

## Application Process

1. Complete an application: [Link to Application](#)
2. Submit your professional portfolio to Amanda Chappel at [achappel@mhc.net](mailto:achappel@mhc.net). PDF document attachments are preferred. Your professional portfolio should include:
  - a. Cover letter—Begin with “Dear Nurse Manager,” and introduce yourself and your goals.
  - b. Resume—Include all education and experience, including dates. A list of clinical rotations is helpful when evaluating your experience in various areas of nursing practice.
  - c. Unofficial transcript—This can usually be obtained through your school’s website. It is not necessary to pay for an official transcript through the university registrar.
  - d. Clinical narrative—See the instructions for the clinical narrative below.
3. Save your documents with the file names formatted in the following manner:
  - a. Last Name, First Initial Cover Letter (e.g., Breznau, A Cover Letter)
  - b. Last Name, First Initial Resume
  - c. Last Name, First Initial Transcript
  - d. Last Name, First Initial Narrative
4. Complete the electronic reference process as instructed by Human Resources.

## Instructions for the Clinical Narrative

### **What is a clinical narrative?**

A clinical narrative is a written statement of actual nursing practice. It is a story of how you provided care for a patient and family. This could be how you prepared a patient and/or family for something that changed their lifestyle when they return home, such as an amputation; or it could be how you helped a young couple prepare for the eventual death of their two-year-old with leukemia.

Your narrative is the story of a patient care situation that is meaningful to you. It is one that caused you to reflect on your practice, and may continue to influence your practice as you confront similar situations. It is a good example of how your care made a difference in the outcome of a particular patient/family. You might say that you have grown in your professional practice as a result of this experience; that the relationship and interventions you shared reinforced what you already believed.

### **What is the purpose of a clinical narrative?**

Simply stated, the purpose of a clinical narrative is to articulate your nursing practice. The purpose is also to see the growth and development you have made over time. This narrative assists you in reflecting on your practice.

### **What should I write about my practice?**

Often nurses are not aware of their contributions to the care of the patient and family. They may not see missed opportunities or ways a situation could have been handled differently.

Writing about your clinical practice helps you reflect on that practice and relate experience to patient care situations in the future. It also brings to light the skills you currently possess.

### **How do I begin to write this clinical narrative?**

Think of your most recent group of patients (maybe a primary patient). What did you do that you remember? This can be a patient that you cared for yesterday, last week or within the past year. How did you interact with that patient? Your narrative does not have to be one that involved a life-threatening situation. Choose one that involves your relationship with a patient and family. What did

you and the patient plan for his or her care? Why did you make the choices you did? Write as though you are trying to have someone understand your practice.

**Should I write my narrative using the word "I"?**

Yes. This must be a first person narrative. It is always difficult to write about ourselves, but to describe your practice you have to think in terms of yourself. You are the one who made the difference, so talk about it and use the word "I."

**What should I do after I select a patient to write about?**

Sit down in a quiet place and write your story:

1. Set the scene – let the reader visualize your patient and the situation. Write one or two opening paragraphs.
2. Involve yourself early on in this scene.
3. Tell what you did, what you thought about and why you made the choices you did. Write two or three sentences. The assessment should be ongoing, based on feedback during the intervention with the patient and family.
4. As with any story, there is a beginning and an end. The reader should know what happened as a result of your intervention, and what this whole experience means to your practice or says to you about your practice.

As you proceed with the story, talk about your role with this patient, your assessment of the care that was needed, the care you gave (your intervention), how you involved the patient and family and the advocacy role you played with the patient. Include the reason(s) why you made the choices you did. What was your thought process? Talk about how you mobilized your resources or extended your intervention outside the hospital. As you write the narrative, you will realize how your care influenced the patient's outcome.

## Frequently Asked Questions

**Is this a paid nurse residency?**

Yes. At Munson Medical Center, all nurse residents are selected to fill permanent staff nurse positions on the hiring unit. You will receive a full RN salary and comprehensive benefits beginning the day you start new employee orientation.

**What shift will I be working?**

You will most likely be assigned to a full-time night-shift rotation. Once the orientation period is complete (12 to 20 weeks), you will fill an open position on your unit. Your full-time status must be maintained for one full year prior to transferring to another department.

**I already have my RN license. Must I complete a nurse residency in order to be hired at Munson Medical Center?**

Yes, all new graduates without experience and licensed nurses with less than one year of acute care experience must complete our Nurse Residency program. However, if you have greater than one year of hospital acute care RN experience, you can apply for a staff nurse position and be hired without the full residency.

**What happens if I fail boards before or during the residency?**

Residents who are unsuccessful on their NCLEX-RN exam are transferred into a nurse tech position until they successfully pass their boards.

**Is there a minimum GPA for acceptance?**

Because the residency is an extension of the studying/learning experience, a GPA of 3.0 or higher is strongly preferred, but not required.

**Is a BSN required in order to be hired as a Graduate Nurse Resident?**

No. All nurses hired to Munson Medical Center are eligible to participate in the Nurse Residency program. However, all nurses without a BSN are required to obtain their degree within five years.

**Should I apply to staff nurse jobs on the units that interest me?**

No. You will apply to just one position: the BSN Early Hire Program or Nurse Residency Program. When you apply, you will have an opportunity to state your areas of interest during the process.

**If I am offered and accept a position, may I transfer to another unit when another position opens up?**

The expectation is clear that a nurse resident must remain on the hiring unit for at least the full year of the residency. If you are interested in transferring at the end of the program, you may apply online as an internal employee.

**Will I know which units are hiring and how many positions they will have?**

No. Our staffing needs are fluid and the exact number of available positions is not established until later in the process.

**To how many units will my portfolio be sent?**

Your completed portfolio will be viewable to every hiring manager.

**Do I have an obligation to stay at Munson Medical Center after the year of residency?**

Yes. All nurse residents are asked to sign a contract committing to three years from the date of hire. Nurses who leave before the end of the contract are required to repay a portion of the cost of training and any bonuses received (e.g., BSN early hire bonus).

**Will I be granted an interview in the unit or specialty I have indicated?**

We attempt to schedule interviews with specific nurse managers. However, some specialties are more popular than others and being granted an interview in those areas may be more challenging.

**Do you provide relocation assistance if I am hired?**

Interviewing expenses are not reimbursed. Successful candidates may be eligible to receive up to \$2500 in relocation assistance.

**What can I do to prepare for the interview?**

Research Munson Medical Center and the nursing unit. Spend time reflecting on your nursing practice thus far and be prepared to share experiences with the interview panel. Dress professionally, preferably in a suit or other business attire.

**When will selections be made?**

Selections will be made after all interviews are complete.

[Questions regarding the application process](#)

**Besides completing the online application, what else do I need to do?**

Once your application is submitted, you are required to submit your professional portfolio and electronic references.

The professional portfolio includes:

- **Resume** – Include all education and clinical experiences, including dates.

- **Cover letter** – Start with “Dear Nurse Manager,” and introduce yourself and your goals.
- **Unofficial transcript** – This can be found on your school's website.
- **Clinical narrative** – View an example of a clinical narrative. Your narrative will be most beneficial if you write about a specialty where you hope to interview.

**Do I need written references from my professors?**

No. We perform electronic reference checks. You will be guided through the process.