



Northern LightSM

Eastern Maine Medical Center

Educational Catalog

Volume I



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Definitions

Sponsorship - Offers paid education time and work hours during school in addition to tuition coverage in exchange of commitment back to the Medical Center.

Scholarship - Offers tuition coverage in exchange for commitment back to the Medical Center. Not necessarily tied to employment during school.

Scholarships

Acute Care Nurse Practitioner

Introduction

Acute care nurse practitioners (ACNP) use advanced nursing skills to diagnose and create comprehensive holistic treatments plans. ACNP provide advanced nursing care to patients suffering brief but severe illnesses, typically in an emergency department, ambulatory care clinic or other short term stay facility.

Scholarship Details

- Full Tuition
- Five-year commitment to Northern Light Eastern Maine Medical Center after completion of the program

Eligibility Requirements

- Currently employed at Northern Light Eastern Maine Medical Center
- Maintain a 3.0 cumulative GPA

Application Process

- Cover letter/letter of interest
- Application
- Transcript
- Two Professional References
- Interview
- Contact hremmc@northernlight.org



Certified Surgical Technology

Introduction

A certified surgical technician plays an integral role in each and every procedure performed in our operating suites. This role is challenging and yet very rewarding, particularly here at Northern Light Eastern Maine Medical Center. As a result, we are embarking on a new trial to provide advancement opportunity to employees at the Medical Center. We know our employees are some of the best and brightest that Maine has to offer.

Scholarship Details

- Full tuition
- Up to \$500 for books

Field of Study

- Students enrolled in the Eastern Maine Community College (EMCC) Certified Surgical Technology Program

Eligibility Requirements

- GPA in good standing
- Three-year commitment to Northern Light Eastern Maine Medical Center after completion of the program

Application Process

- Cover letter/letter of interest
- Application
- Transcript
- Two Professional References
- Interview
- Contact hremmc@northernlight.org



Certified Nursing Assistant Apprenticeship Program

Introduction

If you are looking for a new career in patient care, consider applying for a paid apprenticeship program to become a Certified Nursing Assistant (CNA) at Northern Light Eastern Maine Medical Center. A CNA helps patients with direct health care needs, often under the supervision of a nurse. CNAs work directly with patients and nurses, helping with the many physical and complex tasks for patient care.

Program Details

- Spend 16-24 hours in class in our in-house training program, learning hands on skills at the hospital. For the other 16-24 hours, you would be working directly with patients on our inpatient units helping them do daily life activities, observing patients who need a companion, and interacting with patients.
- Paid \$17.75/hour for all time spend in class and all time spent doing hands on work in the hospital. As well as paid time off, healthcare benefits, retirement benefits, and all other benefits available to full time Northern Light Eastern Maine Medical Center employees.
- Once you receive your CNA license you will be promoted to a CNA at our Medical Center, this comes with an increase in pay and access to a sign on bonus along with access to the CNA career ladder to continue to grow your pay and skills



Eligibility Requirements

- 18 years of age or older with a high school graduation or equivalent
- Participate in pre-admission interview
- Pass pre-employment background check
- Willing to work a 4-day work week while in training
- Commit to Northern Light Eastern Maine Medical Center for three years post training

Application Process

- Visit northernlighthealth.org/careers for application
- Contact hremmc@northernlight.org for upcoming program and application dates

Medical Group Leader

Introduction

Northern Light Eastern Maine Medical Center is pursuing students which are receiving a course of education which will provide them with the necessary skills for employment in a leadership role within the Medical Group.

Scholarship Details

- Northern Light Eastern Maine Medical Center agree to loan student funds to cover tuition and associated fees for a maximum of five years.
- Recommended student enrolls in a maximum of 2 courses per semester towards completion of bachelor's degree.
- We agree to forgive student for funds loaned as agreed in the signed service agreement.

