



GRAYS HARBOR COLLEGE

[date]

[Student Name]

[Address]

Dear [student name],

You have completed sufficient course work in the Grays Harbor College Nursing Program to be employable as a Nurse Technician. Please remember both the employing institutions and colleges are required to keep track of your progress. We need you to help us in providing information to each organization on a timely basis. Here is a list of tasks to become and maintain your status as a Nurse Technician:

- Seek employment as an NT. Only Long Term Care and Hospitals may employ you, you cannot work for an agency or clinic and be a NT
- Be offered an NT job by an employer
- Review the legal responsibilities of the position:
<http://apps.leg.wa.gov/wac/default.aspx?dispo=true&cite=246-840&full=true>
- Download and submit the paperwork to your employer to verify a job offer
- Submit the paperwork to the nursing program Dean for signature and skills list
- At the successful completion of each quarter, request a new skills checklist
- Should you fail a course, you must let the employer know about the failure & tell the school where you have been employed as an NT

Good luck in your new position. Feel free to contact me at (360) 538-4147 or email carol.oneal@ghc.edu if you have questions.

Sincerely,

Carol O'Neal RN, MN

Carol O'Neal RN, MN
Associate Dean of Nursing
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