

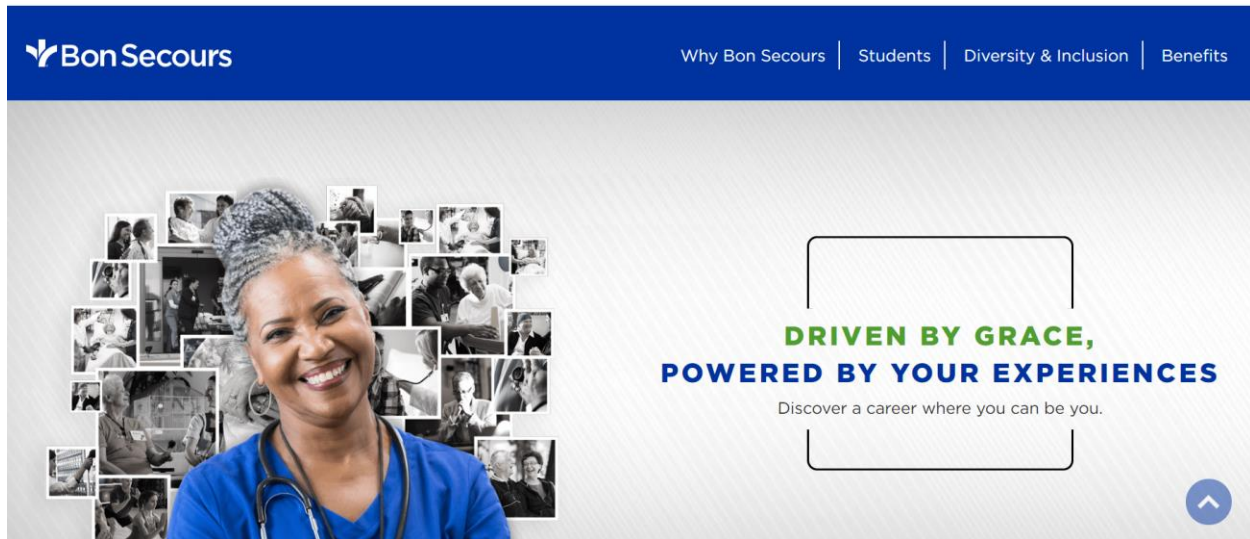
# Job Search Guide for Bon Secours Mercy Health

## Bon Secours Memorial College of Nursing

You may qualify for some jobs even early in your nursing studies. There is a lot of competition for all jobs so students may need to apply for more than one vacancy. Please contact the Career Counselor at the College for assistance at [Allison\\_Peterson@bshsi.org](mailto:Allison_Peterson@bshsi.org)

Visit [careers.bonsecours.com](https://careers.bonsecours.com)

Follow the screen captures below to locate student nurse jobs in this area.



KEYWORD  Richmond, VA  35 miles

Virginia (41)

CITY

- Mechanicsville (9)
- Midlothian (8)
- Petersburg (11)
- Richmond (24)

CATEGORY

- Supply/Sterile
- Processing/Supply Chain (2)
- Mission/Pastoral Care (3)
- Nursing (7)
- Nursing Clerical Support (2)
- Nursing Patient Care (General) (41)
- OB (1)

- Clinical Care Technician - Iv Therapy Team**  
Richmond, Virginia - Bon Secours →
- Patient Care Technician PRN - 4W**  
Richmond, Virginia - Bon Secours →
- Patient Care Technician**  
Richmond, Virginia - Bon Secours →
- Patient Care Technician Nurse Admin Prn**  
Richmond, Virginia - Bon Secours →
- Patient Care Technician - Acute Care 5s Ortho Joints**  
Richmond, Virginia - Bon Secours →
- Emergency Department Technician Advanced - Emergency Room Nursing**  
Richmond, Virginia - Bon Secours →

WORK SHIFT +

SCHEDULE -

Part-time (1)

CLEAR ALL

RECENTLY VIEWED JOBS +

- Behavioral Health (1)
- Cardiology (5)
- Case Management/Utilization Review (3)
- College/Educational Institution Bon Secours (1)
- Communications (PBX) (1)

