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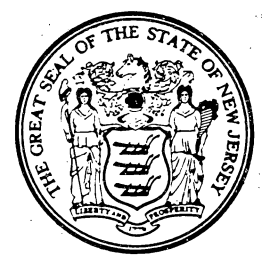
NURSING CAREERS

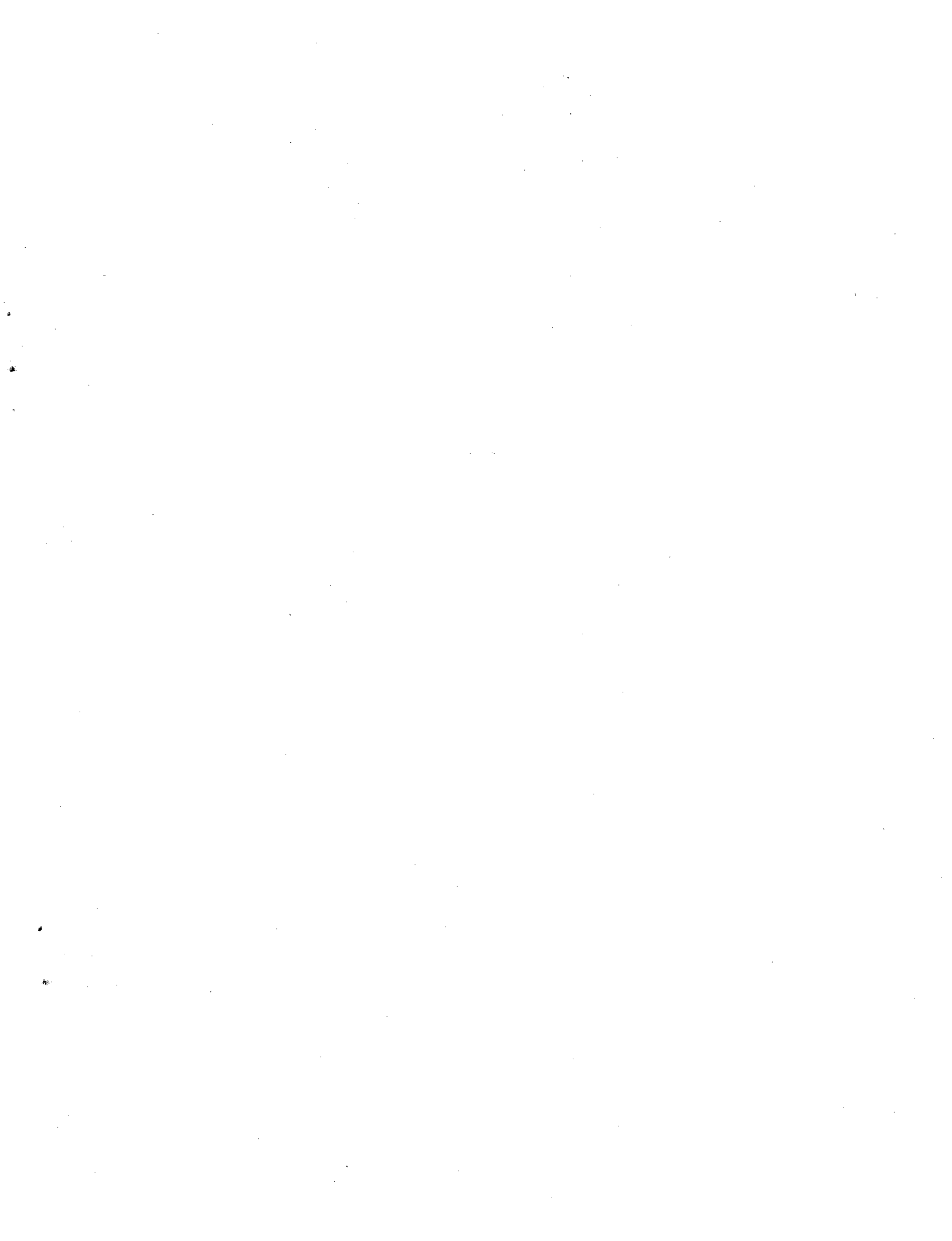
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Para una traducción en español de "Job Guides" (guías de trabajo) que puedan interesarle, comuníquese con un entrevistador de habla española en la oficina local de Servicio de Empleos de Nueva Jersey.



BRENDAN T. BYRNE governor
JOHN J. HORN acting commissioner

JOB GUIDE NO. 8JF
DECEMBER 1977
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NURSING CAREERS

The profession of nursing ranks as one of the most publicized and important of health careers. When people think of nursing, they generally think of registered nurses, also referred to as professional nurses. But nursing services include a group of related occupations, such as licensed practical nurses, nursing aides, orderlies, and attendants. Nursing personnel perform a variety of duties to care for and comfort the sick, the injured, and others requiring medical services.

Today's nurses must have a combination of clinical skills and scientific knowledge. Responsibilities of nurses vary according to where they are employed. Nurses employed in hospitals and other health care facilities where direct nursing care is provided have the responsibility of planning a program of nursing care for the patient in keeping with the physician's plan for medical treatment. Such care includes the scientific observations of the nature of an illness, administering medications and treatments prescribed by the physician, and observing, reporting, and recording all symptoms and clinical signs, reactions, and progress of patients. Nursing duties also include taking temperatures, applying bandages, observing the psychological effects of illness upon the patient, and administering to the patient's general comfort.

