PHYSICAL THERAPY & NURSING CROSS-REFERRAL
CO-OP INFORMATION SESSION
INTRODUCTIONS

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Thank you for your interest in the Bouve co-op jobs! There are several exciting opportunities available to you and this PowerPoint will provide helpful information you should be aware of before starting the application process.

The following information is covered in the upcoming slides:

- Overview of Bouve co-op positions
- Employer requirements and skills that will make you marketable for Bouve co-op jobs
- Recommendations for resume preparation
- Next steps, timeline

** Please Review this information in detail prior to making an appointment with us.
Many employers hire students from their own disciplines in direct patient care positions (i.e. Nurses hire nursing co-op students, Physical Therapists hire PT co-op students).

There are very specific curricula related to Bouve majors, including accreditation, licensure, labs and clinical preparation. Some of Bouve’s programs are pre-professional, meaning students graduate and take exams to become nationally licensed or registered (RN, LPT, RPh). Employers are often looking for co-op students within a particular major (PT, Nursing) because these students have job-specific training in the classroom. Additionally, because these are pre-professional programs, there are other issues for employers to consider, including liability, billing and legal practices.

The majority of inpatient physical therapy positions will not consider students outside of the Physical Therapy program. Some ED, critical care and inpatient nursing co-ops will not consider students outside of the nursing major.
Co-op is a major recruitment strategy for many employers. Many times, employers will hire previous co-op students as full-time professionals upon graduation and thus, the related skills is only part of their decision-making when hiring co-ops.

To reiterate, some employers will only hire students from a specific major, while other employers will consider students from a variety of majors. This is typically done on a case-by-case situation.
STUDENTS IN OTHER DISCIPLINES APPLYING FOR BOUVE CO-OP POSTINGS

Here are some things to keep in mind when navigating the cross-referral process:

- Many employers ask to see resumes of students from their discipline first. This means for most jobs your applications will be sent after nursing’s and PT’s student applications are sent.

- Employers want to see resumes that speak to/relate to the job for which you are applying.

- Clinical skills and patient care experience is very valuable and sometimes required; therefore, if you have these experiences, make sure to highlight them on your resume.

- Some PT employers will consider students without clinical experience but with transferable skills. Therefore, make sure to highlight your transferable skills on your resume and during the interview.

We will work with you individually and do our best to help you find a position given specific employer requirements, your skills, and your particular goals for co-op!
VALUABLE SKILLS & EXPERIENCE

Requirements for health care employers:

- CPR for the Health Care Provider (AHA or ARC)

Helpful Certifications/Skills for health care employers:

- For Nursing Jobs:
  - Certified nursing assistant (CNA) with work experience in nursing home
  - American Red Cross certification, authenticated by the Department of Public Health for some hospitals is required.
  - https://checkalicense.hhs.state.ma.us/MyLicenseVerification/Search.aspx
  - EMT certification with experience (volunteer or paid) on ambulance, or in ED.

- For PT Jobs:
  - Transferable Skills including: tutoring, coaching, customer service, personal trainer, to name a few.
RESUMES ARE IMPORTANT

- We recommend having two resumes! One for your College of Science co-op job applications and one for your Bouve co-op job applications.

- Make sure your resume creates interest in you!

- Try to draw the connection for the employer – why you are interested in their position and how you are qualified?

- Emphasize your job-related experiences and certifications by placing these at the top of your resume.
  - Examples: CPR certifications, jobs/experiences that demonstrate your transferable skill.
RESUME TIPS: MAKE YOUR APPLICATION STAND OUT!

EMPLOYERS ARE LOOKING FOR STUDENTS WITH:

➢ Healthcare Experience:
  ➢ Any direct patient care work in nursing should be highlighted on your resume. If you have held a CNA position, worked in a nursing home, or been a personal care assistant make this clear on your resume. Direct patient care experience is critical for nursing jobs and can be a great bonus for PT jobs.

➢ Customer Service Experience:
  ➢ Any experience you have working with people should stand out on your resume. Some examples include: personal trainer, waitress, volunteer, athletic coach, mentor, and tutor. When describing these skills, make sure to focus on the transferable skills that were used and learned while on the job. These customer service experiences will help when looking for Physical Therapy and Nursing related co-op jobs.

