

Clinical Advancement Program

Applicant and Mentor Guide

Applicants to the Clinical Advancement Program will be paired with a Mentor by the Professional Development Council (PDC). Mentors are members of the Professional Development Council and/or clinical staff nurses who have achieved clinical advancement (Level CN3, CN4 or CN5) and are part of the Clinical Advancement Program Review Committee.

Roles:

Manager: The manager is the initial contact person and will confirm eligibility criteria and pre-approve projects.

PDC: PDC Contact Person will pair each applicant with a mentor and will communicate Lifespan email to both parties (PDC Contact: Charlene Draleau, cdraleau@lifespan.org).

Applicant: It is the applicant's responsibility to make initial contact with their mentor and take the initiative in communications/meetings throughout the submission process.

Mentor: Mentor will provide support, answer questions and serve as a guide throughout the submission process.

First Step

Applicant to meet with manager to confirm eligibility and provide confirmation of certification.

Confirm Eligibility Criteria (Application Packet, p.3)

- ✓ Clinical staff nurse, working 20 or more standard hours, minimum of 1 year at RIH
- ✓ Verify certification and degree requirements for various levels (certificate or wallet card)

Initial Meeting

The Applicant and Mentor will meet face-to face initially and can then work through email thereafter.

Applicant Preparation:

Print out and review program materials prior to first meeting with mentor:

- Clinical Advancement Application/Submission Packet
- Criteria Menu

Goals of Initial Meeting-Walk through Application Packet together:

- Confirm eligibility and certification/education requirements (App Packet, page 3)
- Determine project track: Research Project-OR- EBP/QI Project (App Packet, page 3)
- Review Application requirements. Manager signature will verify eligibility (page 5).
- Projects need to be pre-approved by manager as indicated on Portfolio Menu Checklist (page 6). Submit a separate form for each project that requires pre-approval (page 7).
- Research projects must be pre-approved by John Fedo: jfedo@lifespan.org (page 8).
- Review portfolio documentation requirements. Portfolio is reflective of previous 12 months (App packet, pages 3-5)
- Establish submission date. March 1st or September 1st (page 5)
- Use Menu Checklist for gap assessment (page 6).

Next Steps

- Begin compiling portfolio.
- Review documentation requirements. Appendices as required.
- For EBP Project, contact Lifespan Librarian to request literature search Llibrary@Lifespan.org
- For Research Project, contact John Fedo, jfedo@lifespan.org to be paired with mentor.

Ongoing

- Applicants meet with and/or communicate with their mentor monthly to provide updates and address questions.
- For questions not clearly addressed in the Application Packet or Criteria menu, mentor will consult with Professional Development Council for resolution.
- Continue to review documentation/evidence requirements

Submission

Mentor Review prior to submission

Portfolios will be submitted to Mentor for review at least one month prior to the FINAL submission deadline.

- For March 1st FINAL submission -**Due to mentor by Feb 1st**
- For Sept 1st FINAL submission-**Due to mentor by Aug 1st**

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

FINAL Submission

- FINAL SUBMISSION: No portfolios will be accepted after FINAL deadlines of March 1st, and Sept 1st. If these dates are on a weekend, the following Monday will be acceptable.