Ideally, young people should start preparing early for their career in nursing. Preferably before their junior year in high school, they should begin to consider their intellectual abilities, career goals, the amount of time they wish to spend on their education, and their financial resources. Because admission requirements vary, students are advised to investigate the schools of nursing early in high school so that they may take the high school courses necessary for admission to the nursing program of their choice. Men are finding nursing to be a very rewarding career. Today the male nurse is assuming a position of increasing importance.

Opportunities

Employment opportunities for registered nurses are expected to moderate, with possibly a small surplus of nurses expected by 1985. This condition will be caused in part by the large numbers of persons enrolling in nursing schools, and also by the use of technicians in many hospital occupations previously employing nurses. However, for nurses who have baccalaureate and/or graduate education, the outlook is good for obtaining positions as administrators, teachers, clinical specialists and public health nurses.

REGISTERED NURSE

Nature of Work

The registered nurse or professional nurse is one of the most important members of the health team. Registered nurses perform a wide variety of functions. They observe, evaluate, and record symptoms, reactions, and progress of patients; administer medications; assist in the rehabilitation of patients; and help maintain a physical and emotional environment that promotes recovery.

Some registered nurses provide hospital care. Others perform research activities or instruct students. The setting usually determines the scope of the nurse's responsibilities. There are approximately 39,000 registered nurses working in New Jersey (as of January 1975).

Hospital nurses constitute the largest group of nurses. Most are staff nurses who provide skilled bedside nursing care and carry out the medical treatment plans prescribed by physicians. They may also supervise practical nurses, aides, and orderlies. Hospital nurses usually work with groups of patients that require similar nursing care. For instance, some nurses work with patients who have had surgery; others care for children, the elderly, or the mentally ill. Some are administrators of nursing services. Others are commissioned officers in the military.

Private duty nurses give individual care to patients who need constant attention. The private duty nurse may sometimes care for several hospital patients who require special care, but not full-time attention.

Office nurses assist physicians, dental surgeons, and occasionally dentists in private practice or clinics. Sometimes they perform routine laboratory and office work in addition to their nursing duties.

Public health nurses care for patients in clinics, homes, schools, and other community settings. They instruct patients and families in proper care and give periodic care as prescribed by a physician. They may also instruct groups of patients in proper diet and arrange for immunizations. These nurses work with community leaders, teachers, parents, and physicians in community health education. Some public health nurses work in schools.

Nurse educators teach students the principles and skills of nursing, both in the classroom and in direct patient care. They also conduct continuing education courses for registered nurses, practical nurses, and assistants. Although not compulsory, the additional education of a master's degree is recommended for nurse educators.

Specialized Fields for Registered Nurses - With Additional Schooling

With additional education and experience, the registered nurse can enter several specialized fields of professional work. A brief description of some of these specialized areas follows.

Pediatric Nurse Practitioner

The pediatric nurse practitioner is a registered nurse who possesses advanced skills and knowledge in child care. The duties may include the performance of physical exams and evaluations; management of well children and those with acute and chronic disorders; evaluation of hearing, speech, and visual difficulties, or various deformities; and child-parent counseling.

Pediatric nurse associates/practitioners are prepared in New Jersey in post baccalaureate and master's degree programs.

Nurse Anesthetist

Nurse anesthetists combine two careers into one, blending professional nursing skill with the science of anesthesiology. Working under the supervision of an anesthesiologist or other physician, these highly trained specialists, who are essential members of the operating room team, administer anesthesia to patients undergoing surgery. Their services may also be utilized in obstetrics and in other areas where pain relief is essential. They observe the condition of the patient and take any necessary measures to counteract unfavorable conditions. The nurse anesthetist must operate the complex equipment and perform procedures necessary for providing safety and comfort for the patient and optimum operating conditions for the surgeon.

Hospital schools of anesthesia vary in length from 18 to 24 months.

School Nurse Practitioner

School nurse practitioners are registered nurses who possess advanced skills and knowledge in child care and school health. They handle minor student ailments and may supervise in routine health evaluations as well as child care programs. They also continually check students' learning problems and anticipate student needs for counseling or medical treatment. They also serve as a resource in student health education.

In New Jersey, the registered nurse takes a nine-month university course leading to a certificate as a school nurse practitioner, and is required to hold a baccalaureate degree.

Nurse-Midwife

The nurse-midwife is a registered nurse who is specially trained to provide prenatal, intrapartum, postpartum, and family planning care geared to the individual needs of each mother and family. They always function within the framework of a medically directed health service as a member of the obstetrical team.

During prenatal care the nurse-midwife performs the total physical examination of the mother. The woman in labor is provided with warmth and support, and encouraged to participate in the birth process according to her wishes and limits. As long as the course of labor is normal, the nurse-midwife will manage the labor and perform the delivery. The obstetrician is consulted whenever there is any deviation from the normal.