  ** Students should emphasize work and volunteer experience and interpersonal and customer service skills.**

EXPERIENCE THAT MAY BE RELEVANT TO OTHER POSITIONS, BUT NOT PATIENT CARE POSITIONS:

➢ Although you all have had important experiences related to lab skills, science-related coursework, computer software, and research, these are less important to Bouve employers. Therefore, these experiences should be less prominent on your resume for Bouve jobs. If you do choose to list them, they should be below the experiences listed on your resume.
OBJECTIVES: MAKE THE CONNECTION BETWEEN YOU AND THE JOB

ADDING AN OBJECTIVE ON YOUR RESUME:

- An objective can sometimes be helpful to employers to understand why you are looking for a nursing or PT co-op job as a student outside of a nursing and PT major. It can also help explain to employers what type of co-op experience you are looking for.
- Keep your objective short and specific, but have it target who you are and why you are seeking this co-op opportunity.

We have listed examples of objectives below. Please do not copy these; create your own that reflects YOU.

Summary & Objective

Biology major with a strong interest in pursuing a career as a physician. Seeking a full-time PCA co-op position in a hospital from January-July 2017, in order to apply learned clinical skills and gain additional patient care experience.

OBJECTIVE:

Behavioral neuroscience student with CNA and clinical experience seeking 6 month clinical co-op experience in order to explore a future career in healthcare.
Objective statement is incorporated under the education section.

American Red Cross Certifications are highlighted at the top of the resume.

Work, Volunteer and Additional Experiences focus on customer service and organizational skills.

Lab, computer and research skills are not included on this resume.
NURSING CO-OP PROGRAM INFORMATION
On an Oncology unit; I typically work three 12 hour shifts each week that are so busy, they seem to just fly by.

When I get there, I get report from the PCTs that are leaving, and start my 8am vitals and get weights on my 7-10 patients I have for the day...I work on getting every patient either washed up or in the shower and change the linen on their bed daily. This can often be time consuming, so by the time I complete this, it's usually time to start noon vitals. From here, I'll check in with each of the patients one last time to see if anyone needs anything, check in with the nurses...a lot of my patients will be receiving chemo for the afternoon, so they tend to not need as much physical care, but rather need things like warm blankets or water or crackers. If a patient is not getting chemo, the afternoon is a good time for me to help some patients ambulate in the hallway to get them outside their rooms. Vitals are taken again at 4pm, and as soon as I finish those, it's time to start checking blood sugars before dinner. The evenings are usually filled with small tasks-helping patients to the bathroom, getting them supplies, or taking them for walks...I will also get paged by the nurses to do things like getting EKGs, helping to reposition dependent patients, or doing extra sets of vitals on patients getting blood. A shift is exhausting but so rewarding, and absolutely worth all the literal blood, sweat and tears that go into the day.

The types of decisions I make at work have a lot to do with prioritizing patient care. When I have 10 patients all asking me for things, I have to decide which is the most urgent. In addition to this, every time I go into a patients room, I have to survey them and decide if there's anything off about them that I should alert the nurse to.
NURSING CO-OPS: KEY POINTS

- Direct patient care work: hands-on, need to be able to perform clinical skills, vitals, CPR, ambulation, transfers, bed baths, Foley’s etc
- Strong communication skills needed
- Responsibilities are somewhat repetitive but the patients change (clinical diagnosis)
- It is not shadowing and observation: you have a patient assignment
- Hospitals will provide some orientation (a couple days) but they expect you to be able to do the work
- Legal and liability issues
NURSING CO-OP POSITIONS

Students with a CNA and experience may be considered by hospitals for inpatient positions

- Critical care/ICU positions are open to 3rd and sometimes 2nd level co-ops
- Boston: NE Baptist Hospital, Brigham, Beth Israel, Tufts are options on inpatient units, for most you MUST have CAN; for some having PCA experience will count
- Considering hospitals outside of Boston can provide more options
- 6 students currently outside of Bouve majors currently in Bouve co-op positions
  - 4 in inpatient positions; 2 in ED’s

Students with an EMT certification and experience may be considered by some of the employers hiring in the ED, but these positions are limited and thus competitive.
Massachusetts has particular state regulations that allow students enrolled in a physical therapy program to be able to do more with patients.

Non-PT students function as Physical Therapy Aides, whose duties and abilities are also set forth by state regulations. The regulations provide:

Activities which may be performed by physical therapy aides under appropriate supervision are restricted to:

(a) follow-up of functional and ambulation activities;
(b) follow-up of routine specific exercises;
(c) application of superficial heat and cold; and
(d) non-treatment related activities such as secretarial and housekeeping, transporting patients and preparation for treatment. These activities may be performed under the supervision of a physical therapist or physical therapist assistant.

