



Clinical Advancement Program Staff Nurses

Application/Submission Packet
(For initial submissions and re-applications)

Rhode Island Hospital/Hasbro Children's Hospital
Professional Development Council (PDC)

Reviewed: August 2018

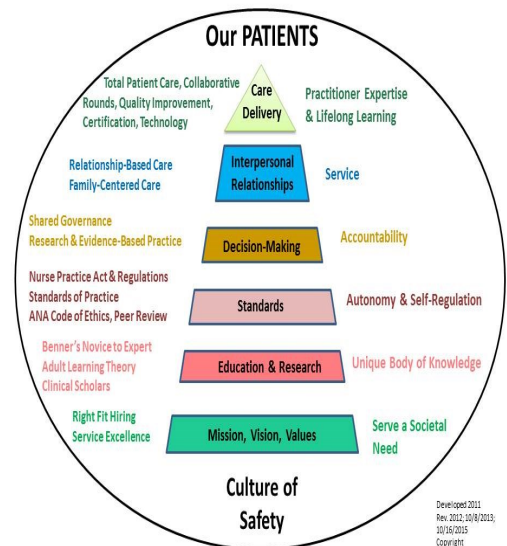
PHILOSOPHY

“As clinical practice in an institution grows and evolves, so too must the program that supports the development of the practitioner.” (Pierson, M. et al, 2010). The Professional Development Council at RIH/HCH has revised the Clinical Advancement Program to reflect current recommendations in the literature and to support our mission, vision, values, governance structure and professional relationships. Our program aligns with the RIH/HCH priorities of Patients, Providers, People and Purpose and seeks to promote quality patient care, nursing excellence and innovations in professional nursing practice. We acknowledge the work of our nurse colleagues at the Miriam Hospital (TMH) and Newport Hospital (NH) and their Clinical Advancement Programs.

PROGRAM GOALS

- Align with RIH/HCH Quality Priorities, Shared Values and Nursing Professional Practice Model to promote quality, safety, clinical excellence and patient-centered care
- Provide recognition and advancement for professional accomplishments and excellence in practice
- Establish a framework that supports professional development
- Strengthen quality and safety of nursing practice
- Promote leadership skills and succession planning
- Enhance collaborative work environments and relationships
- Enhance recruitment and retention

Rhode Island Hospital & Hasbro Children's Hospital
Nursing Professional Practice Model



FRAMEWORK

Benner's work, *From Novice to Expert*, provides a framework for the Clinical Advancement Program. Benner proposed that an individual advances through five levels of proficiency with education and experience: novice, advanced beginner, competent nurse, proficient nurse and expert nurse (Benner, 1982). The RIH Professional Practice Model is our overall framework for nursing practice (model above).

- References: Benner, P. (1982). From novice to expert. *American Journal of Nursing*, 82(3), 402-407.
- Pierson, M., Liggett, C., & Moore, K. (2010). Twenty years of experience with a clinical ladder: A tool for professional growth, evidence-based practice, recruitment, and retention. *The Journal of Continuing Education in Nursing*, 41(1), 33-40.
- Schub, E. & Pravikoff, D. (2016). Clinical ladder: Strategy in professional development. *CINAHL Nursing Guide*, EBSCO Publishing.

CLINICAL NURSE 5 LEVELS: CN1-CN5

CN 1: NOVICE; entry level; new graduate, acquiring skills and clinical judgment; developing knowledge base in accordance with policies, procedures, and standards to guide practice.

CN 2: COMPETENT; can apply theoretical knowledge; has mastered technical skills, gained experience to guide practice.

CN 3: PROFICIENT; practice characterized by depth of knowledge about certain patient populations, rapid recognitions of deviations from normal based on personal experience; demonstrate excellent communication and collaboration skills. Meets Level 3 eligibility below.

CN 4: EXPERT; comprehensive knowledge and background of personal experience, expert in evidence-based care, and preceptor/mentor ability. Meets Level 4 eligibility below.

CN 5: MSN prepared nurse who chooses to remain in bedside care. Expert clinician who shows leadership with other professionals through involvement in hospital quality initiatives. Meets Level 5 eligibility below.

ELIGIBILITY

- Must be a registered clinical staff nurse, working 20 or more standard hours in a direct care position with a minimum of 1 year at RIH/HCH (inpatient, ambulatory, perioperative, emergency services).
- Manager must verify applicant as eligible for advancement according to performance (all levels).
- Level 2 Advancement: occurs at the 1 year mark with manager approval. Experienced nurses (with >1 year experience) from other organizations may enter at this level. No portfolio or financial compensation at this level. Encouraged to explore certification and start portfolio for next advancement.
- Portfolio must be reflective of previous 12 months. Can re-apply every 12 months. May re-apply for same level if requirements have been met in the most recent 12 months.