The immediate care of the newborn is the nurse-midwife's responsibility, including simple resuscitation, if necessary. The mid-wife signs the birth certificate, and offers support and reassurance to the mother at times of infant feeding, emphasizing an early positive mother-newborn relationship.

Nurse-midwives are never independent practitioners; they function as part of the obstetrical

team. They manage and provide direct patient care with delegated medical authority in municipal and voluntary hospitals as well as with obstetrical groups for private patients.

The registered nurse can become a nurse-midwife by successfully taking one of two types of programs: (1) A six - to nine-month course of study leading to a certificate in nurse-midwifery, or (2) advanced preparation and clinical experience in a college or university program, usually one or two years in length, leading to a master's degree and a certificate in nurse-midwifery.

Nurse-midwives are licensed by the New Jersey Board of Medical Examiners. The registered nurse degree, with a diploma from an approved school of midwifery or maternity hospital, plus certification by the American College of Certified Nurse-Midwives, is necessary for the state license. Licenses are renewable every two years. There are approximately 57 midwives licensed in New Jersey.

Industrial Nurse

Industrial (or occupational) nurses are registered nurses working under the direction of a physician in a factory, office building, or other place of employment. They treat minor illnesses and injuries that affect workers on their jobs. Serious cases are referred to a physician or sent to a hospital.

Employers may require their personnel to undergo periodic physical examinations. Many of these examinations are mandated by federal or insurance safety regulations. Industrial nurses help administer these physical examinations to the newly hired and to permanent employees.

In some cases, these nurses operate special equipment, such as x-ray cameras, electrocardiogram machines, and pulmonary resuscitators (oxygen equipment to restore breathing).

PUBLIC HEALTH NURSE

Nature of Work

Public health nurses work with individuals, families, and groups in the community. They are usually employed by either tax-supported organizations, such as a local health department, or by voluntary service agencies. They provide health care and health counseling and guidance in homes, schools, public health centers, and elsewhere.

The duties of a public health staff nurse include helping families obtain medical or other needed care; giving professional nursing care under medical direction; assessing home, school, or community environments for factors that may influence health; consulting with other professional personnel about health problems they encounter; and planning with a patient and with other agencies for continuing care in hospitals, clinics, schools, industry, or at home. Other duties include preparing and using records, reports, and statistical information for appraisal; and representing the agency in professional organizations.

Above the public health staff nurse is the supervisor who provides leadership by rating nursing performance of the staff, cooperating in program planning, and carrying responsibility for maintaining standards of nursing services.

Public health nurses may also become consultants or administrators. These are positions which consist of determining broad objectives and procedures for programs of various kinds, the preparation of literature and educational materials, the participation in special studies and responsibility for

implementing policies, providing professional direction for the staff, preparation of budgets, and the like.

Personal Qualifications

Intelligence, common sense, integrity, a sense of responsibility, a considerable degree of self-discipline, tact and humor, all of these are important. A healthy outlook on life both in its dark moments and on the light side, and good physical health are essential. (The applicant usually is required to pass a physical examination before being accepted by a school of nursing.)

Many public health nurse job openings require a valid drivers license.

Preparation

The public health nurse is a registered nurse with a baccalaureate level education from a collegiate school of nursing accredited by the National League for Nursing. The four-year course will consist of general education, basic education in nursing, and specific courses in public health nursing and public health. Many go on to graduate education and study public health nursing, public health sciences, or specialized areas in which the public health nurse functions.

Opportunities

Employment opportunities for public health nurses are expected to be favorable through the mid-1980s. A large number of openings will arise from the need to replace those who retire or transfer to other jobs. However, public health nursing agencies are making greater use of licensed practical nurses and home health aides to help with the physical care and homemaking needs of the patient, leaving the professional tasks such as giving injections, changing dressings, giving medication (under a doctor's supervision), and instructing the family on health care, prevention, and mental health care to public health nurses.

Personal Qualifications

Persons who want to pursue a nursing career should have a sincere desire to serve humanity and be sympathetic to the needs of others. Nurses must be able to follow orders precisely and to use good judgment in emergencies; they also should be able to accept responsibility and direct or supervise the activity of others. Good mental health is needed in order to cope with human suffering and frequent emergency situations. Staff nurses need physical stamina because of the amount of time spent walking and standing.

Preparation for Registered Nurse

A student may choose from three recognized nursing programs, any of which will prepare an applicant to take the same licensure examination to become a registered nurse. The program which is selected will depend upon your career goals and intellectual abilities, the amount of time you want to spend on your education, your interest in advancing to positions of greater responsibility, and the financial resources you have. Graduation from high school is required for admission to all schools of nursing.

1. **Baccalaureate Program** - This is the four-year college program leading to a bachelor of science degree in nursing. It stresses general courses in both the sciences and humanities. The goal of this program is to produce nurses who can give and direct care in all types of health agencies, and who

may develop the ability to assume supervisory and managerial responsibilities. Baccalaureate programs provide the foundation for a master's degree in nursing for those who want to advance into clinical specialization, nursing education, or nursing administration or research.

