



**JACKSON COUNTY**  
Memorial Hospital

Dear Nurse Intern Applicant,

I am excited you are considering the Nurse Intern Program at Jackson County Memorial Hospital. This packet contains information regarding our program, the application forms and the 2019 Nurse Intern Program calendar.

The application forms must be submitted to the JCMH HR department by Friday, March 22 2019:

Items #1-6 must be completed and submitted by the student:

1. **JCMH application** (www.jcmh.com/careers)- omit this portion if you are currently employed by JCMH *\*\*Available after March 1<sup>st</sup> online\*\**
2. **Nurse Intern application** (page D- attached)
3. **Signed Letter of Intent** (page E- attached)
4. **Signed JCMH Nursing Code of Professional Conduct** (page F- attached)
5. **Current transcript**
6. **Recent photo** (4x6 head-shot only, please no “selfies”)

Item #7-8 must be completed and submitted by your nursing program & clinical instructor:

7. **Nursing Classroom Instructor Reference** (page G attached)
8. **Nursing Clinical Instructor Reference** (page H attached)

Through the Nurse Intern Program, JCMH offers a select number of educational scholarships to interns who stand out over the course of the program. The scholarship details and application process will be further discussed once the program begins.

Feel free to contact me with any questions you have regarding the Nurse Intern Program or the application process. I look forward to meeting you.

Sincerely,

*Brandi Ward, BSN, RN, CMSRN*

Nurse Intern Coordinator

Human Resources  
Jackson County Memorial Hospital  
1200 E. Pecan  
Altus, OK 73521  
brandiward@jcmh.com  
Phone 580.379.5883  
Fax 580.379.5889

# **JCMH NURSE INTERN PROGRAM**

## **Program Description**

The Nurse Intern program is a nine-week educational program during the summer for students from registered nurse programs who have successfully completed their first year of the nursing program. As a JCMH employee, you will be working in the clinical area a minimum of 24 hours per week (*exceptions will be considered on an individual basis*) and attending a 4-hour clinical conference each week. Weeks 1-2 will consist of employment requirements and orientation, and week 2-10 will consist of clinical work. This program was designed to assist the nursing student to learn to cope with the transition from student to professional nurse with less stress and assume a productive role as staff nurse with greater rapidity. This “hands-on” clinical experience will strengthen priority setting skills as well as time-management and technical skills. A Registered Nurse, who has completed the JCMH Preceptor Training Workshop, will mentor each intern and oversee the care provided. During the summer program, the nurse intern will be required to wear dark gray scrubs.

## **Purpose**

The program provides opportunities to nursing students to obtain clinical experiences and develop proficiency and confidence in basic nursing skills.

## **Application Process**

Submit a ***JCMH application (if applicable) and Forms D, E, F, G, and H*** from this packet to the JCMH Human Resources department by ***Friday, March 22, 2019***.

## **Qualifications of the student:**

- Has current enrollment status with the school of nursing and successfully completed the first full year of all classroom and clinical work in an A.D.N. or B.S.N. program
- Must have proof of citizenship or eligibility to work in the U.S
- Has completed all application paperwork prior to the deadline
- Must be in good standing with the school of nursing
- Must submit a copy of skills checklist to your assigned unit on 1<sup>st</sup> day of employment

## **Nursing Student Selection**

*A limited number of nurse interns will be accepted into the program.* On the intern application, each student can decide if they want to work in one department for 8 weeks or if they want to work in two different departments for 4 weeks each (ranking their first, second and third clinical areas of interest).

After the application deadline, the applicants will be contacted via phone or email to schedule an interview with the nurse intern program committee and nurse managers. The interviews will be scheduled every 15 minutes on *Friday, April 5<sup>th</sup> OR Monday, April 8<sup>th</sup>*.

## **NO MAKEUP INTERVIEWS SCHEDULED**

The Nurse Intern Program Coordinator will notify students of their selection or non-selection. Letters will be mailed by *Monday, April 15, 2019*.

