

Guidelines for Submission Required of Undergraduate Nursing Learners for Final Consolidation of Specialty Placements

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Purpose

This document guides healthcare institutions that are part of the Toronto Hospital Education Table in the final consolidation of undergraduate nursing learners seeking placements in specific patient care areas/specialties (e.g., critical care and babies units). These guidelines aim to create a fair and transparent selection process for clinical placement opportunities, ensuring that all candidates are evaluated based on comprehensive and standardized information.

Guidelines

The following guidelines on the submission of their resumes and cover letters will be reflected in the processes and policies at Toronto Hospital Education Table academic and healthcare institutions:

1. **Learners will be pre-screened before hospitals receive learner submissions:** The academic institution will pre-screen nursing learners before hospitals receive the learners' submission of resume and cover letter.
2. **Learners will be notified of the required submission of their resume and cover letters 8 weeks in advance:** All healthcare institutions will require nursing learners to submit a resume and cover letter as part of the clinical placement application process. Healthcare institutions offering the clinical placement opportunity will inform learners about the requirement to submit a resume and cover letter by the 15th of February, June, and October. Healthcare institutions will also provide any details on the submission and consequence of late submissions (see guideline 5), and conditions for changes in placement and/or non-acceptance in such communication. The academic institution may offer workshops that may best prepare students for this submission and ensure communications are sent to students regarding submission requirements and deadlines as well.
3. **Learners will submit their cover letter and resume according to the academic institution procedures:** Learners will submit their resume and cover letter according to the academic institution's procedures (e.g., use the academic portal, LMS, etc.) by the deadline specified by the healthcare institution. The academic institution's clinical placement office will manage the submissions and assist learners in navigating the submission process where appropriate.
4. **The requirement of interviews or additional forms will be determined at the discretion of the healthcare institution:** As certain placements may require more information about the learner, the healthcare institution may choose to conduct interviews or request for the completion of additional forms in addition to the standardly required submission of resume and cover letter.
5. **Late submissions will result in the learner's ineligibility to be placed at the healthcare institution:** If a learner submits their resume and cover letter after the deadline indicated by the healthcare institution, the learner will not be considered for the specific clinical placement opportunity that they submitted their application for. Late acceptances of learners into the specialty placements may not guarantee that a learner is available to be placed.
6. **The submission and placement process will be reviewed with a continuous improvement lens:** Both academic and healthcare institutions are committed to an ongoing review of areas of improvement within the submission and placement process.