Eligibility Requirements

- Continue to fulfill expectations and responsibilities of the student's full-time employment
- Maintain 3.0 GPA
- Must meet with practice manager and/or practice director once a month for the duration of enrollment

Application Process

- For more information on how to apply, contact Patricia Wilson at pwilson@northernlight.org



Medical Radiography

Introduction

Medical radiographers are health professionals who combine technical knowledge with radiographic and anatomical knowledge to obtain diagnostic images of all parts of the human body.

Scholarship Details

- Full tuition and exam costs
- Paid required books up to \$500

Eligibility Requirements

- Currently enrolled in an accredited Medical Radiography Program
- Eligible for certification within 2 year
- Students with strong academic standing/GPA
- Quality work experience with good recommendations
- Current Employees are strongly encouraged to apply

Application Process

- Three Letters of recommendation
- Transcripts
- Letter/Statement from school recommending you for the program, confirming candidate is in good standing and estimated date of graduation.
- Please submit a letter of interest to Susan Dow, Director, Medical Imaging, Northern Light Eastern Maine Medical Center, at sdow@northernlight.org



Nurse Externship Program

Introduction

Northern Light Eastern Maine Medical Center offers a paid Student Nurse Externship program for nursing students. As a student Nurse Extern, you will be introduced to an environment that fosters excellence in all areas of nursing. This 10-week extern program provides nursing students with an educational opportunity to improve their nursing skills in a collegial relationship with RNs while at the same time providing employment. It is an opportunity to gain a better understanding of the professional practice of nursing in the clinical setting.



Scholarship Details

- Ten weeks paid employment
- Enhance clinical competence and gain clinical confidence
- Expand critical thinking and organizational skills
- Professional developmental sessions
- Opportunity to develop professional relationships beyond nursing school
- Explore inter-professional relationships with nursing
- Engage with nursing leaders in various roles
- Examine the role of nurse driven committees in the organizational structure

Eligibility Requirements

- Successful completion of junior year of an accredited BSN program
- Must be in strong academic standing and not on academic probation
- Have successfully completed 180 hours of nursing content
- Must be active in the State of Maine CNA registry
- Current American Heart Association Basic Life Support certificate

Application Process

- Two academic references from nursing faculty
- Minimum of one employer reference
- Current resume
- A letter of interest
- Choose one question below to answer:
- Describe your first hands on clinical experience in nursing school. What fears did you have? What surprised you the most? What were you most proud of?
- Describe the last time you made a mistake or experienced failure. What did you learn and what steps have you taken to ensure it won't happen again?

Respiratory Therapy

Introduction

Respiratory therapists are specialized healthcare practitioners trained in critical care and cardio-pulmonary medicine to work therapeutically with people suffering from acute critical conditions, cardiac and pulmonary disease.

Field of Study

- Enrollment at Kennebec Valley Community College

Scholarship Details

- Full-Tuition
- Books up to \$500

Eligibility Requirements

- Commit to five years of employment after completion of the educational and licensure requirements
- Complete all training requirements
- Must maintain a 3.0 GPA

Application Process

- Cover letter/letter of interest
- Application
- Transcript
- Two professional references
- Interview
- Contact hremmc@northernlight.org



Ultrasound Sonography

Introduction

Diagnostic medical sonographers, also known as ultrasound technicians, help doctors and other health care professionals assess and identify a patient's medical conditions. These professionals use imaging equipment that produces high-frequency waves to record images or conduct tests on many parts of the body.