**Nursing skills that the Nurse Intern can perform** *include but are not limited to:*

- Assist mentor with data collection and documentation of skills
- Assist with patient basic care and comfort measures
- Perform activities of patient nutrition including feeding orally or tube feedings
- May assist with special procedures under the supervision of a Licensed Nurse
- Unit Secretary skills
- Other skills as indicated:
  - IV Therapy
  - Urinary catheterization
  - Suctioning
  - Sterile and non-sterile dressing changes
  - Blood glucose monitoring
  - Placement of naso-gastric tubes
  - Enemas
  - Patient teaching
- Other skills approved by the individual unit's Nurse Manager.

**Nursing skills that the Nurse Intern cannot perform**

- Receive or note verbal, telephone, or written physician orders
- Perform assessments
- ***Medication administration by any route***
- Administration of blood/blood components
- Administration of TPN or any chemotherapeutic agents
- Supervision of personnel
- Cannot independently initiate a change in clinical intervention
- Access, de-access, or dressing changes to ports

\* \* \* \* \*

**Oklahoma Board of Nursing**

A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician/Intern.

***After evaluation of competency and as defined in the employing facility's job description, the Nurse Technician/Intern is allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member.***

Exceptions include but are not limited to the following: The Nurse Technician/Intern may not administer medication (including but not limited to blood products and intravenous fluids), perform assessments, act in a supervisory position, take verbal orders from any person authorized by state law to so prescribe [59 O.S. §567.3a(2)], or develop the plan of care.

*(Oklahoma Board of Nursing: Employment of Nursing Students or Non-Licensed Graduates)*

\* \* \* \* \*

# JCMH NURSE INTERN APPLICATION

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Nursing Program: \_\_\_\_\_

E-mail (print clearly): \_\_\_\_\_

Are you currently employed at JCMH: Yes No If yes, what title/department: \_\_\_\_\_

Do you currently have student clinicals at JCMH: Yes No

**Clinical areas of interest:** Please complete section A and section B below:

<b>A</b>	<p>Choose three nursing departments and designate as your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices. <b>CIRCLE</b> all shifts willing to work.</p> <table style="width: 100%; border: none;"><tr><td style="width: 40%;"><input type="checkbox"/> 3-North (med/surg)</td><td style="width: 10%;">7a</td><td style="width: 10%;">7p</td><td style="width: 15%;">weekdays</td><td style="width: 25%;">weekends</td></tr><tr><td><input type="checkbox"/> 4-North (med/surg &amp; orthopedics)</td><td>7a</td><td>7p</td><td>weekdays</td><td>weekends</td></tr><tr><td><input type="checkbox"/> Women's Center (labor/delivery)</td><td>7a</td><td>7p</td><td>weekdays</td><td>weekends</td></tr><tr><td><input type="checkbox"/> Intensive Care Unit</td><td>7a</td><td>7p</td><td>weekdays</td><td>weekends</td></tr><tr><td><input type="checkbox"/> Emergency Department</td><td>7a</td><td>7p</td><td>weekdays</td><td>weekends</td></tr><tr><td><input type="checkbox"/> Operating Room/PACU (weekdays only)</td><td></td><td></td><td>7a-3p</td><td>3p-11p</td></tr><tr><td><input type="checkbox"/> Same Day Surgery (weekdays only)</td><td></td><td></td><td colspan="2" style="text-align: center;">Day Shift</td></tr><tr><td><input type="checkbox"/> Home Health Care</td><td></td><td></td><td></td><td></td></tr></table> <p style="text-align: center; font-size: small;">*** 7a and 7p are 12-hour shifts ***</p>	<input type="checkbox"/> 3-North (med/surg)	7a	7p	weekdays	weekends	<input type="checkbox"/> 4-North (med/surg & orthopedics)	7a	7p	weekdays	weekends	<input type="checkbox"/> Women's Center (labor/delivery)	7a	7p	weekdays	weekends	<input type="checkbox"/> Intensive Care Unit	7a	7p	weekdays	weekends	<input type="checkbox"/> Emergency Department	7a	7p	weekdays	weekends	<input type="checkbox"/> Operating Room/PACU (weekdays only)			7a-3p	3p-11p	<input type="checkbox"/> Same Day Surgery (weekdays only)			Day Shift		<input type="checkbox"/> Home Health Care				
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<input type="checkbox"/> Same Day Surgery (weekdays only)			Day Shift																																						
<input type="checkbox"/> Home Health Care																																									
<b>B</b>	<p>Select one of the following work arrangements:</p> <p><input type="checkbox"/> work in one nursing department for 8 weeks</p> <p><input type="checkbox"/> work in two different nursing departments for 4 weeks each</p>																																								

Write three goals that you would like to accomplish through this intern program:

- 1.
- 2.
- 3.

