

October 2021

Dear Applicant:

Thank you for your interest in the RN Residency Program at Northridge Hospital Medical Center. This innovative New Graduate RN Residency features a challenging program blending classroom didactics with clinical experience and unit socialization. Our next RN Residency program start date will begin March 7, 2022. Completion will be based on 100% validation of competencies during your clinical hours. Our target candidates are nurses who have graduated within one year prior to the start of the program and who have not previously worked as a registered nurse or interim permittee.

Positions are limited and early application is encouraged. **Application period is open November 28 through December 7, 2021 at 11:59PM (ONLY)**. Applications must be received by the deadline, no exceptions. Only application packets that are complete will be considered for the prescreening and interview process. To initiate the application process, please complete the online job application and submit the following items:

- Current resume
- Specialty/Unit Preference (page 2 of this packet)
- Two (2) Letters of Reference from a clinical instructor and a current employer (if applicable). Please do **not** include more than 2 references. *Letters of reference must be signed and on school/company letterhead.*
- College transcripts from nursing course work (non-official is sufficient). Note if you have a degree in progress (e.g. RN to BSN) please include transcripts from that as well.
- Letter of Intent to include the following (maximum of 2 pages, double spaced. APA format *not* necessary):
  1. What influenced you to pursue a career in Nursing?
  2. Explain why you are interested in the RN Residency Program at Northridge Hospital Medical Center.
  3. Explain why you are interested in the unit or specialty field that you selected.
  4. Where would you like to see yourself in 5 years?
- Signed Licensure, Vacation and Employment Statement (page 3 of this packet)

**Please Note:** Required documents must be uploaded as attachments within your online application. If you are selected for an interview, you will be required to bring the original documents with you to the interview. *Again, all necessary requirements must be met before the applicant will be considered for an interview.* Only those applications submitted electronically will be considered.

After we have reviewed your application materials, you will be notified as to whether you have been selected to participate in a Dignity Health formal interview process. We do read every application we receive, so please be patient with us. **Notifications for interviews will start beginning December 2021.** All notifications are done online, through the Dignity Health Careers portal.

If you have any further questions, please contact Sylvia Munoz at (818) 885-8500 ext. 4623.

Warm Regards,

*Melinda Henry, BSN, RN, CWOCN*

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Manager, Education Department, Wound & Ostomy, RN Residency & Transition Programs

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***RN RESIDENCY PROGRAM***  
**SPECIALTY/UNIT PREFERENCE\***

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Directions:** Please indicate your **top two** choices by placing the number “1” in front of your first choice and number “2” in front of your second choice. ***Please follow directions!! Applicants not following instructions may not be considered or reviewed.***

**NOTE:** RN Resident new graduate positions may not be available in all the areas listed below. We do not release the units that are hiring, as they are subject to change.

**Remember to prioritize and mark only two choices.**

- \_\_\_\_\_ Acute Rehabilitation
- \_\_\_\_\_ Critical Care (ICU/CCU)
- \_\_\_\_\_ Emergency Department
- \_\_\_\_\_ Labor & Delivery; Postpartum
- \_\_\_\_\_ Medical Surgical Units
- \_\_\_\_\_ Perioperative Services
- \_\_\_\_\_ Pediatrics & PICU
- \_\_\_\_\_ Telemetry & Cardiovascular Units
- \_\_\_\_\_ Behavioral Health Services

***\*Please submit this form with your online application after completing.***

*Revised 03/03/2017, 11/13/2019 Reviewed 8/26/13; 12/3/14; 07/09/15; 1/29/2018, 7/13/2018, 4/15/2019, 11/13/2019, 5/1/2020, 5/12/2021*

## **RN Residency Program Licensure, Vacation & Employment Statement\***

- A. All applicants must have a valid California RN License prior to the start of the Residency Program. Please note that after paperwork is submitted to the California B.R.N. it takes a minimum of six (6) weeks to receive a date to sit for the boards. We strongly recommended that you submit your paperwork to the California BRN four (4) months prior to graduation. In addition it may take up to 30 days to receive the results of your licensing examination. It is therefore strongly recommended that you schedule the NCLEX a minimum of 30 days prior to the start of the program and preferably sooner.
- B. The RN Residency Program is a Competency Based Program. Each individual is assigned a competency profile per specialty, per department. The program requires full-time employment without vacation or other activities requiring more than a 1-2 day absence during the length of the program. Any scheduled time off will necessitate approval of the hiring manager and RN Residency Manager prior to the start of the Residency Program. Should you be accepted into the program, it is important to understand that continued employment is contingent upon satisfactory performance (during and after the residency) in the judgment of both the hospital and the Department of Nursing.
- C. Employment

1. Are you legally authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Will you now or in the future require sponsorship for employment Visa status (e.g. H-1B visa status)? Yes \_\_\_\_\_ No \_\_\_\_\_

***I have read the above statements and agree to comply as indicated above:***

Applicant (print name): \_\_\_\_\_

Signature (handwritten): \_\_\_\_\_

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

***\*Please submit this form with your online application after completing.***

*Reviewed 8/26/13; 12/3/14; 07/09/15; 03/03/2017, 8/11/17, 1/29/2018, 4/15/2019, 11/13/2019, 5/1/2020  
Revised: 7/13/2018, 11/13/2019, 5/12/2021, 10/19/2021*

## **RN RESIDENCY PROGRAM**

### **Application for *RECENT* RN GRADUATES**

(i.e., within one year prior to the start of the RN Residency program)

***If you are scheduled for an interview***, you will need to bring the following original documents with you:  
Reference letters, transcripts, and signed licensure, vacation and employment statement

***If you are hired***, you will be required to provide the following documentation/information to Human Resources prior to starting the RN Residency program:

1. RN License\* (original needs to be presented)
2. Original American Heart Association BLS Healthcare Provider Card (valid for 6 months from start of program)
3. Copy of degree awarded.

\*If you are offered a position, please note you **must** have your CA RN license prior to the start of the program (no exceptions). Please ensure that you schedule the NCLEX at least 30 days prior to the start date of the program (in this case no later than February 7, 2022) to ensure you receive your results in time. Because the Board of Registered Nursing has 30 days to notify you of the results, we do not want to see you miss out on the program because you did not receive your results in time.

\*\* Every effort should be made to schedule your NCLEX as early as possible since the new BreEze system has experienced some delays.