

Cheyenne Regional Medical Center

Nurse Residency Program

Greetings.

These instructions are designed for Nurse Residents, or prior Nurse Residents, who will be requesting a change-of-status from full-time employment to part-time or PRN status before the 2-year contractual period is over as specified by the Nurse Residency Program Contract.

In order to submit this request you will need to craft a formal letter to the Nurse Residency Advisory Board including the following details.

On a cover sheet please specify the following:

1. Your Full Name/ Start Date/ Unit

In the body of your paper please **DO NOT** include your name or unit.

1. Your reason for requesting a change-of-status
2. What you have contributed to the unit over your time there (precepting, charge nursing, UPC, other improvement).
3. A letter of good standing and support from your current Clinical Nurse Manager

\*\*\*All documents will be emailed to [tess.taylor@crmcwy.org](mailto:tess.taylor@crmcwy.org) as soon as possible.

Within a weeks’ time of submission, you will receive communication from Tess Taylor, Nurse Residency Program Director, that your submission has been received. You will also be given a date in which your request will be presented to the board. Please note the Nurse Residency Advisory Board meets monthly so plan ahead for request submission.

Tess Taylor MSN, RN

Nurse Residency Program Director

Nurse Residency Advisory Board Chair