Scholarship Details

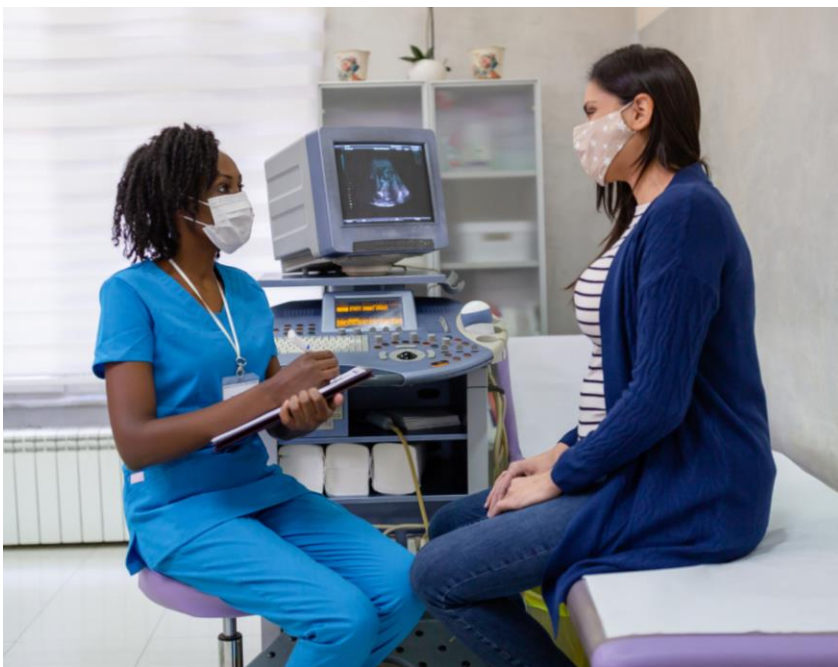
- Tuition up to \$10,000

Eligibility Requirements

- Enrolled in a recognized education program supported by Northern Light Eastern Maine Medical Center
- Must maintain a 3.0 GPA
- Commit to Northern Light Eastern Maine Medical Center for four years post-graduation

Application Process

- Cover letter/letter of interest
- Application
- Transcript
- Two professional references
- Interview
- Contact hremmc@northernlight.org



Sponsorships

Echocardiology

Introduction

An echocardiology technician, also known as a cardiovascular sonographer, uses ultrasound technology to create images of the human heart and measure its performance. Echocardiology technicians work with cardiologists to diagnose and treat problems associated with the heart and peripheral blood vessels.



Sponsorship Details

- Full tuition and exam costs
- Full time pay and benefits: minimum of 16 hours of work within the Echo department at Northern Light Eastern Maine Medical Center and
- 24 hours of clinical/education within the Echo department at our Medical Center
- Five-year commitment to Northern Light Eastern Maine Medical Center as Certified Cardiac Sonographer after graduation

Eligibility Requirements

- Currently employed a EMMC for a minimum of one year
- Minimum of an associate degree, 5 years in relevant clinical experience, enrolled in a Cardiac Sonographer Program or has documentation of eligibility for admittance into a program with application pending
- Preferred college affiliates are Jackson College and Washburn University.
- Maintain a 3.0 cumulative GPA
- Sit and pass ARDMS registry for Adult Echo within 1 year of eligibility
- Sit and pass ARDMS registry for Process & Instrumentation within 1 year of eligibility

Application Process

- Apply for the program though northernlighthouse.org/careers
- Include a resume and cover letter
- Transcript
- Two Professional References
- Interview
- Contact Laura Huff at lhuff@northernlight.org

Respiratory Therapy

Introduction

Respiratory therapists are specialized healthcare practitioners trained in critical care and cardio-pulmonary medicine to work therapeutically with people suffering from acute critical conditions, cardiac and pulmonary disease.

Sponsorship Details

- Employees accepted into the two-year accredited program will be awarded full tuition (plus fees and books) for the Respiratory Therapy program offered through Kennebec Valley Community College (KVCC)
- During the sponsorship timeframe, Northern Light Eastern Maine Medical Center will pay for the employee to attend class, labs, and study, up to 20 hours per week.
- During the sponsorship timeframe, the employee will work 20 hours per week. Employees accepted into the program will be considered full time and will be eligible to receive full time benefits.

Eligibility Requirements

- Candidates must start the admissions process through Kennebec Valley Community College (KVCC) or hold an acceptance letter for the KVCC Respiratory Therapy Program.
- Maintain a 3.0 cumulative GPA
 - At the completion of the program and certification, the employee promises to remain a Full Time Respiratory Therapist with Northern Light Health for 4 years.