2. Diploma Programs - The oldest and most established form of education is the hospital school, also known as the diploma program. Diploma programs are of 24 to 30 months duration and are operated by hospitals under the leadership of a nursing faculty. Most of these schools contract with colleges to provide certain courses required in the program. For further information on diploma programs contact:

The Association of Diploma Schools of
Professional Nursing of New Jersey
760 Alexander Road
Princeton, New Jersey
Phone: 609 - 452-9280

3. Associate Arts Degree Programs - These two-year programs are located in junior and community colleges and are under the leadership of a nursing faculty. The course of study combines nursing theory and practice with general education courses in the liberal arts and sciences. Students have the opportunity to participate in campus life while completing their education in a short period of time. They receive an Associate of Arts degree upon satisfactory completion of the course. Graduates will be prepared to give bedside nursing care, primarily in hospitals or similar institutions, serving as members of the nursing team in planning individualized nursing care and sharing in the responsibility for the patients' welfare.

DIRECTOR OF NURSING

The director of nursing is a registered nurse who directs and supervises the nursing services in a health care facility.

The department of nursing is organized and administered by the director, who interprets and puts into effect administrative policies, prepares and administers the departmental budget, and recommends appointments of the nursing staff.

The director of nursing coordinates activities of various nursing personnel with the medical staff, promoting and maintaining harmonious relationships. Other duties include planning and directing inservice training programs, and evaluating nursing services either to improve patient care or for better utilization of staff time and activities.

A master's or bachelor's degree is preferred for this position. Five or more years of nursing experience is generally required, including two years of supervisory experience.

LICENSED PRACTICAL NURSE

Nature of Work

The licensed practical nurse works under the supervision of a registered nurse or physician, performing some of the less complicated and technical duties, thus freeing other members of the health team for more skilled and specialized tasks. The responsibilities include bathing and feeding patients; checking temperature, pulse, blood pressure, and respiratory rate; and administering prescribed medicines. There are about 12,000 practical nurses working in New Jersey (as of January 1975).

Preparation

In order to become a licensed practical nurse, the applicant must be at least 18 years old and pass an examination given by the New Jersey Board of Nursing. To qualify for the examination, the candidate must have completed a practical nursing program approved by the Board of Nursing of the State in which it is located. Such programs are offered by hospitals and public schools (vocational-technical or comprehensive high school).

For the most part, persons who have completed the tenth grade and can pass an aptitude test are accepted into practical nurse courses. Some practical nurse schools may require graduation from high school or a high school equivalency certificate.

Opportunities

Because of the expanding professional responsibilities of registered nurses, the licensed practical nurses are providing a large share of bedside nursing care. They are employed in hospitals, public health agencies and rehabilitation agencies, private homes, physicians' offices, clinics, nursing homes, and such special institutions as psychiatric hospitals or children's hospitals. Many prefer to work in an area of nursing such as medical-surgical, intensive care, pediatric, and psychiatric. There is an increasing demand for men as licensed practical nurses, especially in the area of psychiatric and rehabilitation nursing.

NURSE AIDE/ORDERLY

Nature of Work

These are auxiliary nursing personnel who relieve nurses of a great share of their workload. Nursing aides perform services contributing directly to the welfare of patients. They make beds, carry trays at mealtimes, feed incapacitated patients, give baths, alcohol rubs, deliver messages, keep rooms filled with fresh supplies, help patients in and out of bed, and perform other services as requested by patients or assigned by nurses.

Orderlies perform most of the same tasks of the nursing aides, with emphasis on personal care of male patients. For instance, an orderly will be asked to help a man to bathe and shave, assist him to the washroom, adjust a television set, or raise or close a window.

They also do lifting and heavy work such as transporting patients in wheelchairs and on litters, carrying mattresses to the sterilizing room, and helping set up traction equipment and mobile X-ray machines.

Personal Qualifications

Nursing aides and orderlies must be cooperative and dependable, energetic, and sensitive to the needs of others.

Preparation

Auxiliary nursing workers are trained on the job. To qualify, a high school education is desirable. The extent of the on-the-job training varies with institutions; usually it includes a demonstration of techniques and some classroom instruction.

Opportunities

Nursing aides and orderlies are in great demand in the health care institutions in New Jersey.

This work is a good way to gain experience in the health field, although there is little opportunity for job advancement without further formal education.

Employment of nursing aides/orderlies is expected to increase much faster than the average for all occupations through the mid-1980s.

Most jobs for nursing aides/orderlies are in hospitals, but many new openings will be in nursing homes, convalescent homes, and other long-term care facilities. Major reasons for expected occupational growth are the increasing need for medical care of a growing population, including a larger proportion of elderly people; the increasing ability of people to pay for health care; and the growth of public and private health insurance. Employment opportunities will also arise as hospitals continue to delegate to nursing aides tasks which, although associated with patient care, do not require the training of registered and licensed practical nurses.

NURSING SERVICE CLERK (WARD CLERK)

Nature of Work

Ward clerks relieve hospital nurses of many clerical and miscellaneous tasks by managing the daily operation of a particular floor or station.

The position may be designated as ward clerk, ward secretary, floor secretary, station clerk, or something similar, depending upon the institution.

Duties may include sorting and delivering mail, parcels, and flowers that come to the floor, answering telephones and relaying messages, assembling charts and recording routine information, making out diet lists for the kitchen, requisitioning supplies and services of other hospital departments, handling employee time slips and schedules, assisting visitors, keeping track of supplies, keeping the station neat and organized, answering patients' signals if a nurse is not present, and complying with their requests when it is a nonnursing matter. Workplaces are hospitals and related health care facilities.