FACILITY +

WORK SHIFT +

SCHEDULE -

- Full-time (30)
- Part-time (22)

Richmond, Virginia - Bon Secours

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**Patient Care Tech** →  
Richmond, Virginia - Bon Secours

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**Patient Care Technician - 3N Telemetry** →  
Richmond, Virginia - Bon Secours

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**Patient Care Tech- PRN** →  
Mechanicsville, Virginia - Bon Secours

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**Prn Patient Care Associate** →  
Mechanicsville, Virginia - Bon Secours

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PAGE 2 OF 3 GO

PREVIOUS Show All NEXT ↑

Sample Job Posting: (if a job is PRN —recommended for students — it should appear next to the job title)

**PATIENT CARE TECH- PRN**

APPLY NOW SHARE JOB Share job    

**Requisition:** R037147  
**Market:** Mechanicsville, VA  
**Department:** Progressive Care Unit (PCU) - Memorial  
**Shift:** Nights  
**Schedule:** Part-time

**THANK YOU FOR CONSIDERING A CAREER AT BON SECOURS!**

Primary Function/General Purpose of Position

Under the supervision of a registered nurse, provides direct, quality nursing care to meet patients' comfort, personal hygiene, and safety needs. Performs other related duties as assigned.

↑

**SCHEDULED WEEKLY HOURS:**

0.01

**WORK SHIFT:**

Nights

**DEPARTMENT:**

Progressive Care Unit (PCU) - Memorial

*All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, genetic information, or protected veteran status, and will not be discriminated against on the basis of disability. If you'd like to view a copy of the affirmative action plan or policy statement for Mercy Health - Youngstown, Ohio or Bon Secours - Ashland, Kentucky; Franklin, Virginia; Petersburg, Virginia; and Emporia, Virginia, which are Affirmative Action and Equal Opportunity Employers, please email [recruitment@mercy.com](mailto:recruitment@mercy.com). If you are an individual with a disability and would like to request a reasonable accommodation as part of the employment selection process, please contact The Talent Acquisition Team at [recruitment@mercy.com](mailto:recruitment@mercy.com).*

APPLY NOW

SHARE JOB



## Which Jobs Do I Qualify For?

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Under the **Nursing Patient Care General** category, possible student jobs include:

- Patient Care Associate
- Monitor Tech
- Transporter

After completing NUR 2102 and 2103 or if you are a licensed C.N.A.:

- Patient Care Tech
- ER Tech
- Behavioral Health Tech
- Patient Sitter/Companion

### Other job categories you might consider

Under Nursing Clerical Support: Unit Secretary

Under Physician's Office: Patient Services Rep, Registrar, Receptionist

Under Transport: Transporter

## Which Schedule or Shift Should I Select?

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**The recommended shift for a nursing student is PRN:**

PRN requires a minimum of 24 hours per schedule (which is about 30 days). Most managers will allow you to work more hours when they have a need. Many units allow you to self-schedule your hours.

Part-Time: = 20-31 hours weekly.

Full-Time: = 32-40 hours weekly.

## To Apply

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- Click on a specific job. Complete the entire application.
- If you get an immediate email indicating you will not be going forward in the hiring process, it is likely due to high applicant volumes. Don't be discouraged...just continue to apply.
- Send an email to Allison Peterson, the Career Counselor, and let her know that you have applied. She will alert Talent Acquisition (Human Resources) of your interest: [Allison\\_Peterson@bshsi.org](mailto:Allison_Peterson@bshsi.org).

## Creating a Resume

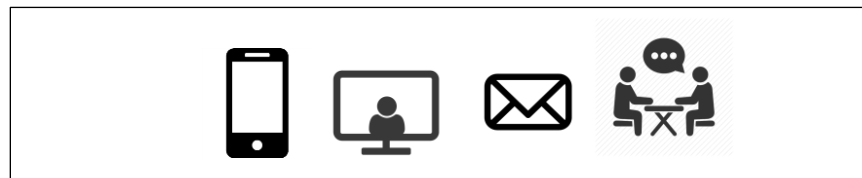
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- Contact Career Services for assistance by emailing: [Allison\\_Peterson@bshsi.org](mailto:Allison_Peterson@bshsi.org)
- A resume is not required but it is recommended. It can be uploaded to accompany your on-line application.