Application Process

- Apply for the program through northernlighthealth.org/careers
- Include a resume and cover letter
- Transcript
- Two Professional References
- Interview
- Contact Richard Lewis at rlewis@northernlight.org



Registered Nurse Sponsorship Program

Introduction

Nursing is a challenging and rewarding career. As the population in Maine continues to age, the need for our care expands. We want to ensure nurses can enjoy a rewarding career at our Medical Center and have created a program to provide advancement opportunities to those who are interested.

Sponsorship Details

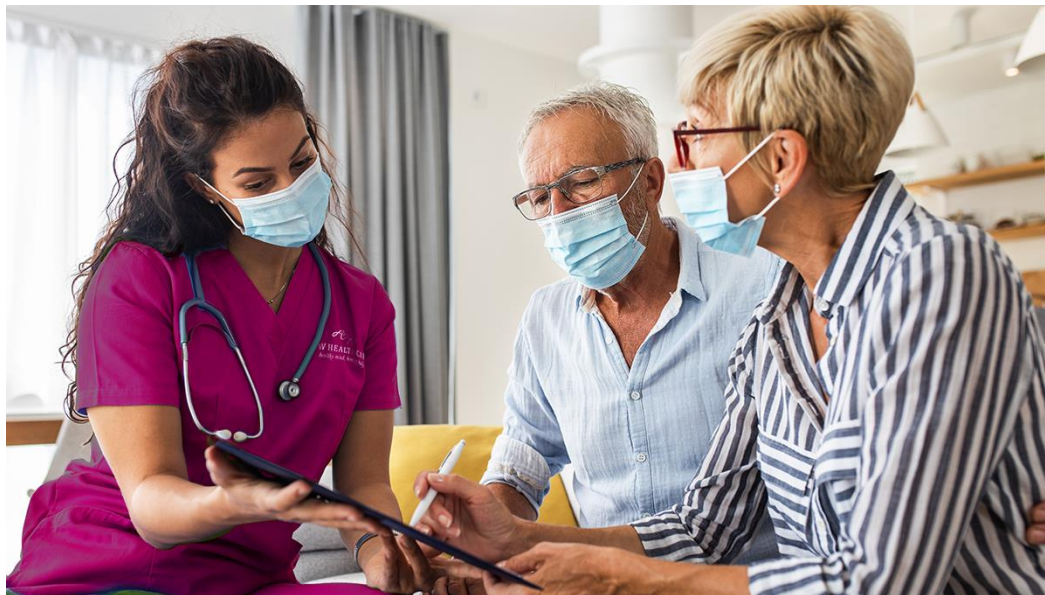
- Full time (40 hours) pay each week: 24 hours paid education hours and 16 paid work hours
- Generous benefit package
- Support from a mentor
- RN program tuition paid for up to 2 years
- Will work 16 scheduled hours per week when school is in session, 40 hours during breaks and holidays

Eligibility Requirements

- Currently enrolled in nursing school and within two years of being eligible to sit for the NLCEX
- Students with strong Academic Standing/GPA; must maintain a 3.0 cumulative GPA
- Quality work experience with good recommendations
- Candidates who display economic need
- Current Employees are strongly encouraged to apply
- Prior patient care experience in some setting (EVS, CNA, PSA, Home Health, Long Term Care)

Application Process

- Apply online at careers.northernlighthouse.org
- Cover letter speaking to your desire for a career in nursing
- Contact Stacey Coventry at scoventry@northernlight.org for questions and application enrollment dates



Surgical Technology

Introduction

A certified surgical technician plays an integral role in each and every procedure performed in our operating suites. This role is challenging and yet very rewarding, particularly here at Northern Light Eastern Maine Medical Center. As a result, we are embarking on a new trial to provide advancement opportunity to employees at the Medical Center. We know our employees are some of the best and brightest that Maine has to offer.

Sponsorship Details

- Employees accepted into the program will be awarded full tuition paid for the accelerated CST program (sponsored time);
- During the sponsored time, Northern Light Eastern Maine Medical Center will pay for the employee to attend class and study, for up to 24 hours per week.
- During the sponsored time, the employee will work at Northern Light Eastern Maine Medical Center for 16 hours per week. Employees accepted into the program will be considered full time and will be eligible to receive full time benefits.