Ward clerks are usually held responsible for the accuracy and completeness of records, for expediting the delivery of messages, and for the prompt reporting of needed repairs or services. In some hospitals they will have greater administrative responsibility than in others.

Personal Qualifications

Ward clerks must be able to exercise tact and discretion in matters relating to patients and their problems. They cannot be absentminded, as they are relied upon to be aware of many kinds of details. They must not close their mind to the supervision of their work by the nurses, nor a certain amount of routine.

Preparation

As a rule, the only requirement to qualify for this job is a good high school record and adequate typing skills. Proficiency in spelling and English is essential. Those who are accepted for the position will receive several weeks of on-the-job training at a hospital. There is also a two-year (associate degree) program in health care management for those who are interested in advancement at Essex County College.

Opportunities

The outlook for clerical occupations in the health field, including ward clerks, is expected to grow through the mid-1980s. This employment growth will stem from expansion in patient services

and a continued increase in the use of prepaid health insurance plans such as Blue Cross, Medicare, and Medicaid.

Schools in New Jersey:

Essex County College
 Division of Allied Health
 Newark, New Jersey, 07102

WAGE DATA, NURSING CAREERS

INCOME RANGE

<u>Title</u>	<u>Minimum</u>	<u>Weekly Average</u>	<u>Maximum</u>	<u>N/A</u>	<u>Source and Date of Survey</u>
Head Nurse		255			(1)
Industrial Nurse				x	
Nurse, Anesthetist	270		315		(4)
Nurse, Licensed Practical		175			(1)
Nurse, Midwife	321		384		(4)
Nurse, Pediatric	215		233		(4)
Nurse, Practitioner	230		279		(4)
Nurse, Registered (General Staff)		222			(1)
Nursing Service Clerk (Ward Clerk)		155			(1)
Nurse Aide/Orderly		153			(1)
Nurse Supervisor		283			(1)
Public Health Nurse	178		241		(3)
School Nurse Practitioner				x	

- (1) July 1976, New Jersey Hospital Association, Statewide Average of Private Practice and Hospitals.
- (3) July 1976, New Jersey Department of Civil Service Commission. Consult Local Office for related titles and salaries.
- (4) July 1976, New Jersey Hospital Association, Addendum B, Statewide Mid-Range of Private Practice and Hospitals.

FRINGE BENEFITS

Fringe benefits vary according to the type of institution the nurse works for; such as government, voluntary hospitals, proprietary hospitals, or private cases.

Benefits usually include paid holidays, vacations, and sick leave. Many nurses employed in institutions are covered by hospitalization, medical-surgical, major medical, life insurance, and pension plans plus pension vesting provisions. Costs of retirement and insurance programs may be paid by the employer or the employer and employee may share the cost. In addition, most are covered by the Social Security, unemployment, and temporary disability insurance programs. Other benefits may include full pay for temporary absence for jury duty and military reserve duty.

When required to work more than the regularly scheduled number of hours a week or hours a day, the rate paid is usually one and one-half times the hourly rate. Certain salaried employees may be exempt from overtime premium pay depending on employer policy. Nurses may be required to work evening and night shifts and on weekends and some holidays.

Some hospitals provide free laundering of uniforms; less frequently, meals and uniforms are furnished without charge. In a few institutions free lodging may be provided.

Some health institutions pay tuition for work-related courses at colleges, technical institutes or periodic seminars.

SCHOOLS AND COLLEGES

What to Look for in Selecting a School

Accreditation

Is the school approved by the New Jersey State Board of Nursing? If so, it means that the program has met the minimum legal requirements for this state. New programs are granted interim approval. Does the school also have national accreditation? If the National League for Nursing has accredited the program, it means that requirements above state standards have been met. Graduation from an accredited program is necessary for entrance into most advanced educational programs in nursing.

Facilities

What hospitals or health agencies does the school use for clinical practice? What living arrangements are available? Some schools offer practice in all services at one hospital; in other situations, the student may be assigned to several hospitals or health agencies, possibly in various locations. Some schools require students to live in a dormitory. Others permit living at home or off campus.

Obtaining Information and Making Application

Entrance requirements and costs vary, so you should contact nursing schools for specific information. It is recommended that you make application 9 to 12 months before you intend to enter the program.

