

DEPARTMENT OF HEALTH AND HUMAN SERVICES
INDIAN HEALTH SERVICE
OFFICE OF CLINICAL AND PREVENTATIVE SERVICES
DIVISION OF NURSING SERVICES

IHS NURSE RESIDENCY TRAINING BULLETIN
P.L. 102-573, SECTION 118

AREA OF CONSIDERATION:

All Indian Health Service/Tribal/Urban Indian Health Program (I/T/U) Licensed Practical Nurses (LPN's), Licensed Vocational Nurses (LVN's) and Associate Degree (ADN) prepared Registered Nurses (RN's) are eligible to apply for this training opportunity *if tribal shares remain intact at HQTRS*. Indian preference will be applied.

APPLICATION DEADLINES:

November 15 for consideration for Spring Semester 2006
April 16 for consideration for Fall Semester 2006

BACKGROUND:

The Section 118 Program is a work/study program in which participants must work eight (8) hours per week. Participants are required to work in a full-time capacity during vacations and summer breaks at an approved I/T/U Health Program. Exceptions: Approval of the Section 118 Program Director to continue studies as a full-time student enrolled in intercession or summer classes. Section 118 recipients are required to complete a 3:1 (three years of service obligation for every one year of Section 118 support). Participants are required to return to work at the sponsoring facility within fourteen (14) days of their graduation date or termination from the Section 118 program. Section 118 awards cover ***in-state tuition***. Other covered fees include required textbooks, laboratory fees, pre-approved tutoring fees, salary and benefits. Out of state tuition, moving costs, child care, uniforms, equipment, examination fees, licensure fees, student insurance and miscellaneous expenses will not be paid.

PURPOSE:

The purpose of the Section 118 Program is to develop technically and clinically competent general nursing staff to meet the health care needs of Indian people. This represents an opportunity for LPN's/LVN's or AD RN's working on inpatient and outpatient units of I/T/U Health Programs to raise their level of competence by pursuing nursing studies on a full-time basis.

I. LICENSED PRACTICAL NURSES TO REGISTERED NURSE (ADN) QUALIFICATIONS

Applicants:

- 1) must have a minimum cumulative GPA of 2.0 on a 4.0 scale from a LPN Program.
- 2) with undergraduate credits must have a minimum cumulative GPA of 2.5 on a 4.0 scale.
- 3) must have completed all undergraduate course work within the last five (5) years.
- 4) must have a minimum grade of C or above in all pre-requisite and nursing courses.
- 5) must have satisfactory work performance at the I/T/U clinical site.

Academic progression is required each semester for continuation in the Section 118 Program. The maximum number of years to complete training is three consecutive years. Graduates must set for the NCLEX within 60 days of completing their degree. Graduates must work as an RN to meet the requirements of the service obligation.

CONTINUATION: Participants with a cumulative GPA of 3.5 on a 4.0 scale may apply for continuation to complete a BSN. Continuations will be granted pending availability of funds.

II. REGISTERED NURSES (ADN) TO BSN QUALIFICATIONS:

Applicants:

- 1) must have a minimum cumulative GPA of 2.5 on a 4.0 scale from an ADN Program.
- 2) with undergraduate credits toward a BSN must have a cumulative GPA of 3.0 based on a 4.0 scale.
- 3) must have completed BSN college credits within the last five years.
- 4) must have a minimum grade of C or above for pre-requisite and required nursing courses.
- 5) must have satisfactory work performance at the I/T/U clinical site.
- 6) must have completed two consecutive years of service in a full-time capacity as an I/T/U nursing employee
- 7) Must be able to complete estimated service obligation prior to reaching retirement eligibility
- 8) Must have a current and unrestricted license (RN or LPN)
- 9) must have completed all work obligations or payback status for other programs
- 10) Applicants must provide a short narrative (not exceeding 1 typewritten page) describing your service to the Indian community and how you anticipate serving Indian people in the future.

Academic progression is required each semester for continuation in the Section 118 Program. The maximum number of years to complete training is two consecutive years.

APPLICATION PROCEDURES:

- 1) All applications for training shall be initiated by the employee who wishes to apply for the training.
- 2) Applications must be approved by the employee's supervisor and other higher levels of management as indicated.
- 3) Applicants must meet all qualification requirements.
- 4) Submit all required documents to:
IHS Section 118 Program
801 Thompson Avenue, Suite 300
Rockville, Maryland 20852

Applications must be received by close of business of the application deadline. Incomplete applications will not be considered. Required Documents must be SUBMITTED IN TRIPLICATE (one original document and two copies). All documents must be submitted for the application to be complete and for the applicant to be considered. Failure to submit all documents will result in rejection of your application. Formal review of applications will be completed within thirty days of the closing dates.

Required Documents:

CIVIL SERVICE

SF-612, curriculum vitae, or resume;
Official transcripts of all nursing/college level work;
Letter of acceptance to the educational institution (LPN applicants only);
Letter of acceptance from the Nursing Program (ADN applicants only);
Program of study, with clearly established curricula;
Estimated cost of the program;
Copy of most recent performance appraisal or PAS;
Copy of most recent SF-50 (Notification of Personnel Action);
Copy of appropriate nursing license (RN or LPN);
Letter of endorsement from the current supervisor with concurrence from the Director of Nursing and the Chief Executive Officer including a statement—that approval is given for the participant to remain as a full-time employee while receiving funding as a Section 118 participant

TRIBAL/URBAN EMPLOYEES

Curriculum vitae (CV) or resume;
Official transcripts of all college level work;
Letter of acceptance to the educational institution (LPN applicants only);

Letter of acceptance from the Nursing Program (ADN applicants only);
Copy of appropriate nursing license (RN or LPN);
Program of study with clearly established curricula;
Estimated cost of the program;
Copy of most recent performance evaluation;
Letter of endorsement from the current supervisor and concurrence from the Director of Nursing and the Chief Executive Officer including a statement that approval is given for the participant to remain as a full-time T/U Health Program employee while receiving funding as a Section 118 participant.

EVALUATION FACTORS:

Selections will be based on the following four (4) factors:

(10%) EDUCATIONAL PLAN- Appropriate educational plan that provides/enhances skills needed by I/T/U Health Programs.

(30%) PERFORMANCE-Applicant's performance, awards and other recognition. The applicant should show a history of awards such as a performance award, cash awards, letters of recognition, etc.

(20%) SELF DEVELOPMENT-Demonstrate significant efforts to attain a higher level of professional development. This can be demonstrated through obtaining certifications in area of specialty (such as ACLS, PALS, NRP, etc.) and in area of practice (such as CEN, CNOR, etc.), continuing education, and additional experience.

(40%) LETTERS OR ENDORSEMENT/RECOMMENDATION-Submit letters of endorsement or recommendation from their immediate Supervisor, Director of Nurses and facilities Chief Executive Officer.

CONTACT:

If you have any questions, please contact Teddra R. Penland, Division of Nursing Services at:

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