



Phelps Hospital **Northwell Health®**

Professional Development **Nursing**



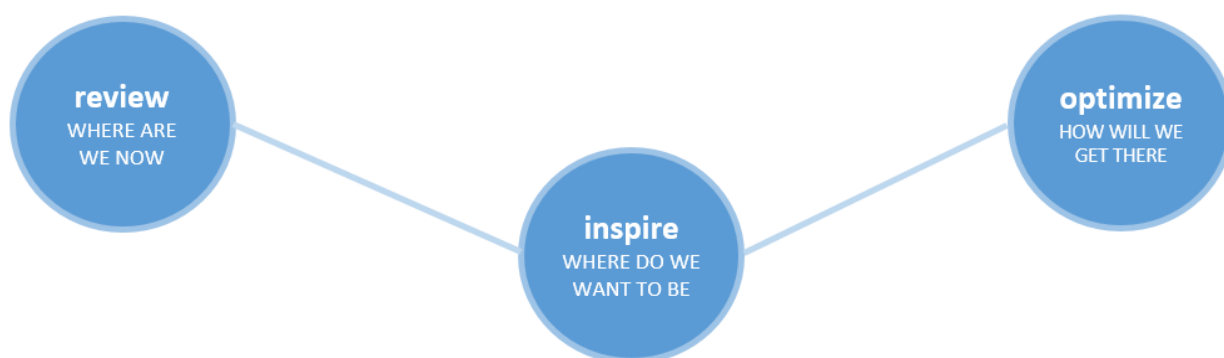
April 2019

Nursing at Phelps Hospital

The practice of nursing requires engagement in lifelong learning to advance knowledge and competence. Advancement and attainment is the responsibility of each individual nurse to participate in continued professional development and application of evidence and new information to clinical practice. Embracing lifelong learning with the support of Organizational Development will promote role development, competence and career advancement.

Facilities should invest in its greatest asset—**its employees**—by providing superior quality education and leadership development through staff development programs.

Northwell provides its nurses with **free professional development tools**. There is almost no need to complete continuing education credits or NYS mandated certifications elsewhere.



Because the minimum standards are changing, promoting professional growth among all nurses at Phelps Hospital is key to our success.

Professional Development Tools and Programs include but are not limited to:

- Professional and Specialty Certifications
- Continuing Education
- Nursing Clinical Ladder Advancement
- Nursing Promise
- Tuition Reimbursement
- Preceptorship
- Mentoring
- Aspiring Leaders

A key tenant of nursing professional practice at Phelps Hospital is that nurses participate in professional development.

Specialty Certification – Practicing Clinical Proficiency

Phelps Hospital recognizes the importance of national specialty certifications and the benefits of obtaining and maintaining them. Certification measures lifelong learning by validating the expertise of nurses in all areas of Northwell Health beyond those required by licensure examination. There is positive correlation between nurse certification rates, patient satisfaction and clinical outcomes.

Why become certified?

1. Expertise – Demonstrates mastery of skills, knowledge & competency in your area.
2. Professional Advancement – Show your leadership skills in the delivery of quality care.
3. Personal Achievement – Validate your knowledge.
4. Financial Incentives
5. **It's free for Phelps Hospital Employees!**

Where do I start?

What specialty certifications does Phelps Hospital support?

- Speak with your manager, CNS or educator to identify the board certification(s) appropriate to your setting.
- Review courses are available online or in classroom settings.
- Reimbursement for certification exams.
- Reimbursement for certification review.

American Nurses Credentialing Center (nursingworld.org/ancc)- Use this link to have many of your certification and credentialing questions answered; this site has a wealth of information

Lippincott Nursing Center (nursingcenter.com/ceconnection) *CEConnection* lists continuing education by nursing specialty. Find the right CE activity for you.



If the certification is appropriate for your area of expertise and the setting in which you work, Phelps Hospital will cover both the cost of a certification review course and the certification exam.

If the exam is offered through American Nurses Credentialing Center (ANCC), the **Success Pays program** will cover the cost of the exam; you will have no out of pocket costs for this. If the exam is eligible for the **Success Pays program**, obtain an access code from Organizational Development to use when registering for the exam.

- If you have any questions, please call **Brittany White** at ext. **3166** or email her at bwhite4@northwell.edu.



Continuing Education

The Organizational Development department provides several opportunities to access **continuing education** through live programs, computer-based instruction, and webinars which are published on the Organizational Development **Calendar** and monthly **Nursing News**. In addition, Phelps Hospital subscribes to **CE Direct** which provides clinical staff access to over 1,000 programs.

Employee Eligibility:

- ✓ Full-time **and** part-time employees are eligible for participation in all continuing education activities provided the employee has successfully completed the training period prior to the start of the program. This may include on-site programs, **CE Direct**, and outside continuing education programs. There is specific information addressing this subject in the Human Resources manual under the topic: Continuing Education.

