



Clinical Advancement Program Criteria Menu

*With supporting
evidence requirements*

Rhode Island Hospital/Hasbro Children's Hospital
Professional Development Council

Reviewed: August 2018

Criteria Menu

The following is a list of menu options which the applicant may choose from to fulfill the required points for Clinical Advancement. Please refer to Clinical Advancement Application/Submission packet for portfolio guidelines and submission process. Points are awarded based on the fulfilled behaviors and are used toward the requirement for each level. Not every menu item is available on every unit, and there may be some things that you do that are not listed.

Any specific behavior can only be used once, unless a behavior results in generation of others, for example, if an applicant developed a policy and procedure in a committee, the applicant cannot use both the policy and procedure development and the committee involvement for points. However, if an applicant sits on a committee that raises a research question and the applicant researches, publishes and in-services staff, all of those behaviors are eligible for inclusion.

*** All items with asterisks require manager pre-approval form.**

1. Recruitment/Retention Activities (10 points)

Participate in recruitment activities, such as interview process or job fairs for new hires and/or retention activities, **at the request or approval of manager** (Minimum 2 hours/12 months). **Evidence:** Appendix A: validation signed by manager. **Maximum of 30 points.**

2. Professional Organization Membership (10 points)

Evidence: Must include proof of active membership for at least 6 months (such as membership card). May not use national and local memberships for the same organization.

Add 10 points if attendance at professional organization committee meetings is >50%. **Evidence:** Must submit Appendix B Part 1: provide proof of attendance signed by chair/officer of organization.

Add 10 points if an office is held. **Evidence:** must submit Appendix B Part 2: validation of chair/officer of organization. **Maximum of 30 points.**

3. Reward & Recognition (10 points)

Evidence: Must include copy of patient letter, peer letter, satisfaction survey, or email (should be individualized and unsolicited). Include explanation of why reward was received if not evident in the award itself. If recognition is related to another criterion used in the portfolio, it may not also be used in this criterion. **Maximum of 20 points.**

4. Award/Honor (10 points)

Awards such as RIH Hero, Hasbro Brite Lites, community or professional awards (excluding clinical advancement) or merit-based scholarship. **Evidence:** Documentation or proof of the award. **Maximum of 20 points.**

5. Charge Nurse Role (25 points)

Uses assertive communication and interpersonal skills to enhance teamwork. Implements a leadership role in resolving problems at the unit level. Consistently manages the workflow of the unit.

Must be at least 300 hours in the last 12 months. **Evidence:** Must submit Appendix C: Charge Validation signed by manager. **Maximum of 25 points.**

***6. Development or Revision of Policies/Procedures/Standards of Care/Documentation Tools/Forms (20 points)** Examples that meet this criterion include: **(and must be pre-approved by manager)**

- Develops a new nursing policy and procedure or revises current policy and procedure based on new evidence; approved by committee
- Develops standards of care for selected patient populations
- Develops new documentation tools
- Develops and/or revises forms (makes significant revisions based on current evidence and/or feedback)
- Designs informational aides intended for use as reference in the clinical area

Evidence: Portfolio must include documentation of references used to build or revise policy/procedure or standard of care and a copy of final signed document. **Maximum of 60 points (for three examples).**

***7. Internal Presentations at RIH/HCH-unit level or higher (15 points)**

Examples include: Posters at internal events (such as RIH Poster Exhibition), unit presentation, lunch & learn, mini or grand Rounds, case study/clinical exemplar presentations. **Requires pre-approval from manager. Evidence:** Must include copy of presentation and attendance sheet with date. **May only use once for points if presented multiple times. Maximum of 45 points.**

***8. Staff Education (20 points)**

Identify a learning need, develop and implement an educational program on a nursing unit. **Requires pre-approval from manager. Evidence:** Must include copy of educational program with program objective and references along with dated attendance record or signature of manager. **May only use once for points if presented multiple times. Maximum of 40 points (20 points per individual topic).**

