

# **Ellis Medicine Perioperative 101 Nursing Education Program**

***Application Packet • 2019***

*A Program sponsored by:*  
**Ellis Medicine Talent Acquisition**  
**Ellis Medicine Perioperative Services**



Talent Acquisition  
1101 Nott Street  
Schenectady NY, 12308

Dear Perioperative 101 Applicant:

We appreciate your interest in Ellis Medicine's Perioperative 101 Nursing Education Program, an intensive program that has been designed to educate and train registered nurses to become perioperative nurses, and LPNs to learn the scrub role or Women's Services Technologist role.

This application packet includes program information and requirements, an application, recommendation forms, and a copy of the work agreement. All application materials are due in our office by June 7, 2019. (Applications received, not postmarked, by this date). Late or incomplete applications will not be considered. After all applications have been reviewed, applicants will be selected to complete an interview with a panel of Ellis Medicine personnel.

On the day of the interview we will provide the opportunity to shadow with a nurse in the operating room.

Best wishes,

Rosemary Digby, MSN, RN, CNOR  
OR Nurse Manager

Robbien Quill, RNC  
Labor and Delivery Nurse Manager

# APPLICATION FORM 2019

Ellis Medicine Training Programs

## Perioperative 101 Nursing Education Program Application

(Applicants must also complete Ellis Medicine Employment application for consideration to program)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street and Number) (City) (State) (Zip)

Home #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

If you are an Ellis Medicine Employee:

Department Name: \_\_\_\_\_ Facility/Location: \_\_\_\_\_

Job Title: \_\_\_\_\_ Authorized Hours: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: (\_\_\_\_) \_\_\_\_\_

**I would be interested in a Perioperative Nursing/Technologist position at:** (check all that apply)

*Please make sure you complete your online application*

Nott Street Surgical Center

Bellevue Woman's Center

**On a separate sheet, type written and in your own words, please respond to the following:**

1. What do you know about the role of surgical services staff? Explain how the role functions differently from a staff nurse on an in-patient unit.
2. Based on your knowledge of the role of the surgical services staff, what components of the role motivate you at work?
3. What skills and experiences from your nursing career thus far do you bring with you that will make you successful in this role?
4. The Ellis Medicine values are Integrity, Safety, Compassion, Excellence and Stewardship. Please give one example when you demonstrated one or more of these values in your nursing career.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Completed application materials due by: June 7, 2019

# Applicant Recommendation Form 2019

Perioperative 101 Nursing Education Program

I am submitting an application to Ellis Medicine in consideration for their Perioperative 101 Nursing Education program. This application requires a letter of recommendation from a current or previous employer or another professional.

Would you please complete this recommendation for and return it to me in a sealed envelope before the deadline date? You may include a separate letter of recommendation along with this form if you desire. I must have my application materials to Ellis Medicine no later than June 7, 2019. Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Name (please print)*

\_\_\_\_\_  
*E-mail or Phone*

*For reference to complete:*

**How do you know the applicant?**

\_\_\_\_\_

**How long have you known the applicant?**

\_\_\_\_\_

**Please describe the applicant's talents and strengths:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please describe the applicant's areas for improvement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Continued)*

(Recommendation Form Continued)

**Applicant Name:** \_\_\_\_\_

Please rate the applicant on the following attributes using a 5-point scale where 5 = excellent, 4 = very good, 3 = good/average, 2 = fair and 1 = poor. (Please select only one number for each category)

	5	4	3	2	1	unsure
<b>Integrity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b> (verbal and non-verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organizational Ability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Customer Service</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compassion</b> (passion for healthcare)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Critical Thinking</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Diversity Awareness/appreciation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conflict Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Motivation/Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commitment/Follow-through</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stress Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ability to adjust to new situations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork/collaboration</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance/Reliability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use the following space to add any comments about the applicant's interpersonal relationship skills and critical thinking abilities. You may include any other additional information that you feel would be helpful in evaluating this applicant for consideration for the training program.

For reference to complete:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Thank you for taking the time to submit a recommendation for this applicant. Please return this form in a sealed envelope to the applicant. If you prefer to mail it directly, send it to Ellis Medicine Attn. Kristie Mbazomo, 1101 Nott Street, Schenectady NY 12308. If you have any questions, please contact Kristie at 518-243-4092 or [mbazomok@ellismedicine.org](mailto:mbazomok@ellismedicine.org).

# **Applicant Recommendation Form 2019**

Perioperative 101 Nursing Education Program

I am submitting an application to Ellis Medicine in consideration for their Perioperative 101 Nursing Education program. This application requires a letter of recommendation from a current or previous employer or another professional.

Would you please complete this recommendation for and return it to me in a sealed envelope before the deadline date? You may include a separate letter of recommendation along with this form if you desire. I must have my application materials to Ellis Medicine no later than June 7, 2019. Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Name (please print)*

\_\_\_\_\_  
*E-mail or Phone*

*For reference to complete:*

**How do you know the applicant?**

\_\_\_\_\_

**How long have you known the applicant?**

\_\_\_\_\_

**Please describe the applicant's talents and strengths:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please describe the applicant's areas for improvement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Continued)*

(Recommendation Form Continued)

**Applicant Name:** \_\_\_\_\_

Please rate the applicant on the following attributes using a 5-point scale where 5 = excellent, 4 = very good, 3 = good/average, 2 = fair and 1 = poor. (Please select only one number for each category)

	5	4	3	2	1	unsure
<b>Integrity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b> (verbal and non-verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organizational Ability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Customer Service</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compassion</b> (passion for healthcare)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Critical Thinking</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Diversity Awareness/appreciation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conflict Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Motivation/Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commitment/Follow-through</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stress Management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ability to adjust to new situations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork/collaboration</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance/Reliability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use the following space to add any comments about the applicant's interpersonal relationship skills and critical thinking abilities. You may include any other additional information that you feel would be helpful in evaluating this applicant for consideration for the training program.

