Fairview Perioperative 101 Nursing Education Program

Application Packet • 2015

A program sponsored by:
Fairview Talent Acquisition
Fairview Perioperative Services
Fairview Southdale Hospital
University of Minnesota Medical Center
Dear Perioperative 101 Applicant:

We appreciate your interest in Fairview’s Perioperative 101 Nursing Education Program, an intensive program that has been designed to educate and train registered nurses to become perioperative nurses and meet today’s operating room nursing shortage.

This application packet includes program information and requirements, an application, recommendation forms, online application instructions and a copy of the work agreement. All application materials are due in our office by **3:00 PM Friday August 21, 2015.** 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 Fairview personnel.

I look forward to receiving your application materials. If you have any questions, please contact me at rpekare1@fairview.org or 612-672-7403.

Thank you for your interest in Fairview’s Perioperative 101 Nursing Education Program.

Best wishes,

**Regina Pekarek**

Workforce Development Consultant
Perioperative 101 Nursing Education Program

Fairview Talent Acquisition, in collaboration with Fairview Perioperative Services, is offering education and training for experienced registered nurses interested in becoming a Perioperative nurse at the University of Minnesota Medical Center, Fairview Southdale and Fairview Ridges Hospitals. The Perioperative 101 Nursing Education Program educates and trains experienced registered nurses to become perioperative nurses and meet today’s operating room nursing shortage.

Program Details

Location: Classes will be held at University of Minnesota Medical Center in Minneapolis MN.

Class Date: Program classes begin **Monday November 2, 2015** for all positions. The program will continue for approximately six months.

Days/Hours: Training will take place Monday through Friday, primarily day hours, but hours may vary. This training program is full-time (80 hours per two-week pay period) for the duration of the program.

Interviews: For selected applicants panel interviews will be held with Fairview personnel.

The Perioperative 101 Nursing Education Program is:

- Learner centered and structured
- Designed to provide specialized skills and knowledge in perioperative nursing
- Designed to provide 40 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 classroom, hands-on lab experiences and clinical practicum will take place five days a week, primarily on the day shift. Some evening and night shifts may occur for training purposes.
- The method of evaluation will include chapter tests, final examination, skill demonstrations and preceptor observation in the clinical setting.

Perioperative Nurse Job Summary

A Perioperative nurse provides services as a circulating and scrub nurse caring for patients during surgical procedures and documenting all nursing functions. A Perioperative nurse assesses, plans, implements and evaluates nursing care to meet the mission and goals of quality care and service excellence at Fairview. Physical demands include but are not limited to: walking, sitting, standing, reaching above and below shoulder height, lifting, pushing, pulling, occasionally carrying 25-50 pounds, repetitive motion related to passing instruments and writing and exposure to hazardous substances, infectious diseases, harmful physical agents and mechanical hazards.

Qualifications-in order to be considered for the program:

- ADN degree required-preference given to BSN candidates.
- A current Minnesota RN license and BLS certification is required at time of application.
- One year of work experience as a licensed RN is required at the time of application.
- Must meet all new hire pre-employment contingencies.
- Must complete both the Fairview online application for employment and the Periop application packet.
- Must provide two professional recommendations and reference list with application packet.

*Current Fairview employees must have been in their current position for a minimum for six months and have no corrective action within the past six months prior to application to the program.*
To apply for this opportunity, applicants must:

1. Complete and submit the following application materials:
   - Fairview Perioperative 101 Nursing Program Application Form (included in this packet)
   - Fairview Application for Employment Instructions for applying online are included. Please note: Both Fairview employees and external applicants must complete an online Fairview Application for Employment.
   - Current résumé detailing work history, educational training and experiences
   - Two letters of recommendation from a current or previous employer and/or another professional.
   - Professional reference list Provide the names and phone numbers and/or e-mail addresses for at least four professional references, two of which may be the names of the people completing your letters of recommendation. Please note how and for how long you have known each reference.

   All materials must be received by 3:00 PM Friday August 21, 2015 to Regina Pekarek, Fairview Talent Acquisition, 2344 Energy Park Drive St. Paul MN 55108 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 Fairview personnel.