9. Promoting positive image of nursing (15 points)

Promoting nursing through activities such as speaking at schools about nursing career, being involved in hospital-related activities that highlight the accomplishments of nursing and/or the profession of nursing, participating in Schwartz rounds (include narrative and role in team presentation). **Evidence:** Must include evidence of presentation/participation (such as signature or brochure) with date. **Maximum 45 points (for three separate examples).**

10. Participation as Classroom Instructor (15 points)

Examples may include ACLS, BLS, PALS, TNCC, ENPC, ABLIS, CPI instructor. (Must be certified instructor). **Evidence:** Must show evidence of teaching program and signature of coordinator. Limit 15 points per individual course topic. **Maximum of 45 points (15 points per individual topic).**

11. Participates in Competency Training (15 points)

Can either be unit-based or part of skill day. Minimum of 6 hours per competency taught. **Add (10) points** for development of content. **Evidence:** Appendix D: Competency Training Validation signed by manager. **Maximum of 25 points.**

12. Peer Validator Role for Unit Competency (15 points)

Serve as peer validator for designated unit competencies **as approved by unit manager.** Must complete Peer Feedback Training or Preceptor Workshop and complete one year in Validator role. Renewal applicants must complete annual skills update training to remain in Validator role. **Add (10) points** for development of content. **Evidence:** Appendix D signed by unit manager. **Maximum of 25 points.**

13. External Presentations to other healthcare professionals/public (15 points)

Examples include: External events at local, national or international conferences, presentations to boards or councils. **Evidence:** Include documentation of event such as program brochure or copy of presentation and CEUs when applicable. **Add (10) points** if poster presentation is at national conference. **Evidence:** Same as above. **May only use once for points if presented multiple times. Maximum of 50 points.**

14. Roundtable/Panel discussion at conference (15 points)

Evidence: Include narrative of your role with brochure and CEUs (or some other documentation of the event) when applicable. **May only use once for points if presented multiple times. Add (10)** if national conference. **Evidence:** Same as above. **Maximum of 50 points.**

15. Podium presentation at conference (25 points)

Evidence: Include narrative of your role with brochure and CEUs (or some other documentation of the event) when applicable. **May only use once for points if presented multiple times. Add (10)** if national conference. **Evidence:** Same as above. **Maximum of 70 points.**

16. Council/Committee Involvement within hospital (20 points)

Must include all of the following:

- 1) Member of at least one hospital wide committee with active participation for 12 months.
- 2) Must attend 9 out of 12 (75%) of monthly meetings. For new committees and/or task forces that have met for shorter periods of time (e.g., OpX), participation should equal 75% of the duration of the committee.
- 3) Functions as a role model for nursing practice and represents nursing unit/division as evidenced by participation, contributions and communications.
- 4) Accepts responsibility and completes assigned tasks in timely manner.

Evidence: Applicant submits a narrative describing participation/contribution(s) to 3 and 4 above.

Must include Appendix E: Hospital Council/Committee Validation of 75% attendance. If you have not met 75% of meetings but feel that you have met the intent of the criteria through active participation on the committee please submit a letter from the chair or task force leader.

Add (10) points for Chair/Co-Chair. Maximum of 60 points plus 10 points added if chair of council.

17. Unit Council/Committee (20 points)

Must include all of the following:

- 1) Member of unit council, committee or task force with active participation for 12 months.
- 2) Must attend 9 out of 12 (75%) of monthly meetings.
- 3) Functions as a role model for nursing practice and represents colleagues in council initiatives as evidenced by participation, contributions and communications.
- 4) Accepts responsibility and completes assigned tasks in timely manner.

Evidence: Applicant submits a narrative describing participation/contribution(s) to 3 and 4 above;

including dissemination of information to staff members e.g. staff meeting minutes, emails or other communications. Must include Appendix F: Unit Council Member Validation of 75% attendance. If you have not met 75% of meetings but feel that you have met the intent of the criteria through active participation on the committee please submit a letter from the chair or task force leader.

Add (10) points for Chair/Co-Chair. Maximum of 40 points plus 10 points added if chair of council.