Programs eligible for reimbursement include:

- ✓ Programs mandated by the facility or Department Head which support the Hospital's strategic plan and/or department operational goals.
- ✓ Programs vital to job performance when content is not available in **CE Direct**.
- ✓ Certification prep courses and exam fees associated with national board certifications that are applicable to the employee's current role and discipline; reimbursement will be issued upon successful completion of certification process. Employee must provide proof of certification to be reimbursed.

Programs and expenses NOT eligible for reimbursement:

- ✓ **BLS (Outside cost = \$120)**
- ✓ **ACLS (Outside cost = \$225)**
- ✓ **PALS (Outside cost = \$285)**
- ✓ **Infection Control (Outside cost = \$40)**

*Courses for certification/recertification i.e. BCLS, ACLS, PALS are not eligible as these courses are provided free or for a nominal fee (cost of materials) for employees at Phelps Hospital.

Nursing Clinical Ladder Advancement

Information on the **Clinical Ladder** is located on the **Phelps Intranet**. It is located in the **Patient Care** section, under **Nursing** at the bottom of the selection panel.

Purpose:

The participants of the **Nursing Clinical Ladder** program strive toward a shared vision of expert, patient focused care. We accept accountability and achieve and maintain clinical growth of professionalism in an interdisciplinary practice.

Ladder Objectives:

- Recognize the contributions and expertise of nurses who are leaders in demonstrating and promoting excellence in nursing practice.
- Promote an understanding of excellence in nursing practice as including both clinical expertise and professional development activities.
- Emphasize the collaborative and interdependent role of the nurse in clinical practice in partnership with other nurses and the interdisciplinary team.
- Establish a mechanism through which nurses engage in self-assessment and peer review which facilitates and supports professional accountability and growth.
- Expect that every RN engaged in direct care is accountable for professional growth and maintenance of at least a competent level of practice based on accepted standards for a given population.

To advance on the Career Ladder, obtain the **Clinical Career Ladder Promotion Application Packet** located on the intranet and follow the instructions in the packet.

Over the course of the year, work on and maintain the information needed for the **Annual Level Maintenance Portfolio**. You are expected to annually fulfill the level requirements to maintain the level. Present your portfolio to your manager at the time of your annual performance appraisal.

Nursing Clinical Ladder

Requirements	RN Level I	RN Level II	RN Level III	RN Level IV
NY RN License required	X	X	X	X
BSN or BS in Nursing preferred	X			
BSN or BS in Nursing required		X	X	X
MSN preferred				X
Years of Experience	New Grad	1 Year	3 Years	5 Years
CEU's/Year	10	12	15	18
Committees/Shared Governance Councils/Journal Club				
Attendance requirement for staff meeting in 12 month period	60%	60%	60%	75%
Attendance requirement for committee in 12 month period		60%	60%	Must chair or co-chair
			or	or
Complete 1 pre-approved project /year			X	X
Leadership Activities				
Act as preceptor to either staff or students at least annually			X	X
Peer review for leveling up process			X	
Must run nurse competency station (minimum of 2 sessions)				X
Classes Required				
Hospital Orientation	X			
Conflict Delegation (during orientation)	X	X	X	X
Being in Charge - A Professional Development Workshop (PI, Portfolio, Charge Role)		X	X	X
Preceptor Workshop			X	X
Evidence Based Practice & Research				X
Certification Requirements				
Current AHA Healthcare Provider (BLS)	X	X	X	X
Certification encouraged			X	
Certified in area of specialty				X
Specialty units may require board certification for eligible RNs	X	X	X	X
Yearly Conference Requirements *				
1 per year, does not need to be in area of specialty			X	
1 per year, in area of specialty				X
* Required to share information from conference with unit staff				

Please reference the necessary details for the Nursing Career Ladder on the Phelps Intranet:
Phelps Intranet/Patient Care/ Nursing/Career ladder

2/26/2019



Clinical Ladder Advancement: the listings of continuing education classes and committees that support Clinical Ladder advancement are available on the Phelps Intranet. The classes include: Charge Nurse, Preceptor Workshop, & Evidence Based Practice.

On the Intranet home page click on Departments—Organizational Development—Quick Reference Calendar or Phelps Committee List for the correct information.

Nursing Promise

Nursing Promise is a **donor**-funded program providing incentive and financial assistance for Phelps Hospital Northwell Health employees beginning or advancing their career in nursing.

Employees accepted into Nursing Promise receive an annual grant from Phelps Hospital to assist with expenses.

Nursing Promise supports two paths to a BS in nursing. Employees may earn a Bachelor's in Nursing, or if already an RN, may pursue an RN to BSN in Nursing Program.

Nursing Promise Scholars:

- ✓ Must be accepted and enrolled in an **accredited program** to earn a BS degree in nursing.
- ✓ Must complete their degrees **within four semesters in two consecutive years**. No award is given for less than two semesters.
- ✓ Complete "*Work Promise*" after graduation as defined in the policy in lieu of repayment of grant.

If you are interested in applying, please contact **Alicia Mulvena** of **Organizational Development** for an application. Contact information is amulvena@northwell.edu or ext. **3165**.



