

## 2025 Application for UMSL/BJC Nurse Externship Program (must be typed)

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Alternative Phone Number: \_\_\_\_\_

Preferred E-mail Address: \_\_\_\_\_

College/University at which currently enrolled: \_\_\_\_\_

Is this a BSN program? (required)      Yes     No

Cumulative grade point average (inclusive of most recent semester completed): \_\_\_\_\_

Will you have completed at least two semesters of clinical courses by May 2025?     Yes     No

Expected Graduation Date (month/year) \_\_\_\_\_

Are you currently employed by a BJC HealthCare facility/entity?     Yes     No

If yes, which facility/site? \_\_\_\_\_ Job title \_\_\_\_\_ Dept. \_\_\_\_\_

Please list below all nursing courses that you will have completed by May 2025 that have or will contain a clinical component:

Name of Course and Clinical Type	Date Completed	Grade

## Clinical Unit Preference Selection

### Directions:

Please indicate/rank your top three (3) clinical unit preferences (1 being your top choice, 3 being your last choice). Hospital assignment is determined via a collaborative process among the UMMSL College of Nursing coordination and BJC HealthCare clinical partner teams. Each participating hospital provides an exceptional clinical experience that aligns with the core values and standards of BJC HealthCare and the objectives of the externship program.

Please note that medical/surgical units are strongly recommended as this population is considered a specialty within itself. On medical or medical/surgical units, nurses specialize in caring for a broad range of medical conditions and illness stages. In this environment, students are presented with the opportunity to manage multiple patients while greatly enhancing clinical skills, critical thinking, and adaptability.

### Unit Preference Options:

- |  |  |
|--|--|
| <input type="checkbox"/> Medical                               | <input type="checkbox"/> Oncology  |
| <input type="checkbox"/> Medical/Surgical                      | <input type="checkbox"/> GI/GU   |
| <input type="checkbox"/> Surgical                              | <input type="checkbox"/> Intensive Care Unit (ICU)   |
| <input type="checkbox"/> Cardiology/Telemetry                  | <input type="checkbox"/> Step-down/Progressive Care Unit (PCU)                                 |
| <input type="checkbox"/> Neurology                             | <input type="checkbox"/> Psychiatry/Behavioral Health  |
| <input type="checkbox"/> Operative Services (pre, intra, post) | <input type="checkbox"/> Emergency Department  |
| <input type="checkbox"/> Orthopedics                           | <input type="checkbox"/> Women and Infant Services (WIS) (includes L&D, Mother-baby, and NICU) |
| <input type="checkbox"/> Pulmonary                             | <input type="checkbox"/> Pediatrics  |

Will you require housing accommodations during the externship?  Yes  No

If accepted into this externship program, how likely would it be that you would accept the position?

I definitely would accept  I probably would accept  Depends on my other offers  I don't know

### Individuals providing letters of recommendation:

Name	Faculty Member or Clinical Supervisor?

**A complete application includes all the items listed below. Incomplete applications or applications submitted after February 24<sup>th</sup>, 2025 will not be considered.**

- Upload below documentation in the provided [link](#) or go to [bit.ly/2025NEP-Application](https://bit.ly/2025NEP-Application):
- 1) **Completed 2025 application form** for the Nurse Externship Program. The application must be typed.
  - 2) **Letter of interest (in essay format)** in the Nurse Externship Program (no longer than two single-spaced pages). Please address the following:
    - Why you are interested in the Nurse Externship Program
    - What you expect to gain from your experience as a nurse extern
    - Skills, abilities, and personal characteristics that qualify you for the extern program
    - Your future career and educational aspirations
  - 3) Copy of current college **transcript**. This does not have to be an official transcript. However, it must include all grades for each course and your cumulative GPA. If you would like to submit a transcript inclusive of your fall 2024 grades, do not submit the applications until your fall grades 2024 are listed on the transcript.
  - 4) **Resume** (no more than two pages in length)
- Recommendation letters completed by faculty/instructor via the provided link:
- **Two letters of recommendation** using the required form. Faculty/clinical instructor must complete NEP online recommendation form via the provided [link](#) or go to [bit.ly/2025NEP-Recommendation](https://bit.ly/2025NEP-Recommendation). If preferred, faculty/clinical instructor can upload additional letters of recommendation as an attachment along with the submission.

Please direct any questions to Tonya Haynes, DNP, RN, Coordinator of the  
UMSL/BJC Nurse Externship Program at [haynesto@umsl.edu](mailto:haynesto@umsl.edu).

**If you are selected for the Nurse Externship Program, you will be required to provide:** *(do not send these with your application)*

- Evidence of good academic standing from your nursing program
- Overall grade point average at the end of the 2024-2025 (May 2025) academic year
- Verification of current CPR, TB testing (2-step PPD or IGRA), COVID-19 vaccination (or exemption), immunizations, drug screening, and criminal background check (THESE ARE AT THE STUDENT'S EXPENSE)

***Notification of applicant selection will be sent out via email by mid-late March 2025.***

**Please note: Externs will be expected to work the schedule of the assigned nurse mentor which may include nights, weekends, and holidays.**

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SIGNATURE

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DATE