18. Community Service (20 points)

Volunteer work with Lifespan or other health-related community groups (blood pressure screenings, health fairs, flu clinics, blood drives, Stroke Camp, Asthma Camp, See, Test & Treat screenings, etc). Minimum of 10 hours. **Evidence:** Must have proof of being involved in a community service such as a brochure, a letter from sponsor or other supporting evidence along with documentation of hours. **Maximum of 40 points.**

Extended Community Service-International (40) Evidence: Must have proof of being involved in a community service such as a brochure, a letter from sponsor or other supporting evidence (on letterhead if possible) along with documentation of hours or timeframe. **Maximum of 40 points.**

***19. Patient Education (20 points)**

19a. Development of Patient Education Tool (20 points)

Tool needs to be part of an overall teaching plan **pre-approved by manager and appropriate hospital council/committee(s)** designed to facilitate understanding of one or more learning objectives. Tool should be utilized on a regular basis and used by other professionals. **Evidence:** A copy of teaching tool with learning objectives must be included. **Maximum of 40 points (20 points per individual topic).**

***19b. Development of current evidence-based library or compilation of resources for patient education (20 points)** The teaching plan and objectives must be **pre-approved by manager.** The resources need to be a part of design to facilitate understanding of learning objectives. **Evidence:** Must demonstrate integration into daily practice on unit. **Maximum of 40 points (20 points per individual topic).**

20. A published editorial (10) or unpublished master's thesis (20 points)

Healthcare related published editorial or an unpublished masters thesis (applicable to nursing practice) presented to nursing or interprofessional audience, i.e. Grand Rounds, hospital department, professional governance, committee, or other. **Evidence:** Documentation of presentation that includes date. **Maximum of 30 points.**

21. Published article (50 points)

Healthcare related article (applicable to nursing practice) published in a professional peer reviewed journal. **Evidence:** Copy of article must be included.

***22. Chair/Co-Chair Unit Based Journal Club (15 points)**

Selects appropriate peer reviewed articles for discussions which are **pre-approved by manager**. Make articles available to peers prior to meeting and advertises time/place. Actively participates and facilitates discussion of how article reflects evidence-based practice and implications to unit practice. At least 5 journal club meetings over a 12 month period must occur. **Evidence:** For each article discussed, provide reference or abstract, a summary of the discussion and how the article impacts your practice. Attendance records for each meeting must be included, however you do not need to include the articles. **Maximum of 15 points.**

23. Mentor for Clinical Advancement Program (20 points)

A Clinical Advancement Mentor must be a CN3-CN5 level nurse. The Mentor acts as a resource for the successful advancement of another RN to an advanced level. **Evidence:** Must include a narrative from nurse you have mentored that speaks to the mentoring process with documentation of communication to each other (emails or other) and evidence of advancement. **Maximum of 40 points (2 separate applicants).**

24. Preceptor Role (20 points)

Completes Preceptor Workshop with 2016 criteria and remains current with RIH/HCH preceptor education. Completes 120 hours of precepting. Acts as preceptor of new nursing employee to your unit. "A preceptor is defined as someone who helps to develop clinical competencies, prioritization, time management and problem solving abilities. This relationship transitions from preceptor to peer." May only use once per nurse precepted. **Evidence:** Appendix G: Preceptor Validation. **Maximum of 40 points.**

25. Dedicated Education Unit (DEU) Preceptor (25 points)

Has attended the RIC DEU Clinical Instructor (CI) Class and completed 2 consecutive semesters and a minimum of 56 hours as a Clinical Instructor (CI).

Renewal applicants should attend a DEU Refresher Class at a minimum of every 2 years.

Evidence: Appendix H: DEU Clinical Instructor Validation signed by Clinical Manager and RIC Faculty.

Maximum of 25 points.