Advancement Levels	Certification	Degree	Points	Project Requirements
Level 3	National Certification	n/a	150	n/a
OR Level 3 Research Track	National Certification	n/a	n/a	Research Project
Level 4	National Certification	BSN	150	Evidence-Based or Quality Project
OR Level 4 Research Track	National Certification	BSN	n/a	Research Project
Level 5	National Certification	MSN	150	Evidence-Based or Quality Project
OR Level 5 Research Track	National Certification	MSN	n/a	Research Project

GETTING STARTED

- Print 2 packets: 1) Clinical Advancement Application/Submission Packet and 2) Criteria Menu.
- Contact your manager to notify them of your interest, confirm eligibility and obtain pre-approval for projects as required (#6, #7, #8, #19a/b, #35, #36). Research (#37) will be pre-approved by John Fedo.
- Contact Charlene Draleau, cdraleau@lifespan.org to be assigned a mentor. A mentor will provide guidance and support, and is required for the submission process. The applicant is responsible for initiating communication and working collaboratively with mentor to meet /communicate throughout process.
- Select options from menu criteria to meet total points required. Criteria Menu provides details and point assignments for each menu option as well as the specific evidence required for documentation.

PRE-APPLICATION

Pre-approve project work before beginning.

- Projects for menu items #6, #7, #8, #19a/b, #35, #36 must be pre-approved by unit manager to ensure alignment with Quality Priorities and organizational/unit goals.
- ★ • Manager's signature is required on Eligibility Form (page 5) and on the Project Pre-Approval Form(s) (page 7) of this packet.
- Research Track #37, must be pre-approved by John Fedo, PhD, RN.
Submit Research Pre-Approval Form (page 8) to JFedo@lifespan.org.

SUBMISSION PROCESS

Deadlines: Twice a year on March 1 and September 1.

Portfolios must be submitted to mentor for review at least one month prior to the FINAL submission.

For March 1st FINAL submission-Portfolio is due to mentor by Feb 1st.

For Sept 1st FINAL submission-Portfolio is due to mentor by Aug 1st.

Mentor will review all portfolio documents to ensure packet is ready for FINAL submission.

A complete Portfolio Submission packet should include:

- Application/Eligibility Form signed by manager (page 5).
- Project Pre-Approval Form(s) signed by manager (page7) for #6, #7, #8, #19a/b, #35, #36, or Research Pre-Approval Form signed by John Fedo (page 8) for #37.
- Proof of current certification (certificate or wallet card).
- 15-18 Continuing Education Hours (from an accredited nursing program) per year (15 for Level 3; 18 for Levels 4 & 5) or 1 college course applicable to nursing practice. All contact hours must be accrued within 12 month timeframe. (*Attach certificate(s) and/or proof of enrollment*).
- Medical Record documentation that demonstrates collaborative approach to interdisciplinary care and evidence of accountability for nursing practice in your clinical area. Should reflect 12 months of practice. See **Appendix O**.
- Portfolio Menu Checklist. Completed and signed by Mentor (page 6).
- Table of Contents. Number each page after entire packet is complete.
- Print templates from Appendix Packet as needed for required evidence.

Final Portfolio should include all supporting evidence requirements as detailed in Criteria Menu.

PORTFOLIO GUIDELINES

- Portfolio must be reflective of previous 12 months accomplishments, and completed while employed at RIH/HCH.
- Research Track portfolios may include work that extends beyond a 12 month time window. All required elements for #37 must be submitted in one Portfolio for one Clinical Advancement.
- Portfolio should be placed in a binder. All supporting documentation must be legible and dated.
- Portfolio should be arranged in the same order as it appears on the application packet guideline.
- Some criteria have multiple components. Make sure all components are addressed.

FINAL SUBMISSION

Submit APPLICATION, PRE-APPROVAL, MENU CHECKLIST in PORTFOLIO.

Submissions accepted twice a year: March 1 and September 1. If the 1st is on a weekend, submission will be due the following Monday. A complete Clinical Advancement Portfolio packet will include:

- Application/Eligibility Form signed by manager (page 5).
- Project Pre-Approval Form(s) or Research Pre-Approval for criteria with Asterisks (*) (page 7 or 8)
- Portfolio Menu Checklist. Completed and signed by Mentor (page 6).
- Final Portfolio which includes all supporting evidence requirements as described in Clinical Advancement Criteria Menu (separate packet) . See Portfolio Guidelines (page 4 this packet).

PRE-APPROVAL

Name of Applicant _____ Unit _____

Pre-approval: All projects with asterisk (*) must be approved.

Please submit a separate Pre-Approval Form for each project requiring pre-approval (page 7 or 8).

APPLICATION/ELIGIBILITY FORM

- Must be a registered clinical staff nurse, working 20 or more standard hours in a direct care position with a minimum of 1 year at RIH/HCH (inpatient, ambulatory, perioperative, emergency services).
- Manager must verify applicant as eligible for advancement according to performance (for all levels).
- Portfolio must be reflective of previous 12 months accomplishments; completed while employed at RIH.