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 Fairview.
   - Remain in the Perioperative Nursing position and location to which you were hired and perform satisfactorily for a minimum of two years after completing the program. However, if the position for which you were hired is between 64 and 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 hours on the unit for which he or she has been hired.

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

The training program is considered a “loan” by the IRS and accrues simple interest. The loan and interest are considered “forgiven” after the work commitment is completed. At that point, according to IRS guidelines, both the loan and interest become taxable income and are taxed at the supplemental rate of 38.9%. Please note that the above-referenced rates may be subject to change. The details of the tax reporting process will be discussed with recipients in conjunction with the signing of the repayment agreement and at the interview.

Fairview

2015 Perioperative 101 Nursing Education Program
Fairview Talent Acquisition, 2344 Energy Park Drive St. Paul MN 55108
APPLICATION FORM 2015 | FAIRVIEW TRAINING PROGRAMS
Perioperative 101 Nursing Education Program Application
(Applicants must also complete Fairview Employment application for consideration to program at www.fairview.org/careers)

Name: ____________________________________________________________
Address: __________________________________________________________
(Street and Number) (City) (State) (Zip)
Home #: (_____) _________________________ Cell #: (_____) _________________________
E-mail: ___________________________________________________________________

If you are a Fairview 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 position at: (check all that apply)
Please make sure you attach your online application to the site(s) that coincide with the below job number

☐ University of Minnesota Medical Center-East Bank job number 1004-0133
☐ Fairview Southdale Hospital job number 1004-0134
☐ Fairview Ridges Hospital job number 1004-0135

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 a Perioperative Nurse? 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 Perioperative Nurse, what components of the role motivate you at work?

3. What skills and experiences do you bring with you that will make you successful in this role?

4. The Fairview values are Dignity, Integrity, Service and Compassion. Please give one example of a time when you demonstrated one or more of these values.

Signature: ____________________________________________________________ Date: ______________

Completed application materials may be delivered via US Mail or Interoffice by 3:00 PM February 27, 2015 to:

Fairview Talent Acquisition
Attention: Regina Pekarek
2344 Energy Park Drive

2015 Perioperative 101 Nursing Education Program
Fairview Talent Acquisition, 2344 Energy Park Drive St. Paul MN 55108
I am submitting an application to Fairview Health Services 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 form 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 Fairview Health Services no later than **Friday, August 21, 2015**. Thank you for your assistance.

Sincerely,

________________________________________

Applicant Signature

________________________________________

Applicant Name (please print)

Date

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)
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)

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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: Fairview Talent Acquisition Attn: Regina Pekarek, 2344 Energy Park Drive St. Paul MN 55108. If you have any questions, please contact Regina Pekarek at 612-672-7403 or rpekare1@fairview.org.
I am submitting an application to Fairview Health Services 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 form 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 Fairview Health Services no later than **Friday, August 21, 2015**. Thank you for your assistance.

Sincerely,

_________________________________________
Applicant Signature

_________________________________________
Applicant Name (please print)

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:**

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**Applicant Name:**

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**Name (print):** ____________________________________________  **Title:** _______________________

**Address:** __________________________________________________________________________

**Phone:** ___________________________  **E-mail:** ________________________________________

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1. Open your web browser.


3. The Employment and Education Opportunities screen appears. Choose either “New Applicants” or “Current Fairview Employees” under the Choose a Career Path category at the center of the page.

4. If this is your first time applying for a job at Fairview, click on Create a UserID/Password and follow the instructions. If you previously created a User ID and password, simply log in.

5. The Welcome to Fairview Health Services Employment Center screen appears. If you have not created a profile or wish to edit your existing one, click My Profile and follow the instructions.

6. Once your profile is completed/updated, click on Find Jobs. Scroll down to the bottom of the screen and next to Search by Job Number type in the applicable job number:

   1004-0133 University of Minnesota Medical Center – East Bank
   1004-0134 Fairview Southdale Hospital
   1004-0135 Fairview Ridges Hospital

7. Click Find Job.

8. The title will appear on the next screen. Click on the training program title.

9. The job details will appear on the next screen. Click on Apply for this position.

10. Answer the questions on the next screen. Click Continue.

11. Your complete application will be displayed on the next screen. Edit your information as needed and read the Information Acknowledgment. Click Yes or No at the bottom, and click Submit.