HOSPITAL SCHOOLS & COLLEGES
PROFESSIONAL NURSES

Bayonne Hospital
Bayonne, New Jersey

Bloomfield College
Bloomfield, New Jersey

Clara Maass Memorial Hospital
Belleville, New Jersey

Cooper Medical Center
Camden, New Jersey

Our Lady of Lourdes Hospital
Camden, New Jersey

Helene Fuld School of Nursing at
West Jersey Hospital
Camden, New Jersey

Rutgers University
College of Arts & Sciences
Camden, New Jersey

County College of Morris
Dover, New Jersey

Englewood Hospital
Englewood, New Jersey

East Orange General Hospital
East Orange, New Jersey

Elizabeth General Hospital &
Dispensary
Elizabeth, New Jersey

Middlesex County College
Edison, New Jersey

St. Mary Hospital
Hoboken, New Jersey

Christ Hospital
Jersey City, New Jersey

St. Francis Community Health Center
Jersey City, New Jersey

Brookdale Community College
Lincroft, New Jersey

Felician College
Lodi, New Jersey

Mountainside Hospital
Montclair, New Jersey

Atlantic Community College
Mays Landing, New Jersey

Essex County College
Newark, New Jersey

Rutgers University College of Nursing
Newark, New Jersey

St. Peter's Medical Center
New Brunswick, New Jersey

Anne May School of Nursing
Jersey Shore Medical Center
Neptune, New Jersey

Orange Memorial Hospital
School of Nursing-Hospital Center at
Orange, New Jersey

Bergen County Community College
Paramus, New Jersey

Passaic County Community College
Paterson, New Jersey

The Charles E. Gregory School of
Nursing at Perth Amboy General Hospital
Perth Amboy, New Jersey

Muhlenberg Hospital
Plainfield, New Jersey

Fairleigh Dickinson University
Rutherford, New Jersey

Gloucester County College
Sewell, New Jersey

Somerset County College
Somerville, New Jersey

Holy Name Hospital
Teaneck, New Jersey

Seton Hall University
South Orange, New Jersey

Ocean County College
Toms River, New Jersey

St. Francis Medical Center
Trenton, New Jersey

Mercer County Community College
Trenton, New Jersey

Trenton State College
Trenton, New Jersey

Mercer Medical Center
Trenton, New Jersey

Helene Fuld Medical Center
Trenton, New Jersey

Cumberland County College
Vineland, New Jersey

William Paterson College
Wayne, New Jersey

NURSE ANESTHETIST

Atlantic City Medical Center
Atlantic City, New Jersey

United Hospitals of Newark
Newark, New Jersey

Jersey Shore Medical Center
Neptune, New Jersey

PEDIATRIC NURSES ASSOCIATES/PRACTITIONERS

Seton Hall University
(with CMDNJ - NJ Medical School)
South Orange, New Jersey

Rutgers University College of Nursing
and CMDNJ - Rutgers Medical School
New Brunswick, New Jersey

SCHOOL NURSE PRACTITIONERS

Rutgers University College of Nursing
and CMDNJ - Rutgers Medical School
New Brunswick, New Jersey

NURSE-MIDWIVES

College of Medicine & Dentistry
New Jersey Medical School
Newark, New Jersey

SCHOOLS & COLLEGES
LICENSED PRACTICAL NURSES

Atlantic County Area Voc. Tech. School Mays Landing, New Jersey	Burlington County Area Voc. Tech. School Mt. Holly, New Jersey	Somerset County Voc. Inst. Bridgewater, New Jersey
Vocational Division Bayonne High School Bayonne, New Jersey	Comprehensive Manpower Delivery Systems Newark, New Jersey	Saint Barnabas Medical Center Livingston, New Jersey
Cumberland County Area Voc. Tech. School Bridgeton, New Jersey	Essex County Area Voc. Tech. School Newark, New Jersey	Monmouth Co. Area Voc. Tech. School Marlboro, New Jersey
Camden High School & Voc. Tech. School Camden, New Jersey	Sussex County Area Voc. Tech. School Newton, New Jersey	Millville Senior High School Millville, New Jersey
Cape May County Area Voc. Tech. School Cape May Court House, New Jersey	Bergen Pines County Hospital Paramus, New Jersey	Holy Name Hospital Teaneck, New Jersey
Morris County Area Voc. Tech. School Denville, New Jersey Lyons, New Jersey	Camden County Area Voc. Tech. School Pennsauken & Sicklerville, New Jersey	Ocean County Area Voc. Tech. School Toms River, New Jersey
Burr D. Coe Area Voc. Tech. School East Brunswick, New Jersey	Salem Community College Penns Grove, New Jersey	Mercer County Area Voc. Tech. School Health Occup. Training Center Trenton, New Jersey
Hunterdon Central Area Voc. Tech. School Flemington, New Jersey	Perth Amboy Skills Center Perth Amboy, New Jersey	Vineland Senior High School Vineland, New Jersey
Bergen County Area Voc. School Hackensack, New Jersey	Princeton Medical Center Princeton, New Jersey	Warren County Technical School Washington, New Jersey
Jersey City Career Institute Jersey City, New Jersey	Gloucester County Area Voc. Tech. School Sewell, New Jersey	Passaic County Area Voc. Tech. School Wayne, New Jersey
Vocational Division Jersey City Bd. of Education Jersey City, New Jersey	Union County Technical Inst. Scotch Plains, New Jersey	Middlesex County Area Voc. Tech. School Woodbridge, New Jersey Piscataway, New Jersey

SOURCES OF FINANCIAL AID

If your source of educational funds is not fully adequate, inquire about student loans and scholarships. It is also helpful for the student to prepare an expense budget to estimate total educational expenses. Such a written budget will help others help you. The budget should include institutional expenses and your personal living expenses. Inquire about the availability of employment opportunities for you and your spouse - if married - at the school or in the community. Some hospital nursing schools pay a stipend to students after a qualifying period in some fields, to help defray educational costs.