26. Continuing Formal Education (10 points) per class

Courses must be required for baccalaureate level or higher level degree applicable to nursing practice. Education must be obtained in current year of advancement. **Evidence:** Must submit photocopy of transcript or grade report. Please highlight course date and semester. Courses used for this criterion may not also be used for Continuing Education requirements. **Maximum of 30 points.**

27. Champions: HAPI, Fall, Infection Control, Stroke, other (25 points)

- 1) Must attend 9 out of 12 (75%) of monthly meetings (with 12 months of sustaining role).
- 2) Accepts responsibility and completes assigned tasks. Data/information collection as required for role.
- 3) Functions as a role model for nursing practice and disseminates information e.g. emails, staff meetings, in-services, bulletin boards lunch and learns.
- 4) Evidence of effectiveness as champion needs to be provided, e.g. letters from peers, CM, chair or members of Champion Committee, with reference to outcome indicators as applicable, e.g. pressure ulcer rates, fall rates, infection rates, stroke quality indicators. **Evidence:** Appendix I: Champion Committee Validation will fulfill #1 & 2, evidence of #3 (documentation) & #4 (letter) are also required. If you have not met 75% of meetings but feel that you have met the intent of the criteria through active participation, please submit a letter from the chair or task force leader. **Maximum of 50 points.**

28. Peer Resource (20 points)

28a. Geriatric Resource Nurse (GRN) (20 points)

- 1) Must provide documentation of successful completion of 20 hour GRN course.
- 2) Applicant should provide evidence of dissemination of information pertaining to gerontology nursing on a unit or hospital wide level, e.g. staff meetings, educational event, Lunch and Learns, professional governance councils, committees, emails.
- 3) Narrative describing participation and contribution to quality outcomes. **Evidence:** GRN Course Certificate, documented evidence of #2 (attendance sheet, minutes, etc) & 3 (narrative). **Maximum of 20 points.**

28b. Critical Care Resource Nurse (This role is unique to the Anderson ED) (20 points)

- 1) Must attend 10 out of 12 Critical Care Resource Monthly meetings.
- 2) Create 1 Critical Care Resource Board (NERD Board) over a 12 month period.
- 3) Conduct/create 1 nursing M&M Forum in the ED over a 12 month period.

Evidence: Appendix J: Critical Care Resource Nurse Validation signed by manager. **Maximum of 20 points.**

29. Second (Third/Fourth) National Certification (10 points)

Achieving national specialty certification in addition to the one certification required for entry into Clinical Advancement Program. Points will also be awarded for the renewal of any national certification.

Evidence: Must include copy of certificate with current expiration date. **Maximum of 40 points.**

30. Conference Planning Committee (20 points)

Active participation in conference planning with 75% attendance at meetings. Some examples include: Trauma Conference, Pediatric Trauma Symposium, RIH Nursing Research & EBP Conference.

Evidence: Provide proof of role with letter of support from committee chair and documentation of emails, phone calls or other pertinent information. **Maximum of 20 points.**

31. Mentoring Students (15 points)

A mentor is defined as a role model who focuses on the personal interests, career needs, and development needs. A minimum of 48 hours with student (s) is required. May include one student or multiple students throughout the semester or year and "shadowing", internships and/or externships may be included. **Evi-**

dence: Appendix K: Mentoring Validation signed by instructor or Manager. **Maximum of 15 points.**

32. Clinical Resource (15 points)

Sharing knowledge on your unit (Super Trainer or specialty specific training) or another nursing unit (peritoneal dialysis, pulmonary hypertension meds/pumps, SAVE, chemotherapy, etc). Must have at least 3 separate occurrences per specialty skill set training/disease specific training (either 3 of the same or 3 different skill set training). **Evidence:** Must include performance evaluation and/or narrative reflecting occurrences, sharing of knowledge and population addressed. **Maximum of 15 points.**

33. Article in newsletter (10 points)

Examples include RIH Nurselines, hospital newsletter, or other. **Evidence:** Include copy of newsletter.

Maximum of 20 points.

34. Member of Nursing Peer Review Team (15 points)

Participates in educational, non-disciplinary peer review process to improve quality and safety. Prior to joining a Peer Review Team, must complete Peer Review and Feedback Training. Must attend 2 out of 3 Peer Review Team meetings a year. **Evidence:** Appendix N: Validation signed by Peer Review Team Coordinator. **Maximum of 15 points.**

***35. Lead/Co-Lead Role in Interprofessional Collaborative Activity (30 points)**

A nurse-led or co-led initiative that involves the collaborative effort of an interprofessional team around a common goal. Initiatives can include patient education, quality improvement or evidence based projects.