What are your plans immediately after nursing school graduation?

What are your long-term nursing goals? Where would you like to see your nursing practice be in 5 years? Describe your healthcare background, if any.

**\*\* PLEASE SUBMIT ALL REQUIRED FORMS (see page A) TO JCMH BY MARCH 22 \*\***

JCMH Human Resources ATTN: Brandi Ward, RN  
PO Box 8190 Altus, OK 73522 or Fax 580-379-5889

## LETTER OF INTENT

If accepted into the Jackson County Memorial Hospital Nurse Intern Program, I agree to the following requirements. I also agree to adhere to the JCMH Standards of Performance and to follow established policies and procedures.

- I will complete all employment requirements and attend all orientation/training sessions (weeks 1 & 2)
- I will work during the 8 weeks of the intern program and work a minimum of 24 hours per week. (This program requires your participation for the **entire 10-week schedule**. Any exceptions or special circumstances need to be discussed as soon as possible with your nurse manager).
- I will attend and participate in **4 of 6** scheduled weekly clinical conferences (Any exceptions or special circumstances need to be discussed as soon as possible with the program coordinator).
- I will complete and submit all required paperwork on time.
- I will seek out learning opportunities, including educational in-services and workshops.
- I will attend unit staff meetings.
- I will be on time to work and clinical conferences
- I will provide JCMH (preceptor or manager) with a copy of my skills checklist from school on the 1<sup>st</sup> day of clinical employment.

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Print Name

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Signature

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Date

## JCMH Nursing Code of Professional Conduct

As part of my professional stature as a Nursing Staff Member at Jackson County Memorial Hospital, I \_\_\_\_\_ agree to uphold the values of my profession, my hospital and my community as evidenced by the following:

- I will always place my patients my first and uphold the ethical standards set forth by the American Nurses Association.
- I will treat my co-workers, physicians, management and Administration with respect and dignity at all times.
- I will positively represent myself and my hospital to the community at all times.
- I will refrain from participating in gossip, behavior demeaning to others, chronic complaining, denigration of others and/or their ideas and solutions, agitating and inciting others and behaviors destructive to relationships.
- I will practice the profession of nursing to the best of my ability at all times within the scope of nursing practice set forth by the Oklahoma Board of Nursing.
- I will work to make the nursing department and Jackson County Memorial Hospital a better place each and every day with a high regard for patient safety.
- I will make patient satisfaction a priority in my daily routines of delivering high quality nursing care.
- I will abide by the JCMH Standards of Performance at all times.
- I will strive to openly and positively communicate with other nursing areas, ancillary areas, physicians and management staff to better patient care.
- I will promote professionalism at all times within the nursing department at JCMH.

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Print Name

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Signature

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Date

# NURSING CLASSROOM INSTRUCTOR REFERENCE

**I. This section to be completed by applicant:**

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

I am applying to the JCMH Nurse Intern Program, and I authorize you to release the requested information below.

