letter of intent including: 1) Your career goals and how you feel this program would allow you to meet these goals. 2) Why you are interested in the Vanderbilt Nurse Residency Program.
- Most recent “Official” transcripts with grades up to the semester prior to application with a grade point average of 3.0 on a 4.0 scale**. Including Fall 2009 grades.
- Two reference forms are required (Letters of reference will only be accepted using the reference forms supplied within the application packet)*. If you are a nursing student or recent graduate, these completed forms are required to be from nursing clinical faculty who can address your performance in the clinical setting.
- RNs must provide proof of nursing licensure or eligibility.
- Current students must complete attached Intent to Graduate form. (to be completed by school registrar’s office.)
- NCLEX must be scheduled at the earliest possible date. Nurse Residents must provide a written update of their NCLEX exam status prior to start date. Nurse Residents moving from out of state are strongly encouraged to sit for the State of Tennessee NCLEX exam.
- All graduation requirements must be met (including the HESI or other exit exams) prior to the start date of the nurse residency program.
- On-line application/resume must be completed.

IN ADDITION TO THE ABOVE, CURRENT VANDERBILT MEDICAL CENTER EMPLOYEES:
- Current employees must complete on-line application/resume to at www.vanderbilt.jobs to reflect most recent work experience.
- *Current employees of Vanderbilt must have a current manager/supervisor complete a reference form (from the application packet) in addition to the two clinical faculty reference forms.
- Employees enrolled in an accredited nursing program prior to May 1, 2009 and hired prior to May 1, 2009 who have: worked 600 hours or more in the last 6 months are eligible to apply with a GPA of 2.5; worked less than 600 hours in the last 6 months are eligible to apply with a GPA of 2.8. Current employees hired after May 1, 2009 are eligible to apply with a GPA of 3.0.
- If available, a copy of a recent evaluation with a score of 3.0 or greater in each credo standard and key function must be provided, if a current VUMC employee.

Application packet and the entire list of items on the check list must be received in the Vanderbilt Medical Center Recruitment Office by 5:00pm CST on February 1, 2009. All materials must be turned in to recruitment together as a complete packet. If selected for an interview, Projected Interviews: February & March 2010.

Send information to:
Vanderbilt Medical Center Recruitment
Village at Vanderbilt
Att: Nurse Residency Program Committee
1500 21st Ave., South; Suite 1516 Nashville, TN 37212

Page 7 of 14
### Checklist Form:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

**Preferred first name**

<table>
<thead>
<tr>
<th>Please check: (√)</th>
</tr>
</thead>
</table>

*In your returned application packet, place the following in order:*

1. **This checklist form**

2. **Track Choice form** *(Please complete entire form)*

3. **Resume** *(Include your phone number, e-mail address, permanent address.)*

4. **Letter of Intent** *(This will take the place of a cover letter)*

5. **Official Transcript of Grades** *(including Fall 2009 grades) *This is only applicable if you have less than 1 year of professional nursing experience since graduation* *

6. **Two completed Clinical Faculty Reference Forms** *(Please print on 2 sheets for each reference, instead of using the front and back of a single sheet of paper)*

7. **Current employees**: In addition to the 2 Clinical Nursing Faculty Reference forms, also need to include 1 additional reference form from Vanderbilt manager.

8. **Current employees**: If available, a copy of your most recent employee evaluation.

9. **Proof of RN licensure/eligibility to take NCLEX** *(for the RN or very recent graduate)*;

   *(or)*

   **Intent to Graduate Form** *(for the soon-to-be graduate)*

10. **Returned Application Packet placed in order per this Checklist request.**

---

**Application Deadline: 5:00pm CST on February 1, 2009**

Completed packets to be returned to:

**Vanderbilt Medical Center Recruitment**

**Village at Vanderbilt**

Att: Nurse Residency Program Committee

1500 21st Ave South, Suite 1516

Nashville, Tennessee 37212
Summer 2010 Nurse Resident Track Choice Form

- Please rank the 4 Tracks (1 through 4) listed below in order of choice.
- Explain why you have that level of interest or lack of interest. (This does not guarantee placement. It indicates your order of preference.)
- Note: To be considered for the Pediatric Track this needs to be listed as a 1st Track Choice.
- If you do not have an interest in a track, please indicate by placing a checkmark (√) in “No Interest” box below and provide an explanation:

<table>
<thead>
<tr>
<th>Rank in order (1-4) (1 being track of most interest)</th>
<th>Please place(√) if you have No Interest</th>
<th>Track of Choice:</th>
<th>Why do you have that level of interest or lack of interest? (May add typed sheet for more needed space)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Adult Medicine:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adult Surgery:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(post-operative care of the surgical patient)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adult Critical Care</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pediatrics</td>
<td></td>
</tr>
</tbody>
</table>

Volunteer Experience:
- Please list and describe any previous volunteer experience in a hospital or clinic setting:
- For each volunteer experience, please list the dates and how often volunteered: (once per week; once per month; once per 6 mos.; or once per year)
- Was any of your volunteering a school requirement? If so, please identify.

Do you require sponsorship for current/continued employment to work in the United States?

No: ☐ Yes: ☐

If Yes, Please explain:
Dear Colleague,

__________________________has applied for employment in the Vanderbilt Medical Center Nurse Residency Program. Use the following 1-5 rating scale and circle the response that represents your true opinion. Please respond to every item.

