

Examples from Pima Community College's Employment Toolkit

Women (Do's):

- Business Jacket
- Business Blouse
- Business Dress Pants or Skirt
- Business Dress
- Panty hose/ Nylon Knee Highs
- Dress Pumps Low/High Heels



Women (Don't):

- No business casual
- No dirty, spotted, or stained clothing
- Not boots
- No sandals
- No canvas shoes
- No stretch tops or pants
- No high-rise shirts
- No low cut blouses
- No mini or maxi skirts
culottes, gauze, peasant, or crinkled material
- No extra-large purses
- No gaudy jewelry
- No wrinkled clothing
- No white socks
- No sneakers
- No athletic shoes
- No sweaters
- No see through clothing
- No night club attire
- Not tight pants/skirts
- No jeans, suede, khakis, Dockets, corduroys, gauchos,
- No clunky heels
- No back packs
- No gaudy nail polish

Grooming: Hair should be neat and clean, tattoos should be covered, no visible piercing should be seen, and use good hygiene such as deodorant, and bathing. If you smoke, chew gum before walking in and allow at least 20 minutes to air out. Do not use heavy perfumes. Be subtle in your make up. No gaudy jewelry.

Note: To avoid high costs, look for these items at stores such as Goodwill, Salvation Army, or St. Vincent De Paul. Ladies can speak to their PCC specialist about obtaining a referral to My Sisters Closet to obtain free clothing.



AVALON SOUTHWEST HEALTH & REHABILITATION

LPN - (8423)

Avalon Health Care is seeking a dependable, organized and dedicated Licensed Practical/Vocational Nurse or to join our outstanding team! Up To \$2,000 Sign On

Under the supervision of the registered nurse, advanced practice registered nurse, licensed physician or other health care provider authorized by the state; the Licensed Practical/Vocational Nurse (LPN/LVN) will participate in the development, implementation and modification of the comprehensive plan of care for facility residents. He/She will practice within the legal boundaries for practical nursing authorized by the state for the delivery of patient care and related services.

Candidates must have a **current nursing license** as well as a positive attitude! Today's aging population means there's a growing demand for healthcare professionals in post-acute care, and a wave of career opportunities available at Avalon Health Care!

We are looking for individuals who embrace a reverence for life and a heart for healing. With enthusiasm and compassion, our Avalon family works with our patients and their families as well as with our communities to celebrate life every day!

If you seek to use your mind and your heart to improve lives on a daily basis, come join our team! We offer great challenges, a rewarding career and opportunities for advancement!

Required:

1. **Must hold current license to practice as a Licensed Practical Nurse**
2. **Current CPR/First Aid**
3. New Graduates Accepted
4. **Prefer 1 year of year experience in healthcare**
5. Clear TB
6. Clear background and drug screen

Jane Doe

Tucson, AZ

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janedoe@gmail.com

I am an organized, service focused individual seeking full time employment

Employment History:

AIRES 11/2016-2/2018 Direct Service Provider (DSP) provide care to persons with disabilities and behavioral disorders to include: medication administration, community outings, interpersonal and social skill development

Pasadera Behavioral Health Network-Recovery Coach 3/2016- 5/2016 department closed due to budget cuts, laid off. Provided case management services to Members with substance abuse, mental health and serious mental health diagnoses to include: determine needed services, facilitate ART meetings, complete/submit ISP and update as necessary, attend court and advocate for Member as needed, provide community referrals and support as necessary.

The Centers for Habilitation (TCH)- Direct Support Professional 10/2015- 2/2016 provided care to clients with developmental disabilities and behavioral disorders to include: personal care, medication administration, daily progress documentation, redirecting/cuing, transportation to doctor's appointments and community activities.

Old Pueblo Community Services (OPCS) – Intake Coordinator 2/2015 – 10/2015: process applications utilizing various data platforms, researching individuals and collaborating with multiple service agencies to determine appropriateness for facility programs to include Parole/probation officers, correctional officers, detox clinical case managers, Veteran liaisons to coordinate arrival dates. Complete walk-in Intakes to determine needs

OPCS- Case Manager Veterans programs (GPD, SFV, SUDTP/AFC) and Community Service programs (RRH, CPR) 10/2013- 2/2015: provided case management services to clients in transitional housing to include: job search assistance, advocacy, transportation, food, clothing, hygiene and support. Attend ART and ISP meetings to determine client service plan, objectives and goals. Complete and submit service plans to Veteran's Liaison and update as necessary

UPC- Direct Service Provider - 7/2013 - 9/2013: provided in home services , in accordance with treatment plans to clients with developmental disabilities/behavioral challenges including routine management, coping skills reminders, homework assistance and bathing and grooming assistance

Old Pueblo Community Services - Case Manager Veterans program (GPD) 1/2013- 5/2013: provided case management services to clients in transitional housing to include: job search assistance, advocacy, transportation, food, clothing, hygiene and support. Attend ART and ISP meetings to determine client treatment plan, objectives and goals. Complete and submit treatment plans to Veteran's Liaison and update as necessary....