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

\*\*\*\*\*

**II. This section to be completed by the CLASSROOM instructor:**

**Classroom Performance**

<b>5 Outstanding</b> Meets all objectives 90-100% of the time	<b>4 Good</b> With limited guidance is able to meet objectives 80% of the time	<b>3 Minimal</b> On-going guidance, Meets minimal standards for safe practice	<b>2 Unsatisfactory</b> Inconsistent, meets objectives less than 60% of the time	<b>1 Poor</b> Meets objectives less than 50% of the time
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<b>Professional Development</b>					
Appropriate dress, language and behavior.	5	4	3	2	1
Promptness for class, meetings and assignment deadlines.	5	4	3	2	1
<b>Education</b>					
Demonstrates critical thinking skills.	5	4	3	2	1
Seeks out opportunities for learning.	5	4	3	2	1
Classroom participation and engagement.	5	4	3	2	1
<b>Performance Appraisal</b>					
Identifies areas of strengths and limitations and areas that need improvement.	5	4	3	2	1
Takes action to achieve goals identified by students and instructor.	5	4	3	2	1
<b>Ethics</b>					
Utilizes <i>Nursing Code of Ethics</i> to guide practice.	5	4	3	2	1
Interacts with peers in a nonjudgmental and nondiscriminatory manner.	5	4	3	2	1
<b>Research</b>					
Utilizes the best available evidence based on research data to provide care.	5	4	3	2	1

Total: \_\_\_\_\_ /50

Comments (required):

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Instructor's Name: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*INSTRUCTOR: PLEASE SUBMIT TO JCMH BY MARCH 22 - Do not return to applicant\*\***

JCMH Human Resources ATTN: Brandi Ward  
PO Box 8190 Altus, OK 73522 or Fax 580-379-5889

## NURSING CLINICAL INSTRUCTOR REFERENCE

**I. This section to be completed by applicant:**

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

I am applying to the JCMH Nurse Intern Program, and I authorize you to release the requested information below.

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

\*\*\*\*\*

**II. This section to be completed by the CLINICAL instructor:**

**Clinical Performance**

<b>5 Outstanding</b> Meets all objectives 90-100% of the time	<b>4 Good</b> With limited guidance is able to meet objectives 80% of the time	<b>3 Minimal</b> On-going guidance, Meets minimal standards for safe practice	<b>2 Unsatisfactory</b> Inconsistent, meets objectives less than 60% of the time	<b>1 Poor</b> Meets objectives less than 50% of the time
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<b>Patient Centered Care</b>					
Implement interventions to address physical and emotional comfort, pain, and/or suffering.	5	4	3	2	1
Communicate care provided and needed at each transition in care.	5	4	3	2	1
<b>Teamwork &amp; Collaboration</b>					
Utilize communication skills with patients, family, peers and inter-professional team.	5	4	3	2	1
Initiates requests for help when appropriate.	5	4	3	2	1
Seeks out opportunities for learning.	5	4	3	2	1
<b>Evidenced Based Practice</b>					
References clinical based activities with evidenced based literature.	5	4	3	2	1
<b>Safety</b>					
Utilizes safe medication administration practices using the 6 rights – patient, medication, dose, route, time, and documentation.	5	4	3	2	1
Adheres to the national patient safety guidelines that affect outcomes for patients and families.	5	4	3	2	1
<b>Professionalism</b>					
Demonstrates core professional values – caring, altruism, autonomy, integrity, human dignity, and social justice.	5	4	3	2	1
Maintains a professional behavior and appearance without tardiness.	5	4	3	2	1

Total: \_\_\_\_\_ /50

**Comments (required):**

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Instructor's Name: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*INSTRUCTOR: PLEASE SUBMIT TO JCMH BY MARCH 22 - Do not return to applicant\*\***

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PO Box 8190 Altus, OK 73522 or Fax 580-379-5889



# NURSE INTERN CALENDAR 2019

*\*Dates subject to change*

## Application deadline

March 22 (Fri) at 5pm

## Interview process

April 5 (Fri) – April 8 (Mon)

## Selection Notification

April 15 (Mon) – by mail

## Nurse Intern Program Dates

Week 1 Physicals (Non-JCMH employees)	May 14 (Tues)
Week 2 ( <b><u>mandatory</u></b> orientation/training)	May 21 (Tues) & May 22 (Wed)
Week 2 Begin on units	May 23
Memorial Day	May 27
Weeks 2 - 10 (8 weeks clinical work)	May 23 (Thurs) – July 31 (Tues)
Switch Units	June 26 (Wed) <i>**35 available days per unit</i>

## Clinical Conference Dates

4 hours per week (**mandatory 4 of 6**) Starts week of June 10

## Scholarship deadline

July 19 (Fri) at 5pm

## Nurse Intern Program Luncheon

July 30 (Tues)

## End of Nurse Intern Program

July 31 (Wed)