12. The Application Results screen will confirm that your application has been received. It will also indicate how you can check the status of your application.
PERIOPERATIVE 101 NURSING EDUCATION

This PERIOPERATIVE 101 NURSING EDUCATION PROGRAM REPAYMENT AGREEMENT ("Agreement") is entered into between the <ENTITY>, a division of Fairview Health Services ("Fairview") and <NAME> ("Borrower").

WHEREAS, Fairview desires to provide Borrower with Perioperative Nursing training through the Perioperative 101 Nursing Education Program ("Educational Program") consisting of approximately twenty-five modules including laboratory and clinical experiences to Borrower. Borrower must accept employment for no less than eighty (80) authorized hours per two-week pay period as Registered Nurse during the Educational Program in the Perioperative Services Department at the <ENTITY>, and

WHEREAS, the Borrower desires to undertake such Educational Program as part of their employment at Fairview so as to become a qualified Perioperative Registered Nurse subject to the terms and conditions set forth in this Agreement; and

WHEREAS, upon completion of the Educational Program, the Borrower agrees to work no less than eighty (80) authorized hours per two-week pay period for at least two (2) continuous years as a Perioperative Registered Nurse with <ENTITY>.

NOW THEREFORE, in consideration of the premises, the mutual covenants and agreements contained herein, the Parties agree as follows:

A. Eligibility

Borrower is eligible for the Educational Program if Borrower meets all program requirements, successfully completes the interview process, successfully complete all pre-employment contingencies and will be eligible to accept employment in the United States and agrees to work as a Perioperative Registered Nurse according to the terms of this Agreement at the <ENTITY> upon completion of the Educational Program, subject to the limitations set forth herein.

B. General Limitations

1. Borrower agrees that the Educational Program provided by Fairview has a value of $8,000.00. Borrower agrees that Borrower will be charged interest starting from the beginning of the training program, until the earlier of the time that Borrower either does not fulfill the terms and conditions imposed upon Borrower or the time the principal sum ($8,000.00) is forgiven under the terms of this Agreement. The interest will be calculated as simple interest and shall be accrued annually on the anniversary date of when the Borrower has completed the Educational Program and begins employment as a Perioperative Registered Nurse, and for each anniversary date thereafter as set forth above. However, interest shall be prorated through the date, which is the earlier date Borrower either does not fulfill the terms and conditions imposed upon Borrower or the time the principal sum ($8,000.00) is forgiven, if one of the foregoing events occurs before the anniversary date is reached. Borrower acknowledges and agrees that the interest shall be capitalized and that Borrower is paying interest on the principal sum ($8,000.00) in addition to the capitalized interest on the principal sum ($8,000.00).

If Borrower does not fulfill the terms and conditions imposed upon Borrower by this Agreement, and Borrower is obligated to repay the principal sum ($8,000.00), including accrued but unpaid interest, then Borrower shall repay in accordance with Paragraph D below.

2. Borrower must successfully complete the Educational Program provided by Fairview within one (1) year of being accepted into the program. Payment of the full principal sum ($8,000.00), including accrued but unpaid interest, of the Agreement shall be made in the event that Borrower ceases being a student in the Educational Program at Fairview or does not graduate on
time for any reason (other than for reasons of death, disability, serious injury or a serious health condition). The Borrower will work in the Perioperative Services department at <ENTITY> as part of this Educational Program.

FOR REVIEW ONLY-DO NOT RETURN OR SIGN

3. Fairview reserves the right to terminate the Borrower from the Educational Program for violation of Fairview’s policies, or if the Borrower does not pass the required modules or the laboratory and clinical experiences, in Fairview’s sole discretion. If the Borrower completes four (4) months or more of the educational program and is (i) terminated from said program for the reasons set forth herein, or (ii) voluntarily drops out of said educational program (other than for reasons of death, disability, serious injury or a serious health condition), the Borrower is responsible to pay Fairview the principal sum of $8,000.00, which is the full value of the Educational Program, plus accrued interest within fifteen (15) days.