Project must be pre-approved by manager. Evidence: Narrative, abstract or poster that includes the goal of team, list of participants (include role on team), interventions and outcome(s). **Maximum of 30 points.**

***36. Evidence-Based Practice (EBP)/Quality Improvement (QI) Activity (50 points)**

Activities/improvements may be achieved in addressing Lifespan's 4P's (Patients, Providers, People, Purpose). Examples include but are not limited to: falls, hospital associated pressure injuries (HAPI), central line associated blood stream infections (CLABSI), catheter associated urinary infections (CAUTI), length of stay (LOS), patient flow, patient experience, patient safety, clostridium difficile infections (CDI), methicillin resistant staphylococcus aureus (MRSA), surgical site infections (SSI), patient/family centered care, patient access, reducing avoidable readmissions. **Projects should align with Quality Priorities and add value to the organization/unit. All projects must be pre-approved by manager.** Student projects that are part of formal degree programs *may* qualify for Clinical Advancement points if work is completed at RIH/HCH, while employed at RIH/HCH, and meets all criteria as stated.

This activity (or research study #37) is required for CN4 and CN5 level and an option for CN3 level.

RIH/HCH uses the John's Hopkins Nursing Evidence-Based Practice Model. Contact the Department of Nursing Professional Practice and Research (NPPR) for guidance. QI Projects (3a) will not need steps 4 and 5.

- 1) Identify problem/opportunity. Include background information.
- 2) State the purpose or question. **Is this topic a priority?**
- 3) a) If Quality Improvement (QI): Plan/Do/Study/Act (PDSA) (for existing standards of practice e.g., CAUTI Bundle)
b) If Clinical Question (EBP): Conduct literature search.
Need help? Contact a Lifespan Librarian to request a literature search: LLibrary@Lifespan.org, 444-4671.
- 4) **Is there sufficient evidence?** (Assemble, appraise and synthesize body of evidence)
NO-If evidence is insufficient, research is needed. See Criteria 37 for Research Study.
YES-If evidence is sufficient, continue with evidence-based practice project

5) Review evidence/recommendations with manager for consideration.

Is change appropriate for adoption in practice?

- 6) Develop a plan. Get baseline data as applicable. =Plan
- 7) Implement plan. =Do
- 8) Measure outcomes and analyze data (may include charts, graphs, etc.). =Study
- 9) Evaluate and Disseminate findings. =Act

Evidence: All steps must be submitted in a written report. Background/Problem (step 1), Purpose/Question (step 2), Implementing QI (steps 3a, 6-7) or EBP (steps 3b-7), Measure Outcomes (step 8) Evaluate and Disseminate (step 9). Include documentation that verifies the practice change or improvement. References must be cited.

Nursing Research Study

***37. Research Study (Revised Clinical Scholar Program) (150 points)**

For CN3, CN4, CN5 (Research Track): a completed nursing research study will satisfy all point requirements.

Develop and implement an Institutional Review Board (IRB) approved nursing research study. Contact John Fedo jfedo@lifespan.org to be paired with a research mentor. **Project idea/research question must be pre-approved by John Fedo prior to starting with mentor. Research should align with Quality Priorities and add value to the organization/unit.** All human subjects research requires completion of CITI training for all participants. This should be completed prior to the start of the study. Consider a consult with Lifespan biostatistician at the beginning of your project to discuss study design and determination of sample size <http://www.LifespanBiostatisticsCore.org>. Obtain IRB approval, conduct study, summarize findings and disseminate results. **Evidence:** Must include copy of abstract, research proposal, IRB approval letter, brief summary of results and/or data analysis, implications for practice, references cited, and dissemination of results. Appendix L: Signed by Principal Investigator and Research Mentor.

Co-investigator (50)/Study Assistant for Nursing Research (10 points)

May apply for these points only if you do not fulfill the full requirements for the investigator but have assisted with the study development or implementation in some manner. Student projects that are part of formal degree programs *may* qualify for co-investigator points (50) if study is completed at RIH/HCH, while employed at RIH/HCH, and meets all criteria as stated. **Evidence:** Submit Appendix M: Research Study Validation signed by Principal Investigator (PI) and Primary Researcher.