For reference to complete:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Thank you for taking the time to submit a recommendation for this applicant. Please return this form in a sealed envelope to the applicant. If you prefer to mail it directly, send it to Ellis Medicine Attn. Kristie Mbazomo, 1101 Nott Street, Schenectady NY 12308. If you have any questions, please contact Kristie at 518-243-4092 or [mbazomok@ellismedicine.org](mailto:mbazomok@ellismedicine.org).

# Information & Requirements 2019

## Ellis Medicine Training Program-Perioperative 101 Nursing Education Program

Ellis Medicine Perioperative Services is offering education and training for the registered nurse interested in becoming an Operating Room nurse at Ellis Medicine. The Perioperative 101 Nursing Education Program educates and trains registered nurses to become operating room nurses to meet the operating room nursing shortage. We also provide classes for LPNs wishing to learn the scrub tech role.

### Program Details

<b>Location:</b>	Classes will be held at Nott St. location, Clinicals will be at Nott St., McClellan, and Bellevue campuses.
<b>Class Date:</b>	Program classes begin 8/12/19 for all positions. The program will continue for approximately six months.
<b>Days/Hours:</b>	Training practicum will take place five days a week, primarily on the day shift. Some evening and night and on call shifts may occur for training purposes. This training program is full-time (80 hours per two-week pay period) for the duration of the program.
<b>Interviews:</b>	For selected applicants panel interviews will be with Ellis Medicine nurse managers, staff and HR staff.

The Perioperative 101 Nursing Education Program is:

- A comprehensive online program for novice perioperative nurses to educate them in the latest evidence based practices. A clinical preceptorship is used in conjunction with the course. The curriculum includes skills labs and other interactive learning activities for operating room nurses. We use the Periop 101 curriculum created by the Association for Peri-Operative Registered Nurses ([www.aorn.org](http://www.aorn.org))
- Provides 41.7 continuing education contact hours after successful completion. Learning modules are presented through lectures, demonstrations and videos. Learning is reinforced in the lab and clinical setting.
- The method of evaluation will include chapter tests, final examination, skill demonstration and preceptor observation in the clinical setting.

### Required Qualifications to be considered for the program:

#### RN

- AD RN degree required
- One year of acute care nursing experience
- A current NY RN license and a current BLS certification with American Heart Association or American Red Cross as a Health Care Provider required at the time of application.
- Must meet all new hire pre-employment contingencies.
- Must complete both the Ellis Medicine online application for employment and the Periop application packet.
- Must have a strong desire/career goal to work as a circulator/scrub RN in the Operating Room.

#### LPN:

- Graduate of an LPN program
- A current NY LPN license and a current BLS certification with American Heart Association or American Red Cross as a Health Care Provider required at the time of application
- Must meet all new hire pre-employment contingencies.
- Must complete both the Ellis Medicine online application for employment and the Periop application packet.
- Must have a strong desire/career goal to work as a scrub nurse in the Operating Room.



## Information & Requirements 2019

Ellis Medicine Training Programs- Perioperative 101 Nursing Education Program

To apply for this opportunity, applicants must:

1. Complete and submit the following application materials:
  - Ellis Medicine Perioperative Nursing Program Application Form** (included in this packet)
  - Ellis Medicine Application for Employment** found online at <www.ellismedicine.org>. Both Ellis employees and external applicants must complete an online Ellis Medicine for Employment.
  - Current resume** detailing work history, educational training and experiences.
  - Two letters of recommendation** from a current or previous employer and/or another professional.

All materials must be received by 3:00 PM, June 7, 2019 (applications received, not postmarked, by this date). Applications may be emailed to [Mbazomok@ellismedicine.org](mailto:Mbazomok@ellismedicine.org) or mailed to Ellis Medicine, Attn: Kristie Mbazomo, 1101 Nott Street Schenectady, NY 12308 to be considered for the program.

**Incomplete or late applications will not be considered.**

2. Selected applicants will complete an interview with a panel of Ellis Medicine.
3. Sign a promissory note upon accepting a job offer agreeing to:
  - Successfully complete the Perioperative 101 Nursing Program/
  - Accept a regular position. The positions are generally 80 authorized hours per two-week pay period (1.0); however, available positions can vary between 64 to 80 authorized hours depending on the needs of Ellis Medicine.
  - Remain in the Perioperative Nursing position and location to which you were hired and perform satisfactory for a minimum of two years after completing the program. However, if the position for which you were hired is between 64 to 72 authorized hours, the work commitment is extended by six (6) months for a total of two years and six months. The work commitment begins on the date that the RN starts to work regular shifts on the unit for which he or she has been hired.

A sample of the promissory note/work agreement is attached to this application for your review. We highly suggest you fully read through the agreement prior to applying to the program.

0000000

**If a recipient fails to meet the above requirements**, voluntarily terminates employment or is terminated by Ellis Medicine for violation of policies or failure to meet performance standards before the work commitment has been satisfied, s/he will be required to repay Ellis Medicine the sum of \$8,000, the current value of the Perioperative 101 Nursing program.