Financial aid for higher education may be received in the form of scholarships, grants, and loans, and are available to those who need money to meet their educational costs. Application for state scholarships and incentive grants must be filed before the deadline date of November 15 of the current year.

If you are in need of financial assistance, consult your high school counselor or the director of the nursing school of your choice. A list of contacts for scholarship and loan information is available from the National League for Nursing, 10 Columbus Circle, New York, New York, at a cost of 50 cents. Granting of funds is usually based on financial need and academic ability. In some instances you must be accepted by a school of nursing before you can apply for a scholarship or loan. Part-time employment opportunities may be available while you are attending school. Many schools also have individual loan and scholarship funds.

A high school guidance counselor or the director of the nursing school of your choice also is able to provide information concerning financial aid but the institution must be state-approved. Additional information can be obtained from a booklet published by the State of New Jersey entitled "Financial Aid for Higher Education." Several types of student loans are available for purposes of obtaining higher education. Since the sources of such aid are numerous, persons interested in further information should write to:

New Jersey Department of Higher Education
Student Loan Office
Post Office Box 1417
Trenton, New Jersey 08625

Veterans who have served a period of over six months in the armed forces after January 31, 1955, may be eligible for GI Educational Benefits. Those veterans serving less than six months who have become disabled while in the service or through a service-connected injury are also eligible. The wife of a deceased or permanently disabled eligible veteran may receive financial assistance for education. For more information write to:

Veterans Administration
20 Washington Place
Newark, New Jersey 07102

WHERE TO GO FOR MORE INFORMATION

Additional information may be obtained from the following sources:

1. A high school or college guidance counselor.
2. New Jersey Department of Education, 225 West State Street, Trenton, New Jersey 08625.
3. The New Jersey State Board of Nursing, 1100 Raymond Boulevard, Newark, New Jersey 07102.
4. A local hospital or nursing home.
5. A local or national office of one of the following organizations:

Licensed Practical Nurse Association of New Jersey, Inc.
757 Springfield Avenue
Irvington, New Jersey 07111
201-374-8300

United States Office of Education
Washington, D. C. 20202

National Association for Practical Nurse Education and Service, Inc.
122 East 42nd Street
New York, New York 10017
212-682-3400

National Federation of Licensed Practical Nurses
Suite 323
250 West 57th Street
New York, New York 10019
212-246-6629

National League for Nursing
10 Columbus Circle
New York, New York 10019

New Jersey State Nurses Association
60 South Fullerton Avenue
Montclair, New Jersey 07042
201-783-9292

American Nurses Association
2420 Pershing Road
Kansas City, Missouri 64108
816-474-5720

6. New Jersey Department of Civil Service, 201 East State Street, Trenton, New Jersey 08625; Room 310, 1100 Raymond Boulevard, Newark, New Jersey 07102; 517 Market Street, Camden, New Jersey 08102.
7. U.S. Civil Service Commission, Job Information Center, 970 Broad Street, Newark, New Jersey 07102; 194 Ward Street, Room 109, Paterson, New Jersey 07522; 11 S. Montgomery Street, Trenton, New Jersey 08608. Those outside these areas may call the toll free number (800) 242-5870.
8. New Jersey Department of Health, Health and Agricultural Building, Trenton, New Jersey 08625.
9. New Jersey Hospital Association, Research Park, 1101 State Road, Princeton, New Jersey 08540.
10. Interested individuals with disability should contact their local New Jersey Rehabilitation Commission office. See list on page 16.
11. Veterans seeking training for employment should contact the Veterans Administration, 20 Washington Place, Newark, New Jersey 07102, or a local representative of a veterans service organization.
12. A local job service office of the New Jersey Division of Employment Services. See list on page 17.