*Must show certification certificate with current date (list certification & expiration date) _____

I certify that the applicant has met the eligibility criteria applicable for Advancement to Level _____

Advancement Levels	Certification	Degree	Points	Project Requirements
Level 3	National Certification	n/a	150	n/a
OR Level 3 Research Track	National Certification	n/a	n/a	Research Project
Level 4	National Certification	BSN	150	Evidence-Based or Quality Project
OR Level 4 Research Track	National Certification	BSN	n/a	Research Project
Level 5	National Certification	MSN	150	Evidence-Based or Quality Project
OR Level 5 Research Track	National Certification	MSN	n/a	Research Project

_____ (Required) _____ (Date)

Signature of Clinical Manager/Assistant Manager

Complete this page (p.5) and pre-approval (p.7 or 8) for initial meeting with Clinical Advancement Mentor. These forms will be part of your Portfolio.

PORTFOLIO MENU CHECKLIST

Require Pre-Approval Form	Check if Submitted	Criteria	Points for each (Circle)	MAX points in category (Circle)	Points Submitted with Required Evidence
		Proof of current Certification (certificate or wallet card)	Required		
		Manager Signatures for Eligibility and Project Approval (*)	Required		
		Continuing Education Hours (15 for Level 3; 18 for Levels 4 & 5)	Required		
		Medical Record Documentation-Appendix O	Required		
		1. Recruitment/Retention activities-Appendix A	10	30	
		2. Professional Organization membership-Appendix B	10 (+20)	30	
		3. Reward & Recognition	10	20	
		4. Award/Honor	10	20	
		5. Charge Nurse role-Appendix C	25	25	
*		6. Develop or revise policies/procedures/forms	20	60	
*		7. Presentations at unit level or higher	15	45	
*		8. Staff education	20	40	
		9. Promoting positive image of nursing	15	45	
		10. Participation as classroom instructor	15	45	
		11. Participates in competency training-Appendix D	15 (+10)	25	
		12. Peer Validator Role for unit competency-Appendix D	15 (+10)	25	
		13. Presentations to healthcare prof/public	15 (+10)	50	
		14. Roundtable/Panel discussion at conference	15 (+10)	50	
		15. Podium presentation at conference	25 (+10)	70	
		16. Council/committee within hospital-Appendix E	20 (+10)	70	
		17. Unit council-Appendix F	20 (+10)	50	
		18. Community service (20)/extended service(40)	20 or 40	40	
*		19. Patient education (19a or 19b)	20	40	
		20. Published editorial (10)/or unpublished master's thesis (20)	10 or 20	30	
		21. Published article	50	50	
*		22. Chair/co-chair unit based journal club	15	15	
		23. Mentor for Clinical Advancement Program	20	40	
		24. Preceptor role-Appendix G	20	40	
		25. Dedicated Education Unit (DEU) Clinical Instructor-App H	25	25	
		26. Continuing formal education (10) per class	10	30	
		27. Champion (25)-Appendix I	25	50	
		28. Peer Resource (28a or 28b) (20)-Appendix J	20	20 each	
		29. Second (Third/Fourth...) National Certification	10	40	
		30. Conference planning committee	20	20	
		31. Mentoring students-Appendix K	15	15	
		32. Clinical resource	15	15	
		33. Article in newsletter	10	20	
		34. Member of Nursing Peer Review Team-Appendix N	15	15	
*		35. Lead/Co-Lead in inter-professional activity	30	30	
*		36. Evidence-Based Practice (EBP)/QI activity	50		
*		37. Nursing research study (150)-App L; Co-invest(50)-App M	150/50		

RIH/HCH CLINICAL ADVANCEMENT PROGRAM

PROJECT PRE-APPROVAL FORM

*This form is required for menu items **#6, #7, #8, #19a/b, #22, #35, #36**. Submit a separate form for all projects that require pre-approval.

For **#37** Nursing Research Study, please use form on page 8.

Applicant's Name _____ Unit/Area _____

Project Topic: _____

For Criterion # _____

Background/Problem: _____

Goal/Purpose: _____

Outcome Measure: _____

Describe Alignment with Quality Priorities (4P's) and Organizational/Unit Goal:

Brief project description.

_____ (Required) _____ (Date)

Signature of Clinical Manager/Assistant Manager

_____ (Required) _____ (Date)

Signature of Applicant

RIH/HCH CLINICAL ADVANCEMENT PROGRAM

RESEARCH PRE-APPROVAL FORM

*This form is for #37: Nursing Research Study.

For all other projects requiring pre-approval #6, #7, #8, #19a/b, #22, #35, #36, please use form on page 7.

Applicant's Name _____ Unit/Area _____

Project Topic: _____

For Criterion # 37 : Nursing Research Study

Background/Problem: _____

Study Goal/Aim: _____

Describe Alignment with Quality Priorities (4 P's) and Organizational/Unit Goal:

Brief Project Description/Hypothesis: _____

(Required) _____ (Date)

John Fedo, PhD, RN, Director Practice Integration, Nursing Professional Practice and Research & Nursing Informatics

(Required) _____ (Date)

Signature of Applicant

Research Track portfolios may include work that extends beyond a 12 month time window. All required elements for #37 must be submitted in one Portfolio for one Clinical Advancement.