5 = consistently exceeds expectations
4 = occasionally exceeds expectations
3 = acceptable performance, meets expectations
2 = inconsistent performance, does not consistently meet expectations
1 = unacceptable performance
n/a = not observed or no knowledge

| General Key Functions: |  |  |  |  |  |  |
|------------------------|---|---|---|---|---|
| Initiative / Motivation: | 5 | 4 | 3 | 2 | 1 | n/a |
| Professional Appearance: | 5 | 4 | 3 | 2 | 1 | n/a |
| Punctuality / Attendance: | 5 | 4 | 3 | 2 | 1 | n/a |
| Team player: | 5 | 4 | 3 | 2 | 1 | n/a |
| Demonstrates professional behavior (confidentiality, etc): | 5 | 4 | 3 | 2 | 1 | n/a |
| Self motivation: | 5 | 4 | 3 | 2 | 1 | n/a |
| Practice of Family Centered Care: | 5 | 4 | 3 | 2 | 1 | n/a |
| Verbal / Written communication skills: | 5 | 4 | 3 | 2 | 1 | n/a |

| Clinical Key Functions: |  |  |  |  |  |  |
|------------------------|---|---|---|---|---|
| Knowledge of basic nursing/clinical skills and procedures: | 5 | 4 | 3 | 2 | 1 | n/a |
| Critical thinking: | 5 | 4 | 3 | 2 | 1 | n/a |
| Prioritization of patient care and time management: | 5 | 4 | 3 | 2 | 1 | n/a |
| Planning and Managing care: | 5 | 4 | 3 | 2 | 1 | n/a |
| Problem solving: | 5 | 4 | 3 | 2 | 1 | n/a |
| Communication with patients / families: | 5 | 4 | 3 | 2 | 1 | n/a |
| Communication with healthcare team members: | 5 | 4 | 3 | 2 | 1 | n/a |

(Please continue on 2nd page)
Please provide a detailed summary of why you recommend this student/employee for the Vanderbilt Medical Center Nurse Residency Program. This summary should include reference to the following:

- Professionalism
- Critical thinking
- Attitude / Motivation
- Potential for professional growth

________________________________________________________________

[Signature of colleague completing form]  Please circle one:  Clinical Faculty  Manager

[Printed name please]

**VUMC Manager Reference:** Please list # of hours worked in the last 6 months ______________________________
- Please place this reference in a VMC embossed envelope.
- Sign the back of the envelope over the seal enclosure of the envelope.
- Return to the Residency Applicant.

**Nursing School Reference Return:**
- Please place this reference in a school embossed envelope.
- Sign the back of the envelope over the seal enclosure of the envelope.
- Return to the Residency Applicant.
- The Residency Applicant will submit the reference to our office.

Please be assured that this information will remain confidential.

THANK YOU for your assistance in our Vanderbilt Medical Center Nurse Residency Program selection process.

Sincerely,

Vanderbilt Nurse Residency Committee
Dear Colleague,

[Name] has applied for employment in the Vanderbilt Medical Center Nurse Residency Program. Use the following 1-5 rating scale and circle the response that represents your true opinion. Please respond to every item.

5 = consistently exceeds expectations
4 = occasionally exceeds expectations
3 = acceptable performance, meets expectations
2 = inconsistent performance, does not consistently meet expectations
1 = unacceptable performance
n/a = not observed or no knowledge

### General Key Functions:

<table>
<thead>
<tr>
<th>Initiative / Motivation:</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Appearance:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Punctuality / Attendance:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Team player:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Demonstrates professional behavior (confidentiality, etc):</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Self motivation:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### Practice of Family Centered Care:

| Verbal / Written communication skills: | 5 | 4 | 3 | 2 | 1 | n/a |

### Clinical Key Functions:

<table>
<thead>
<tr>
<th>Knowledge of basic nursing/clinical skills and procedures:</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Prioritization of patient care and time management:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Planning and Managing care:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Problem solving:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Communication with patients / families:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
<tr>
<td>Communication with healthcare team members:</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>n/a</td>
</tr>
</tbody>
</table>

(Please continue on 2nd page)
Please provide a detailed summary of why you recommend this student/employee for the Vanderbilt Medical Center Nurse Residency Program. This summary should include reference to the following:

- Professionalism
- Critical thinking
- Attitude / Motivation
- Potential for professional growth

________________________________________________________________

[Signature of colleague completing form]  Please circle one:  Clinical Faculty   Manager

[Printed name please]

**VUMC Manager Reference:** Please list # of hours worked in the last 6 months

- Please place this reference in a VMC embossed envelope.
- Sign the back of the envelope over the seal enclosure of the envelope.
- Return to the Residency Applicant.

**Nursing School Reference Return:**

- Please place this reference in a school embossed envelope.
- Sign the back of the envelope over the seal enclosure of the envelope.
- Return to the Residency Applicant.
- The Residency Applicant will submit the reference to our office.

Please be assured that this information will remain confidential.
THANK YOU for your assistance in our Vanderbilt Medical Center Nurse Residency Program selection process.

Sincerely,

Vanderbilt Nurse Residency Committee
Undergraduate Student Intent to Graduate Form

This form should be completed at the time of registration for the last term/semester of your nursing school program. Please include this with the application packet for review.

PERSONAL INFORMATION

Family/Last Name
First Name
Middle Initial

Student ID Number

Telephone
Email address

Street or P.O. Box

City
State
Zip Code

Anticipated Degree Earned (Please print):

Nursing Major Adviser Name (Please print):

Expected semester of graduation based on program of study: Term: Year:

Students must be enrolled in the term they are graduating.

Student Signature
Date

I have reviewed this student’s SASS audit/program of study for graduation requirements.

Adviser Signature
Date

Please Print Name

College/School Registrar’s Approval
Date