NEW JERSEY REHABILITATION COMMISSION OFFICES

Atlantic City
21 S. Tennessee Avenue 08401
Telephone (609) 345-5965

Bridgeton
39 North Laurel Street 08302
Telephone (609) 451-9098, 9052

Burlington
673 High Street 08016
Telephone (609) 387-0264

Camden
411 Broadway 08103
Telephone (609) 966-2893, 2894

Cape May
Routes 9 & 47
Rio Grande, New Jersey 08242
Telephone (609) 729-9200

East Orange
7 Glenwood Avenue 07107
Telephone (201) 648-2882, 2883

Elizabeth
1173 E. Grand Street 07208
Telephone (201) 351-5434

Hackensack
10 Banta Place 07601
Telephone (201) 487-7890

Hackettstown
108 High Street 07840
Telephone (201) 852-4110

Jersey City
2857 Kennedy Blvd. 07306
Telephone (201) 653-2929

Morristown
7 Sussex Ave., 2nd Floor 07960
Telephone (201) 539-3660

New Brunswick
29 Livingston Avenue & New Street 08901
Telephone (201) 545-8120

Newark
80 Mulberry Street 07102
Telephone (201) 451-3367, 3445

Paterson
370 Broadway 07501
Telephone (201) 271-3050

Pompton Lakes
750 Hamburg Turnpike 07442
Telephone (201) 835-8902

Red Bank
54 Broad Street 07701
Telephone (201) 842-4700

Somerville
352 East Main Street 08876
Telephone (201) 526-0550

Toms River
Dover Mall, Routes 166 & 37 08753
Telephone 244-2020

Trenton
150 East State Street 08625
Telephone (609) 292-2940

Woodbury
79-81 Cooper Street 08096
Telephone (609) 848-5300

DIRECTORY OF NEW JERSEY STATE JOB SERVICE OFFICES

<u>Office Location</u>	<u>Street Address</u>	<u>Zip Code</u>	<u>Telephone</u>
Asbury Park	1200 Memorial Drive	07712	201-775-1566
Atlantic City	1433 Bacharach Blvd.	08401	609-344-6504
Bayonne	554 Broadway	07002	201-436-7800
Bloomfield	57 Park Street	07002	201-748-4800
Bridgeton	22 Washington Street	08302	609-455-6100
Burlington	220 W. Broad Street	08016	609-386-0224
Butler	1200 Rt. 23	07405	201-838-5800
Camden - Employment Service Placement Office	517 Federal Street	08101	609-365-8820
Dover	10 S. Morris Street	07801	201-361-9050
East Orange	186 S. Clinton Street	07018	201-675-2400
Elizabeth	1115 E. Jersey Street	07201	201-352-8360
Englewood	32-40 N. Van Brunt Street	07631	201-568-9840
Flemington	Hunterdon Shopping Center	08822	201-782-3711
Freehold	6 Throckmorton Street	07728	201-462-0200
Hackensack	50 Passaic Street	07601	201-487-6800
Hammonton	110 Railroad Avenue	08037	609-561-8800
Irvington	615 Nye Avenue	07111	201-373-4010
Jersey City - Employment Service Placement Office	87 Newkirk Street	07306	201-656-6800
Morristown	5 Sussex Avenue	07960	201-538-4260
New Brunswick	65 Morris Street	08901	201-247-6870
Newark - Professional & Comm. Placement Office	80 Mulberry Street	07102	201-648-3419
Teacher Placement	80 Mulberry Street	07102	201-648-3720
Nurses Registry	80 Mulberry Street	07102	201-648-2000
Ind. Placement Office	1 Clinton Street	07102	201-648-3245
Service Placement Office	1016 Broad Street	07102	201-648-2035
Newton	6 Union Place	07860	201-383-2775
Passaic	88 Park Place	07055	201-779-1470
Paterson - Employment Service Placement Office	370 Broadway (2nd Floor)	07501	201-345-8260
Perth Amboy	347 Maple Street	08861	201-826-3400
Phillipsburg - Job Service	Hillcrest Shopping Mall	08865	201-859-0400
Nurses Registry	Hillcrest Shopping Mall	08865	201-689-6767
Plainfield	525 Madison Avenue	07060	201-757-5900
Red Bank	48 E. Front Street	07701	201-741-5050
Ridgewood	32 Franklin Street	07450	201-444-5804
Salem	Shopping Center - Rt. 45 - RD-1	08079	609-935-3711
Somerville	352 E. Main Street - P. O. Box 548	08876	201-725-2600
Toms River	26 Main Street (2nd Floor)	08753	201-341-6330
Trenton - Employment Service	8 E. Hanover Street	08625	609-292-0620
Vineland	501 Landis Avenue (2nd Floor)	08360	609-696-0770
Wildwood	700 New Jersey Avenue	08260	609-729-0997
Woodbury	814 N. Broad Street	08096	609-848-6280

CAREERS IN GOVERNMENT

The New Jersey Department of Civil Service is responsible for the recruitment and preliminary selection of employees for State medical and health facilities. Based upon examinations consisting of written and/or oral tests; or in some cases, based solely on an applicant's education and experience, the Civil Service Department attempts to select the most highly qualified individuals for placement. It then establishes the eligibility lists from which the appointing authority selects candidates for the positions available. Announcement bulletins are issued monthly listing job vacancies. Under each job title are listed location, job description, salary range, residence, experience, and educational requirements.

There are also many county and municipal jobs in the nursing field which are open to any resident of the state and county. The State Department of Civil Service, in addition to the county in which the applicant is seeking employment, can provide this information about such local government opportunities in New Jersey.

The federal government employs nursing personnel in the military service public health, and such agencies as the Peace Corps and Veterans Administration. These employees are stationed in all parts of the United States and its territories and in many foreign countries.

To be eligible for appointment, an applicant must meet minimum age, training, experience, and for some nursing careers, licensing requirements for the particular position. A few examinations include written tests; others do not. Information on federal employment opportunities is available from a number of sources. The U. S. Civil Service Commission has offices in many large cities where interested citizens may learn of local and nationwide employment vacancies in the federal service. For college students, the college placement office is often a good source of information. High school students in many localities may obtain information from their high school guidance counselors. Additional information may also be obtained from local institutions, State Employment Service offices and many post offices, as well as contacting directly the specific federal agency of institution for job information.

See the section titled, "Where To Go For More Information" for the addresses of the U. S. Civil Service Commission and the New Jersey Civil Service Commission in various areas of New Jersey.



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND INDUSTRY
DIVISION OF PLANNING AND RESEARCH
TRENTON, NEW JERSEY 08625

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