**Employers who are open to non-PT students are generally in outpatient, orthopedic clinics, with a few exceptions**
The below paragraph was written in a reflection by a non-PT student regarding her co-op placement:

While this co-op does entail a small portion of cleaning and organizing tasks, the majority of my time is spent working with patients and therapists. Everyone at the clinic including the co-ops and therapists do their part to keep beds clean and equipment organized during the day. Most of my time as a co-op is spent either learning about injuries by talking one on one with a therapist or my observing and asking questions during evaluations and appointments. Often, I am responsible for running through a program with a patient that has been laid out previously by a therapist. At work I do not make many decisions on what exercises a patient does, as the therapist is the one responsible for the patients programs of care. Yet, as time goes on I have been assisting the physical therapists in deciding which exercises a patient is ready for and I can decide which way I think would be easiest to instruct the patients to do these new exercises.
SAMPLE RESUME: APPLYING FOR PT CO-OP

Things to remember when drafting a resume for PT jobs:

- Remove lab skills
- Remove coursework
- Highlight your experience, particularly:
  - Teaching/Coaching/Mentoring
  - Fitness-related work
  - Customer service
  - Organization
  - Time-management
  - Communication
  - Teamwork

SALLY SMITH
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EDUCATION
Northeastern University, Boston, Massachusetts
Candidate for Combined Major in Biology and Political Science (Pre-DO) GPA: 3.3
Activities: Vice Chair of the Student Government Association; American Society for Biochemistry and Molecular Biology; Tutoring; Paid Student Animal Shaker

PHYSICAL THERAPY RELATED EXPERIENCE
Marino Center, Boston, MA
Fitness Instructor (Indoor Cycling) October 2016-Present
- Prepare and teach aerobic and strength exercise classes for up to 25 participants while personally engaging with them to create a welcoming environment.
- Maintain knowledge of proper form, breathing technique, and warm-up/cool down.
- Ensure the safety of the participants by correcting their form and techniques.

Massachusetts Hospital School: Physical Therapy Department Canton, MA
Intern:Shadowing July-August 2014
- Observed a team of 7 physical therapists, 2 physical therapy aides, 2 physical therapy assistants, and 3 occupational therapists treat pediatric patients with disabilities.
- Learned certain aspects of physical therapy including maintaining rapport with young patients, using specialized equipment.
- Developed a heightened interest in physical therapy from the experience.

ADDITIONAL EXPERIENCE
Old Navy, Billings, MT
Brand Associate July 2016-present
- Provide an optimal experience for shoppers through excellent customer service.
- Organize sales floor clothing displays in all departments, while becoming familiarized with the Old Navy fashion brand.
- Collaborated with 2 cashiers, 5 supervisors, and 2 store managers to maintain customer service.
- Opened and closed registers during the beginning and end of store hours.

First Baptist Church Day Camp, Florence, KY
Teacher’s Assistant July-August 2015
- Taught class of 25 first graders reading, writing, and math every weekday.
- Collaborated with teachers to plan and teach engaging science and craft projects.
- Planned and executed lesson plans in collaboration with teachers.
- Kept track of student and tutor attendance and monitored student progress.

Northwestern University Biochemistry Department, Boston, MA
Lab Assistant September-December 2014
- Maintained the lab by washing glassware, autoclaving, and preparing solutions.
- Organized and inventoried lab supplies.

SKILLS
Certifications: CPR/AED, Certified Spinning Instructor
Interests: Ballet, jazz, tap, skiing, yoga, traveling, aerobics, nutrition
PT CO-OP POSITIONS

Here are some examples of employers that are open to hiring non-PT co-op students:

- **Outpatient PT Clinics**
  - CHA
  - Performance Physical Therapy
  - OSPTA

- **Pediatric Opportunities**
  - Perkins School for the Bline
  - Tunaweza Children’s Centre (Uganda)

- **Inpatient Hospitals**
  - Hospital for Special Surgery (NYC, NY) – **can apply earlier than other positions so if you are interested in HSS, you should make appointments ASAP!**
  - Most other PT inpatient positions (i.e. Beth Israel, Tufts, MGH, BMC) will not take students outside of PT majors
NEXT STEPS

If you are interested in applying for any nursing or PT co-ops:

- Review the positions on NUCareers and carefully review the qualifications for each position to see if it would be a good fit for you;

- Update your resume to showcase your skills and experience related to the jobs you are interested in;

- Meet with your co-op faculty coordinator who will cross-refer you to us;

- Make an appointment with co-op faculty in 203 RB:
  - NURSING: Jacki Diani or Mary Carney beginning the week of March 6th;
  - PHYSICAL THERAPY: Kristen Morse or Josie Unger beginning the week of March 6th;
  - We will review your top job priorities and send out your resumes to employers for consideration.

Health Sciences: Health Science coordinators will email openings during the 3rd/4th week of March to the co-op coordinators in COS. You can review the openings and make an appointment with the HS coordinators to discuss positions you are interested in.