Eligibility Requirements

- GPA in good standing; must maintain a cumulative 3.0 GPA
- Five-year commitment to Northern Light Health after completion of the program

Application Process

- Apply online at careers.northernlighthealth.org
- Cover letter/letter of interest
- Contact Gavin Higgins at ghiggins@northernlight.org for more information and enrollment dates



Educational Loan Reimbursement

Eligibility Requirements

Employees in positions of strategic need may receive up to \$5,000 per calendar year and up to \$35,000 maximum (over 7 years) to pay toward outstanding student loan balances for qualifying programs. Eligible positions for the Educational Loan Repayment Plan may be reassessed periodically, and for the current calendar year, the positions include:

- Certified First Assists
- Certified medical Assistants
- Certified Nurse Assistants
- Certified Surgical Technicians
- Licensed Practical Nurses
- Medical Assistants
- Registered Nurses
- Respiratory Therapists
- Sonographers

Application Process

- The application period is communicated via email in the spring. Completed applications must be submitted by July 1 for reimbursement in the first full pay period in November.
- Applications must be signed by an approving leader and department head or above and include a copy of the current outstanding educational loan balance. Applications are submitted to NLHTuitionReimbursment@northernlight.org, or faxed to (207) 973-7865.
- The HR Service Center will process the application and send out email notification of eligibility or of the application being incomplete (missing signatures or proof).
- Plan administrators will review all applications to determine reimbursement for the calendar year.
- Reimbursement decisions on the total amount to be paid to each eligible applicant will be communicated by the Human Resources team in late fall for reimbursement in the first full pay period in November.
- After reimbursements are received, recipient employees must submit proof of payment(s) toward their outstanding educational loan balance that equals the post-tax total reimbursement amount received. Proof of payment is submitted to NLHTuitionReimbursment@northernlight.org, or faxed to (207) 973-7865.
- Proof of payment(s) toward the educational loan (even if in deferment) must be received by December 31st and must include the following:
- Must equal the post-tax reimbursement amount received by the employee, this can include regularly occurring payments throughout the year and/or lump sum payments.
- Must be within the calendar year reimbursed

Tuition Reimbursement

Eligibility Requirements

Northern Light Health encourages employees to pursue additional formal education in an effort to enhance knowledge, skills, and abilities, thus improving potential for future opportunities within the organization.

Northern Light Health offers an annual education benefit in the form of tuition reimbursement of a maximum of \$3,000 per eligible non-leader employee and \$5,000 per eligible Leader employee (\$1,500 and \$2,500 respectively for part-time benefits Eligible Employees). The benefit can be used for either Matriculating or Non-matriculating courses offered by an accredited institution. Reimbursement is available on course by course base, at the discretion of employee's Leader approval. Tuition reimbursement covers tuition expenses only

Employees who have been in regular full-time or regular part-time benefits eligible positions for a period of at least six months and be in good standing as an employee. Students must maintain a 2.0 GPA or higher in approved course.

Application Process

- Eligible Employees may contact the HR Service Center hremmc@northernlight.org to learn about tuition reimbursement and to obtain a Tuition Reimbursement Application. The necessary documents are also available on the HR Service Center Intranet Portal. One application should be submitted for each class.
 - The completed application is to be submitted to the Eligible Employee's Leader who is responsible for reviewing the request and verifying that: the course meets the requirements stated in the tuition reimbursement policy #17-132
 - Funding is available, and the employee is eligible for tuition reimbursement as defined in the policy.
- The Leader is to complete the Leader Approval section
- Thirty (30) days prior to the start of the course, the Leader or Eligible Employee is to forward a scanned or faxed copy of the completed application to the HR Service Center, using the email address: NLHTuitionReimbursement@northernlight.org for review and recordkeeping.
- The HR Service Center will send an acknowledgement to the Leader and to the employee.