Jane Doe, LPN

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EDUCATION, LICENSURE, CERTIFICATIONS

Practical Nurse Certificate	Pima Community College	Tucson, AZ	06/2018
LPN1234567	Arizona State Board of Nursing	Phoenix, AZ	10/2020 Exp.
FCC2XXXXX	AZ Dept. of Public Safety	Phoenix, AZ	09/2022 Exp.
BLS/1 st Aid	American Heart Association	Tucson, AZ	08/2019 Exp.

PRACTICAL NURSE CORE QUALIFICATIONS

- Patient Care
- Electronic Documentation
- Sterile Technique
- Medication Calculations & Distribution
- PEG Meds
- ADL's
- Injections
- IV Placement
- Site Care & Monitoring
- Phlebotomy
- Central Line Dressing Care
- NG Tube Placement & Monitoring
- Blood Glucose Monitoring
- Foley Catheterizations
- Wound Care
- Ostomy Care
- Tracheostomy Care
- ECG Lead
- 3 Lead- Charted Information
- Central Line Dressing

PRACTICAL NURSE CLINICAL EXPERIENCE TUCSON, AZ 4-2017 TO 06/2018

- **Casa Adobe Post-Acute Rehabilitation Center** - Provided patient care (assisted with baths, feeding, bed making, and toileting)
- **Mountain View Care Center** - Took patient vital signs, provided patient care, collected and entered patient data, conducted head-to-toe assessment, distributed medication, monitored blood glucose, provided SQ injections, conducted PEG feeds and medication administration, confirmed placement of PEG with residuals
- **Health South Rehabilitation Hospital** - Conducted sterile techniques, blood draws (phlebotomy), and distributed medication; took patient vital signs, provided patient care, collected and enter patient data, conducted head-to-toe assessment; Monitored glucose, conducted SQ and IM injections, provided wound care, used the BD Pyxis Med Station
- **Cornerstone Hospital** - Conducted respiratory care/tracheostomy care, observed PICC placement; Provided patient care, entered patient data, conducted head to toe assessment, utilized sterile techniques; Distributed medication, conducted blood draws (phlebotomy), conducted SQ and IM injections, provided wound care to patients
- **Oro Valley Hospital** - Conducted straight catheterization and 3 lead ECG; Monitored blood glucose, provided basic wound care; Conducted venipuncture phlebotomy, conduct SQ and IM injections; Took vital signs, provided patient care, conducted head to toe assessment, documented patient data
- **St. Joseph Hospital** - Conducted head-to-toe NIU assessment, inserted Foley catheter, conducted maternity assessments
- Too venipuncture blood draws, distributed medication, monitored blood glucose, conducted SQ and IM injections, provide patient care, took vitas, collected patient data
- **El Rio Community Health Center** - Assessed visual acuity, roomed patients, calculated and prepared immunizations and medication, provided IM injections, collected patient data

For access to Pima Community College HPOG Employment Toolbox please contact
spsHoemaker@pima.edu 4

Tell Me About Yourself?

Fill in the blank Answer (from Skillstalker, 1988 – Modified for HPOG): Fill in the blanks using your resume and experience and then re-write in paragraph form. Practice reading out loud your answer 2 times daily for one week minimum

- I am (trained/ exited/ interested) to work as a _____. I'd also consider other types of related work. I have _____ years/months combined experience gained from my paid work, volunteer, and educational experiences where I have used comparable skills. I have a _____ (certificate/ degree) from Pima Community College. While at Pima Community College I had a _____ grade point average. I have taken classes in _____, _____, _____, & _____. I did my internships at _____, _____, and _____. While in my intern ships I learned to _____, _____ and _____. I know how to (list 5 job related skills) _____, _____, _____, _____, and _____. I can also (list 3-4 transferable skills, i.e. read charts, train others, etc.) _____, _____, _____, and _____. I consider myself to be (give 5 your work traits that will make them like you. I.e. hard working, dependable, safety conscious) _____, _____, _____, _____, and _____. I am looking for a career, not just a job. What else would you like to know about me?

Jane Doe Tell Me About Yourself Answer.....