## Orientation

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- If hired, you will be required to attend New Employee Orientation. See the last page of this handout.
  - Orientation and workplace training must not interfere with your classes/clinicals.
  - Check your class schedule and if you need to, **request on-line orientation** at the time you **accept the offer of employment**. If is available certain months of the year.
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### CAREER SERVICES

Allison Peterson, Career Counselor, Bon Secours Memorial College of Nursing  
[Allison\\_Peterson@bshsi.org](mailto:Allison_Peterson@bshsi.org) | (804) 627-5381 |

## Student Jobs in the Bon Secours Mercy Health hospitals include:

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**Unit Secretary:** the clerical staff member on the nursing unit. Tasks vary based on unit and include answering phones, alerting nurses of a patient/family member's needs, ordering supplies, alerting housekeeping of a room vacancy, typing/data entry, paging physicians.

**Patient Care Associate:** working under the supervision of the RN, role varies by unit but may include helping patients with eating, dressing, toileting, answering call bells, alerting nurses of a patient/family member's needs, and sitting with patients to insure their safety.

Must have completed sophomore studies for the following:

**Patient Care Tech:** working under the supervision of the RN, role varies by unit but includes helping patients with ADL's (activities of daily living) including eating, dressing, toileting, ambulating. PCT's also take vital signs, give bed baths, answer call bells, alert nurses of a patient/family member's needs, interact with the multi-disciplinary healthcare team, contact physicians for consults at direction of the RN. Possibly administer IV's and perform blood draws.

**Behavioral Health Tech:** same as Patient Care Tech but dedicated to the behavioral health unit at either St. Mary's or Richmond Community Hospital.

**ER Tech:** Working in one of the Emergency Departments, the ER Tech may perform the duties of a Patient Care Tech (above) as well as routinely administering IVs, performing blood draws and assisting when a patient "codes" (May include cardiac and stroke intervention.) Phlebotomy skills preferred but may be acquired on the job. They work in a setting with above average levels of stress and heightened emotions characteristic of emergent medicine. Individuals who are certified EMT-B's (Emergency Medical Tech Basic) or EMT-P's (Paramedics) are in high demand.

These are generic job descriptions. Please ask about specific job duties during your interview.

## ***Orientation Requirements***

***Congratulations on being offered a job as a Patient Care Tech or Patient Care Associate! But that is just the first step. The following training is mandatory by the hospital, and should NOT conflict with classes, clinicals, tests or exams.***

Monday		Thursday	Friday
<b>Required Orientation</b>			
Bon Secours Mercy Health New Employee Orientation Day 1 8:00am – 4:30pm		<b>Connect Care Training 8am-12n</b> <ul style="list-style-type: none"> <li>• Students who have not yet completed Junior 1 must complete this class</li> <li>• And all students working in the ED must complete this class</li> </ul>	<b>Centralized Nursing Orientation Lecture 8a-12p Skills 1p-4:30p (PCAs do not attend)</b>
<b><u>If unable to attend in person, you must request the alternative methods offered for students in Aug-Nov. and Jan - April</u></b>			
<b>New Employee Orientation Alternate</b>  <b>Request Online Orientation when accepting position. <u>Must communicate this request to your Talent Acquisition (HR) Recruiter at time you accept the position.</u></b>  <b>IMPORTANT!</b>		<b>Connect Care Exemption</b>  <b>Students who have completed Junior 1 semester need not attend UNLESS they are working in the ED</b>	<b>Centralized Nursing Orientation</b> <ul style="list-style-type: none"> <li>• <b>Lecture:</b> PCTs can request self-learning packet with assessment from Nursing Prof. Development Coordinator</li> <li>• <b>Skills:</b> An additional Monday afternoon session will be added once a month as an alternative to attending on Friday afternoon. Must communicate need for alternate scheduling with Nursing Prof. Development Coordinator</li> </ul>

Please dress professionally for all sessions of Orientation.

Question? Contact your Talent Acquisition Recruiter, Unit Director, or Nursing Professional Development Coordinator.