Internships

Clinical Pastoral Education Program

Program Details: This ACPE-accredited Clinical Pastoral Education (CPE) program is designed primarily for theological students, clergy, qualified laypersons, and/or those preparing for professional chaplaincy. This is a 26-week, part-time Level I – II CPE program, designed to accommodate those in a graduate academic program or working in a part-time job with flexibility in their hours. The total in-person hours required to earn ACPE credit for this unit equals 400, of which a minimum of 250 hours is spent in direct patient care, plus 50 hours in other clinical support practice and a minimum of 100 hours in educational activities. Weekly reading and writing assignments are also required.

Admission Requirements: Our training program is open to anyone interested in spiritual care. Applicants must have a high school diploma, a bachelor's degree or equivalency, and some theological education and ministry experience. Any request for exceptions to these requirements should be directed to Rev. Dr. J. Bernard Richardson, Director of Spiritual Care and ACPE Certified Educator. Applicants will be assessed by the ACPE Certified Educator, the CPE Professional Advisory Group, and other staff in an interview for their readiness for clinical learning, suitability for functioning in a spiritual care role, and capacity for serving according to the medical center and department's expectations. Pre-requisites also include: a completed CPE application form and application fee and eligibility to be a volunteer at Northern Light Eastern Maine Medical Center. Applicants must be COVID-19 vaccinated.

Tuition: \$700.00 Tuition | Application Fee: \$50.00 | \$150.00 Deposit

Application Process:

- Contact our Director of Spiritual Care at 207-973-8290

Medical Education

Are you looking to gain clinical experience as

- Medical Students
- Allied Health Professionals (e.g. NP, PA, CNM, FNP)
- Participants in the University of Maine Mentor Program

Contact:

Medical Education

Northern Light Eastern Maine Medical Center

489 State Street

Bangor, Maine 04401

Phone 207-973-7303

Fax 207-973-7673

Clinical Education

Are you looking to gain clinical experience as:

- A nursing student

Contact:

Clinical Education

Northern Light Eastern Maine Medical Center

489 State Street

Bangor, Maine 04401

clinicaleducation@northernlight.org

Professional/Academic Non-Clinical Internships

Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate “talent.” One of the biggest advantages is the opportunity to see in addition, an internship is a semester (fall, spring, summer) in duration, may or may not carry credit, may be paid or unpaid. Through collaboration with Volunteer Services, Northern Light Eastern Maine Medical Center’s vision is to create an ongoing pathway for the development of community growth avenues for current and future employees through professional internship opportunities to create a mutually beneficial experience for both the employer and student intern.

Currently we offer field placements in Volunteers Services, Human Resources, and Patient Experience.

If you are interested in learning more about these opportunities or customizing your own internship experience, contact:

Stacey Coventry

Director of Volunteer and Community Development Services

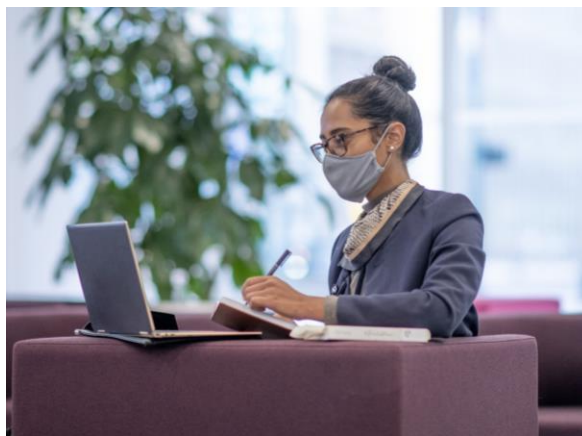
Northern Light Eastern Maine Medical Center

489 State Street

Bangor, Maine 04401

scoventry@northernlight.org

Phone 207-973-7851



To learn more about any of the program offerings in this Catalog or to develop a program not listed please contact Stacey Coventry, Director of Volunteer and Community Development Services at 207.973.7850 or scoventry@northernlight.org.