



Department of Patient Care Services

<b>POLICY:</b> <b>Nurse Residency Program</b>		<b>DEVELOPED BY:</b> The Educational Center for Professional Development	
<b>PATIENT CARE SERVICES POLICY/GUIDELINE COMMITTEE:</b>  _____ Claudia Garzon-Rivera MSN, RN, CCRN, CNL Committee Chair <input type="checkbox"/> N/A		<b>APPROVED BY:</b>  _____ Rita Smith, DNP, RN CNO, Senior Vice President Patient Care Services  _____ Name: Title: Dept: Chair/Designee of Developing Committee	
<b>Effective Date:</b> <b>January 2012</b>	<b>Revised Date:</b> April 2013	<b>Reviewed Date:</b>	

**Distribution: PATIENT CARE SERVICES**

**Reference:**

**PURPOSE:** The Educational Center for Professional Development of Liberty Health in conjunction with UMDNJ School of Nursing will provide new graduate nurses with a program to provide hands on clinical experience. This program will facilitate transition from graduate nurse to professional nurse by enhancing, refining and reinforcing their knowledge and skills under the supervision of a registered nurse preceptor.

## **POLICY:**

1. Candidates for the Nurse Residency Program must be a graduate of a baccalaureate nursing program (BSN) and must apply to the program within one year of their graduation date.
2. Candidates applying for the Nurse Residency Program must be interviewed by members of the Jersey City Medical Center's Educational Center for Professional Development for admission into the program. The institution may consult with other professionals (ie. Nurse Managers, Nurse Directors etc.) and include them in the interview process and final selection of the applicants.
3. The candidate must provide two letters of recommendation from an employer or clinical instructor/professor.
4. All candidates must pay the full deposit for the program before the start date of the program. Information regarding program fees and payment schedule will be posted on the UMDNJ website.
5. All candidates must provide a criminal background check and medical clearance before the start date of the program. If the candidate does not complete any or all of the requirements, they will not be able to participate in the current program but will be eligible to interview for upcoming programs once those requirements are satisfied.
6. Based on the institutions needs, the Nurse Residency program will be modified accordingly.
7. The program can last between 12 to 16 weeks. The nurse resident must provide licensure in the state of NJ. The nurse resident will spend 24 hours per work week in the facility. The 24 hours may consist of a combination of clinical time on the assigned unit, lectures, observation on specialty units and attendance to special programs to enhance learning. This program requires that the participant is available and attends the full 12 to 16 week program.
8. In certain circumstances, the Nurse Resident may be required to travel to UMDNJ or other facilities for special programs/events related to the Nurse Residency Program. Transportation will be the responsibility of the Nurse Resident.

9. If at any time the Nurse Resident violates the policies/procedures of the program or facility, necessary action will be taken at the discretion of Nurse Residency Program Director from UMDNJ, Administration at Jersey City Medical Center, the Nurse Manager, or Preceptor which may include termination from the program.
10. In the event of termination or withdrawal from the program for any reason fees already paid will not be refunded.
11. The Nurse Resident will be given a course schedule by the staff of the Educational Center for Professional Development. The Nurse Resident will develop their clinical schedule with their assigned preceptor and forward a copy to the Educational Center for Professional Development staff. The Nurse Resident must follow this schedule. Any changes made to the schedule must first be approved by the staff of the Educational Center for Professional Development or his/her designee. Failure to follow the assigned schedule without approval may result in termination from the program.
12. The Nurse Resident is not guaranteed employment at either institution upon completion of the program.
13. The Nurse Resident will have a midpoint and final evaluation. If a nurse resident is experiencing difficulty in any area of the program's objectives, further evaluations may be warranted. All evaluations may be shared with prospective Nurse Managers and Human Resource Representatives.
14. If Nurse Resident is hired at Jersey City Medical Center, the nurse resident may not transfer to another unit from initial hire for at least 6 months.

## Appendix B

**Policy/Guideline Title:** Nurse Residency Program

### Approvals:

Behavioral Health	Approved: _____	Date: _____	NA ___
Cath Lab	Approved: _____	Date: _____	NA ___
Critical Care	Approved: _____	Date: _____	NA ___
Emergency Department	Approved: _____	Date: _____	NA ___
Interventional Radiology	Approved: _____	Date: _____	NA ___
Med Exec	Approved: _____	Date: _____	NA ___
Pathology/Blood Bank	Approved: _____	Date: _____	NA ___
Perinatal	Approved: _____	Date: _____	NA ___
Peri-Op	Approved: _____	Date: _____	NA ___
Pharmacy/ P&T	Approved: _____	Date: _____	NA ___
Professional Practice	Approved: _____	Date: _____	NA ___
Quality & Safety Nursing	Approved: _____	Date: _____	NA ___
Value Analysis	Approved: _____	Date: _____	NA ___
Trauma	Approved: _____	Date: _____	NA ___
Other:	Approved: _____	Date: _____	NA ___
Other:	Approved: _____	Date: _____	NA ___
Other:	Approved: _____	Date: _____	NA ___

**Name of Person submitting for review and approval:** Ebony Samuel

**Date Submitted to Committee:** April 7, 2013

**Date Approved:** \_\_\_\_\_

**Date Uploaded to Intranet:** \_\_\_\_\_