“I am trained to work as a Licensed Practical Nurse. I’d also consider other types of related work. I have 3+ years of healthcare experience gained from my paid work, volunteer, and educational experiences where I used comparable skills. I have a Practical Nurse certificate from Pima Community College where I maintained a 95% pass rate. I have taken classes in nursing procedures, anatomy and microbiology, pharmacology, and patient care. I participated in six different clinical rotations in my Practical Nurse program where I worked at Casa Adobe Post-Acute Rehabilitation Center, El Ro Community Health Center, Oro Valley Hospital as well as other sites. While at my clinical sites I was required to take patient vital signs, conduct blood draws, provide injections, catheterizations, and wound care. I can also calculate and distribute medication, provide ostomy care, conduct EKG’s, conduct PEG feeds, and document patient information. I consider myself caring and compassionate as I want to provide quality care to my patients as I would like my grandmother to be cared for if she was in a nursing center. I am safety conscious, appreciate working on strong teams, and have a love for nursing the field. I am looking for a career not just a job, what else would you like to know about me?”

20 Most Asked Questions

1. Tell Me About Yourself?

Hint: This is a question where the boss wants to hear about you, learn what kind of employee you are, and get a feel for your skills. Rarely do they want to know anything personal about you. When answering this question you are giving almost a mini-resume about yourself

2. Why are did you leave your last job?

Hint: The boss is trying to get an idea of why you left your last job and are looking for red flags. Never use terms like "I quit, I was fired, etc." Match your answers to what you put on your applications.

3. What do you know about our company?

Hint: Always research a company, even if it means doing a quick Google search on them. If you do not have access to a computer, call the receptionist, tell her you are a student for PCC and are wanting to know a history about the company. Knowing the company shows you have done your legwork which indicates you are a serious job seeker. A sample answer is below for Tucson Medical Center.

4. What interests you about this opening?

Hint: Be excited and show it!!!. Why are you applying for a job if you are not interested in it? Please note that if you say things such as benefits and a paycheck that is one way to turn an employer off as it appears as self-serving. Fill in the blanks below.

5. What experience do you have being a _____ ?

Hint: Discuss your schooling, clinical/ internship, medical, and paid experience as it relates to the position.

6. What would your previous co-workers say about you?

Hint: Sell yourself as a hardworking, team player, who is great at their job. Stay away from terms such as "perfectionist or alpha personality." Those are red flags for employers as usually those types of people cause an unhappy workplace.

7. Can you handle working under pressure and stress?

Hint: This question is tricky because most people just say "Yes." Employers want specifics. Use the template below to help build your answer:

8. Can you work with a diverse population?

Hint: Again, this question is tricky because most people just say "Yes." Be careful not to use terms that portray a group in a negative way. Use general terms that are not offensive.

9. Tell me about a time you had to deal with a difficult customer.

Hint: This answer is looking to see if you have basic negotiation techniques, have the ability to listen, and stay calm, and resolve difficult situations positively.

10. Tell me about a time you had handle a crisis.

Hint: The boss is looking to see if you can handle crisis, which often comes with working in the healthcare field. Tell them off a crisis you had to handle that is related to the healthcare field. Below is an example of how to answer the question.

11. Are you applying for other jobs?

Hint: Be truthful, but let them know that you are excited about their company and hope to get on with them.

LPN Industry Based Interview Questions

Operational and Situational questions

What would you do if a dementia patient tells you that he or she can see something in their room, which is actually not there?

What would you do if a patient falls?

What would you do if a patient is agitated and refuses care? What do you do if the patient becomes aggressive with you?

If you were given instructions from a RN you didn't agree with, what would you do?

Imagine a patient or a family member were dissatisfied with the provided care. How would you handle it?

What would you do if a patient refused to take their medication?

You enter a patient's room and you find their vital signs are not very good. What do you do?

Role-specific questions

What do you find most rewarding in your job?

What is the most difficult part of being a LPN?

What are some routine procedures that a LPN performs?

What are vital signs and at what frequency should they be monitored?

How do you ensure the comfort of an elderly patient?

Do you have experience in administering injections?

How do you replenish your knowledge in [specialty area]?

What do you like about working as a team?

How do you handle stress?

Technical Questions

Question: Give me an example of some routine procedures that a practice nurse performs regularly.

Sample Answer: Taking swabs, blood samples, urine samples, and treating and dressing wounds. Another kind of routine procedure is consulting and advising patients in matters of further treatment and general health. Try not to just list things from your average day. Make it a coherent description which shows that you understand your mission as a nurse.

Question: Do you have experience administering first-aid or emergency treatment?

Sample Answer: Practical nurses may be required to do that in certain situations. Their task is to monitor recuperating patients and they are most often the ones to be nearby when an emergency situation arises. You can also add an explanation of how first-aid or emergency procedures are applied, or give an example that actually happened.