4. Borrower must be eligible to accept employment in the United States for the Work Commitment Period as a Perioperative Registered Nurse, successfully complete the interview process as well as any and all other pre-employment contingencies (including health service evaluation) and satisfy the necessary physical requirements for employment as a Perioperative Registered Nurse with <ENTITY>. Further, the undersigned must accept an offer for full-time employment (80 authorized hours per two-week pay period) as a Perioperative Registered Nurse with <ENTITY>, unless Fairview offers the position at less than 80 authorized hours, but no less than sixty-four (64) authorized hours per two-week pay period in which case Borrower must accept the offer and Borrower will be required to sign an Amendment to this Repayment Agreement for an additional six (6) months.

5. If Borrower does not successfully complete the interview process or other pre-employment contingencies (including health service evaluation) or satisfy the necessary physical requirements for employment or accept an offer for full-time employment (80 authorized hours per two-week pay period), Borrower will be required to repay Fairview the principal sum of $8,000.00, including the accrued but unpaid interest, of the Agreement.

C. Work Requirement Commitment

Borrower further agrees, by participating in this Educational Program that the Borrower will work as a Perioperative Registered Nurse with <ENTITY> in the position Borrower was hired into for at least two (2) continuous years at no less than eighty (80) authorized hours per two-week pay period or two and one-half (2½) continuous years of working less than full time but no less than sixty-four (64) hours per pay period (“Work Requirement Commitment”) from the date the Borrower receives a certificate of completion from the educational program at <ENTITY>. If Borrower completes the Work Requirement Commitment as set forth above then Borrower shall have no obligation to repay Fairview for the Educational Program at Fairview, and the principal sum ($8,000.00), including the accrued but unpaid interest, shall be forgiven at that time. In the event that Borrower after commencing employment as a Perioperative Registered Nurse but prior to completion of the Work Requirement, (i) is not eligible to continue employment in the United States as a Perioperative Registered Nurse, (ii) voluntarily transfers to another facility, (iii) voluntarily terminates employment (for reasons other than death, disability, serious injury or a serious health condition) as a Perioperative Registered Nurse at <ENTITY>, (iv) is terminated from such employment for failure to meet performance standards, or otherwise for cause; Borrower is responsible to pay to Fairview the entire principal sum ($8,000.00), including the accrued but unpaid interest.

If Fairview lays off Borrower, or Borrower is unable to fulfill the Work Requirement Commitment due to death, disability, serious injury or serious health condition, then Borrower is not responsible to pay Fairview but may be required to extend Borrower’s Work Requirement Commitment (“Additional Work Requirement Commitment”) if Borrower returns to employment as set forth in Section E.2. In this event, Borrower will be required to sign an Amendment to this Repayment Agreement that will include the Additional Work Requirement Commitment. If Borrower cannot return to employment then the principal sum ($8,000.00), including the accrued but unpaid interest, will be forgiven.

The Work Requirement Commitment shall not be decreased by any overtime worked by Borrower.

Notwithstanding the above, the Perioperative Services management at the <ENTITY> in its sole discretion may, upon request of Borrower, agree in a written Amendment (which shall be attached to this Agreement and incorporated by reference) to reduce
Borrower’s authorized hours on a one-time basis to no less than sixty-four (64) authorized hours per two-week pay period. All full-time (80 hours per pay period) Borrowers reducing hours to no less than sixty-four (64) authorized hours per two-week pay period will be required to work an additional six (6) months of working at the new agreed upon authorized hours per pay period from the expiration of the original commitment (“Additional Work Requirement Commitment”) in the Perioperative Services department at <ENTITY>. Additionally, if both the Perioperative Services management at <ENTITY> and Borrower agree to transfer the Borrower to another Perioperative department at a facility or subsidiary of Fairview within the Work Requirement Commitment or Additional Work Requirement Commitment and the Borrower remains employed as a Perioperative Registered Nurse in the Fairview System throughout the remainder of the Work Requirement Commitment or Additional Work Requirement Commitment then Borrower will not be obligated to pay Fairview. Additionally, if Fairview lays-off the Borrower, or the Borrower is unable to fulfill the Work Requirement Commitment or Additional Work Requirement Commitment due to death, disability, serious injury or serious health condition then the Borrower is not responsible to pay Fairview but may be required to extend the Borrower’s Work Requirement Commitment or Additional Work Requirement Commitment if the Borrower returns to employment as set forth in Section E 2.

