Fairview Perioperative 101 Nursing Education Program

Information Packet • 2019

A program sponsored by:
Fairview Talent Acquisition
Fairview Perioperative Services

FAIRVIEW
Greetings,

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 packet includes program information and requirements. If you have any questions, please contact me at rpekare1@fairview.org or 612-672-7403.

Best wishes,

Regina Pekarek

Workforce Development Consultant
Fairview Talent Acquisition, in collaboration with Fairview Perioperative Services, offers education and training for the registered nurse interested in becoming an operating room nurse at our hospital facilities. The Perioperative 101 Nursing Education Program educates and trains registered nurses to become operating room nurses to meet the operating room nursing shortage.

Program Details

**Location:** Classes are typically held at the University of Minnesota Medical Center in Minneapolis MN.

**Days/Hours:** Training practicum will take place five days a week, primarily on the day shift. Some evening and night 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. The program will continue for approximately six months.

**Interviews:** For selected applicants panel interviews will be held with Fairview nurse managers 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. We use the Periop 101 curriculum created by the Association for Peri-Operative Registered Nurses (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 demonstrations and preceptor observation in the clinical setting.

Perioperative Nurse Job Summary

A Perioperative nurse provides services as a circulating nurse caring for patients during surgical procedures and documenting all nursing functions. An OR RN assesses, plans, implements and evaluates nursing care to meet the mission and goals of quality care and service excellence at Fairview.

Physical demands: Sitting, standing, walking, lifting-max 35lbs, push/pull-max, balance, stooping/crouching, grasping, writing, finger dexterity/keyboarding, reaching, color vision, operate machinery, physical presence at work.

Mental Demands: Frequent people contact, irregular work schedule, supervisory skills, detailed work, frequent interruptions, decision making skills, concentration, ability to work independent, multiple concurrent tasks, frequent deadlines, organizational skills, ability to collaborate with others, express ideas orally, remember and apply information, understand/follow basic instructions.

Qualifications:

- New graduate RN’s welcome to apply who hold a BSN/BAN degree.
- A current Minnesota RN license by start date.
- Current BLS certification with American Heart Association or American Red Cross as a Health Care Provider required at the time of application.
- Must have a strong desire/career goal to work as a RN in the Operating Room environment.

Preferred Qualifications:

- BSN, BAN or Master’s degree in nursing or higher.
- Previous experience in acute care nursing, surgical tech or as a anesthesia aide.
- Completion of a perioperative nursing course at a community or technical college.
To apply for this opportunity, applicants must:

1. Complete and submit the following application materials during the active application period:
   - Fairview Application for Employment found online at www.fairview.org/careers. Both Fairview employees and external applicants must complete an online Fairview Application for Employment.

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 shifts 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 at the interview and in conjunction with the signing of the repayment agreement.
Perioperative 101 Nursing Education Program FAQ

This program is designed to meet the shortage of experienced operating rooms RN’s. It is designed to educate and train registered nurses to become Perioperative nurses and meet today’s operating room nursing shortage. Below are the most common questions applicants have about the program structure.

How does the program work?

Operating Room nursing requires a special skill set that is not typically taught in nursing school or available outside of the OR. Periop 101 is a curriculum designed and licensed through the Association of Peri-Operative Nurses (AORN). Fairview has utilized this curriculum since 1999, and has trained over 250 nurses in the program. You apply for the program and are hired into a OR RN position that is benefit-eligible at one of our hospital sites. You are paid a regular staff RN salary from the first day of employment. During your initial 6 months of employment, you participate in the Periop 101 program under the guidance of the instructor and preceptors. After the conclusion of the program, you begin to function independently as a OR RN which requires rotating weekend, holiday and call hours.

Where is the program taught and what is the schedule?

Most often, the classroom portion is taught at the University of Minnesota Medical Center, Fairview on the West Bank campus due to classroom availability. The training takes place Monday through Friday, however, hours will vary. This training program is full-time (80 hours per two-week pay period) for the duration of the program and is approximately six (6) months in length. The position after training is complete will require weekend, holiday and call hours.

How is the program taught?

The Perioperative 101 program is learner centered and structured. It is designed to provide specialized skills and knowledge in perioperative nursing. On-line learning modules and required reading are assigned. Additional videos, lectures, in-services, and hands-on demonstrations are provided in the classroom. The method of evaluation will include chapter post-tests, final examination, skill demonstrations and preceptor observation in the clinical setting.

What exactly does a Perioperative Nurse do?