The Work Requirement Commitment or the Additional Work Requirement Commitment shall not be decreased by any overtime worked by a Borrower.

D. Repayment Obligation

Borrower agrees that in consideration of Fairview providing the Educational Program valued at $8,000.00, that Borrower will comply with the General Limitations and Work Requirements set forth above. In the event that Borrower does not fulfill the terms and conditions imposed upon Borrower by this Agreement, then Borrower promises to within fifteen (15) days pay to the order of Fairview at its main office at 2450 Riverside Avenue South, Minneapolis, Minnesota 55454 or at any other place designated at any time by Fairview, in lawful money of the United States of America, the principal sum of Eight Thousand Dollars ($8,000.00), including any accrued but unpaid interest. Fairview may (in its sole discretion) upon request of Borrower enter into a written arrangement with Borrower, which will be attached and incorporated as part of this Agreement, to allow Borrower to pay the foregoing amount over a period of time (not to exceed twelve (12) months), Borrower agrees that Fairview may charge interest of up to eight (8%) percent per annum on any remaining balance.

E. Miscellaneous

Borrower further agrees to the following terms and conditions:

1. Borrower hereby authorizes Fairview to withhold from Borrower all or any part of any amounts due Borrower as salary or other compensation (including, without limitation, any amounts due with respect to accrued vacation or other paid time off) upon employment termination as payment toward any outstanding principal, including the accrued but unpaid interest. Borrower further agrees that until the Repayment Obligation is paid in full, Borrower will promptly notify and inform Fairview, in writing, of any change or changes in Borrower’s name, address, social security number, or telephone number.

   Additionally, Borrower agrees that Borrower will be responsible for reporting and paying income taxes, if any, that are due on all amounts forgiven (including, but not limited to, amounts forgiven or not required to repay back because of layoff, death, disability, serious injury or a serious health condition) and understands that in accordance with applicable tax laws Fairview will withhold federal and state withholding and FICA taxes on the amount forgiven or issue the appropriate Form 1099 if applicable.

2. Borrower agrees that if Borrower elects to take any unpaid leave of absence at any time during the committed time period, any and all leave time (except Military Leave covered by the Uniformed Services Employment and Reemployment Rights Act) will require Borrower to extend the commitment period by the length of the leave of absence. Any leave of absence must be authorized by Fairview.

3. Fairview may exercise any rights or remedies available at law or equity to collect any amount that may come due under this Agreement. All rights and remedies of Fairview and Borrower shall be cumulative and not exclusive.
4. Borrower agrees in advance that if Borrower is obligated to pay the principal sum, including the accrued but unpaid interest, due under this Agreement, that Borrower will make payment without Fairview sending any notice or demand, and consents to allowing Fairview to proceed to enforce this Agreement in a court of law and further agrees, in the event of default, to pay all costs of collection, including reasonable attorneys' fees not to exceed Five Hundred Dollars ($500.00). Borrower further understands and acknowledges that in the event that Borrower does not repay the outstanding principal amount, including the accrued but unpaid interest, due or any portion thereof, that Fairview will report the amount as income in accordance with applicable federal and state tax laws.

5. Borrower acknowledges that this Agreement does not create an employment contract between Fairview and Borrower.

6. Borrower agrees that by participating in the Fairview Nursing Education Program that Borrower shall not accept any Fairview sign-on bonus or loan forgiveness program.

7. This Repayment Agreement represents the entire agreement and understanding of Fairview and Borrower hereto with respect to the subject matter hereof, and all prior and concurrent agreements, understandings, representations and warranties with respect to such subject matter, whether written or oral, are and have been merged herein and superseded hereby. Any modification, amendment, or supplement to this Agreement, or any part thereof, shall be at the sole discretion of Fairview and will be binding upon Fairview and Borrower if made in writing, and signed by both parties.

8. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

DO NOT SIGN—FOR REVIEW PURPOSES ONLY
Borrower Signature

Date