The OR RN provides services as a circulating nurse and is responsible for the assessment, planning, delivery, and evaluation of nursing care for the patient undergoing surgical procedures in the operating room. The RN is responsible for performing these responsibilities in accordance with all policy, procedure, and professional practice guidelines. The RN coordinates care with members of the health care team and delegates responsibilities to others as appropriate.
What are my hours as a OR RN?

Hours and shifts can vary at each of our hospital sites due to variations in level of acuity, patient population, department needs, etc. Most OR RN’s work a combination of day shift and evening shift hours, which can be a 6 am, 9 am or 11 am start time for days and 3pm for evening shift. Shifts are 8, 10 or 12 hours in length. At most of our sites the night shifts have permanent staff so those shifts typically only require coverage for vacation or illness. With a OR RN position call is a requirement of all staff, which is above the normal FTE requirement. With each hospital call can vary in frequency of assignment, shift length and if it is in house or off site. Most our hospitals have a response time for call of 30 or 45 minutes. This means that from the time the hospital calls you in, you must be in house, scrubbed and ready to go within the 30-45 minutes. During the interview, managers discuss their departments current staffing and shift structure in detail.

What is the work commitment about?

The work commitment is a legal agreement between you and Fairview. Upon hire into the Perioperative 101 Nurse Education Program you are required to sign the work commitment stating that you will successfully complete the Periop 101 training and work as a RN in the OR you are hired into (ex: you are hired into a OR RN position at UMMC-East Bank, you will be required to remain at that site/department) for 2 years, otherwise you are required to pay Fairview back the amount the program is valued at, which currently is $8,000 plus interest.

Can I reduce my FTE during the work commitment?

Yes you can. After the initial training is completed and you have passed the final exam, you can drop your FTE from a 1.0 to as low as a .8 (64 hours per pay period). Be advised, that according to the terms stated in the Work Agreement, if you do drop your FTE below a 1.0, your work commitment is extended by an additional 6 months, to balance the reduction in hours. This equates to a total of 2 ½ years of work commitment. You will be required to sign the Amendment to the Work Agreement upon reducing your FTE. All FTE reductions must be approved by your manager prior to notifying HR of the reduction.

How would a Leave of Absence affect my work commitment?

As stated in the Work Agreement, any unpaid Leave of Absence (ex.: maternity leave, FMLA, personal leave) that is unpaid (not subsidized by short term disability payouts or PTO) will be added to the work agreement. For example: If you took a 12 week leave, and 4 weeks are paid out of your PTO, with the remaining 8 weeks unpaid, those unpaid 8 weeks would be added to the length of your work commitment. This would require an Amendment that you would sign lengthening the work commitment.

What if I leave Fairview before my work commitment is up?

If you leave Fairview prior to the release of your work commitment you will be required to reimburse Fairview for the value of the program, plus interest. The payment is required in a lump sum payment and cannot be broken down into payments weekly, monthly, etc. This is stated in the work agreement.
What is the taxation at the end of the program mean?

The Internal Revenue Service (I.R.S.) considers the value of Fairview’s sponsorships and training programs to be taxable income, regardless if monies change hands or not. Fairview is obligated to report this income to the I.R.S. under the category “loan forgiveness.” The value of a sponsorship or training program is taxable upon forgiveness of the signed promissory note/repayment agreement or after the agreed-upon work commitment has been fulfilled. All taxes must be reported and withheld in the same year that forgiveness occurs. Fairview must be compliant with I.R.S. tax regulations, which require withholding at the time of forgiveness; however, we are doing our best to lessen the impact of the tax burden on you by spreading the taxation out over a period of time. This is how it works with the Periop 101 program:

Interest is accrued on the amount of the training from the time your training begins until the “loan” is forgiven (commitment end date). At the time of forgiveness (commitment end date) the amount of the training plus interest (calculated daily at 1% above the prime interest rate) will be divided and added to your paychecks. The amount of taxes you pay is spread out over 12 pay periods to lessen the financial burden. You don’t actually receive this money, it is added to your income so that taxes can be calculated and taken. These additional taxes are included with your “regular” payroll taxes. They will not be on a separate line item. Additional taxes will amount to approximately $300 per pay period for a 6 month duration.

* If your loan forgiveness is in the last quarter of the year and it is being spread over 12 pay periods your taxation will begin in the third quarter so that taxation will be complete in the same tax year as your forgiveness.

Can I pay taxes early, in one lump sum or are there other options?

No. Unfortunately in order for us to be consistent with all system training and sponsorship programs that Fairview offers, we must adhere to the above policy regarding taxation and payment of taxes.