Obtaining a Graduate Degree and Tuition Reimbursement

The **Nursing Promise** and **Tuition Reimbursement** programs are not about whether BSN or MSN prepared nurses are better than AAS or Diploma graduates, it's about how healthcare is changing.

The BSN nurse will have more career options in the future and more opportunity for employment, increased responsibility and career progression. Today's RN can attain an advanced degree without sacrificing your job or income. Advanced nursing programs are also available online.

The purpose is to provide financial assistance for employees interested in professional development to improve their effectiveness in their current positions and/or to prepare for future opportunities and advancement at Phelps Hospital.

The Hospital offers tuition reimbursement to full-time and part-time employees who have met the eligibility requirements and agree to the employment/reimbursement requirements.

Employment Status	*Annual Reimbursement Eligibility
Full Time (37.5 hours per week)	\$7,000 per calendar year
Part Time (.8) (30 hours per week)	\$5,600 per calendar year
Part Time (.6) (22.5 hours per week)	\$4,200 per calendar year
Part Time (.5 & below) (15-22.5 hours)	\$585 per calendar year

Unsure of where to start?

* Subject to change

- Northwell.edu/mytuition
- Contact a college with whom we are affiliated, you may receive a discount:

Private Not-for-Profit Institutions

- Adelphi University
- Chatham University
- Marist College
- Mercy College
- Quinnipiac University
- St. Joseph College
- Hofstra

For-Profit Institutions

- Capella University
- Chamberlain College of Nursing
- Monroe
- Plaza College
- Sappo School

*Beginning June 2020 all NYS RNs will be required to complete their BSN with 10 years of finishing a diploma or associates program.

Scholarships: Look into various sources to help pay for school. There are scholarships from ANA and various other nursing organizations. Northwell offers the Debbie Tascone Scholarship each year- \$5000 to 6 employees for completion of a BSN or graduate classes. The application process is publicized every spring in the Northwell Employee newsletter.

Precepting at Phelps Hospital

- Newly licensed RNs face challenges when applying recently learned knowledge and skills in the complex world of modern hospitals. To assist in making this transition, evidence supports structured Nurse precepting programs.
- New nurses, whether they are fresh out of college or experienced clinicians, need to be fully competent and engaged in all patient-care processes soon after they are hired to ensure Phelps Hospital continues to meet quality and patient experience objectives. During Orientation the new nurse will be working with a preceptor.
- Precepting a new nurse or new hire is a great way to enhance your own clinical skills, improve your **clinical career-ladder** options, and learn valuable coaching and precepting techniques.
- **When advancing to a Level 3, RNs earn a 5% increase** in pay on their base salary.
 - Compared to other facilities who only offer a fixed, per orientee sum.

a Phelps Hospital RN whose annual base income at level II is \$70,000, will earn an additional \$3,500 for moving to a Level III and precepting that year, no matter how many or few nurses/students they precept.

- Another facility offers up to \$1,000 per new hire assignment, but the RN would need to precept up to 4 new hires that year to compare with the pay differential offered in the Phelps clinical ladder.



Personal Professional Portfolio – Don't leave home without one

The only job security you can count on is the transportability of your own skills.... The new emphasis on skills portability suggests that you must do whatever it takes to keep your qualifications package up to date.

Portfolios are an essential tool to demonstrate your professional accomplishments that document your professional growth. It presents evidence of your skills, achievements, and professional experiences which becomes a plan for your continued education and professional development. It should be periodically reviewed, updated, and maintained so that you can assess the progress of your goals and better plan your career in nursing.

ePortfolio via HealthStream: (New in 2018)

HealthStream's integrated user profile has been expanded to include a digital **ePortfolio**. Now you can document all your professional achievements and activities, allowing you to showcase them. Build a dynamic digital resume covering areas specific to your journey as a healthcare professional:

- Education
- Licenses
- Certifications
- Work Experience
- Memberships and Associations
- Committee Work
- Volunteer Service
- Teaching and Preceptorships

- Research and Publications

- Awards and Recognition

You deserve to be recognized for **ALL** the great work you do. Use **HealthStream ePortfolio** to ensure you are noticed and rewarded.

Starting today, you can manage your **ePortfolio** by logging into HealthStream at **login.healthstream.com** and clicking on the Profile tab.

Before you can add or edit information in the new sections in **ePortfolio**, you will need to unlock these sections by creating a personal **HealthStream ID**. This will be your personal email address and is required to access **ePortfolio**. Once you've activated your **ePortfolio**, you'll be able to use all the new features including rearranging sections, adding new entries, and managing existing entries.



Phelps Hospital

Aspiring Leaders Program

Description:

Phelps Hospital is committed to enhancing the personal and professional excellence of our staff and encourages employees to explore new roles and responsibilities. The Aspiring Leaders program is designed to enhance the knowledge and skills of individuals interested in exploring future management or leadership positions. The year-long program includes two components:

- Education sessions- these 2.5-hour sessions occur monthly and explore topics such as department planning, workforce management, performance improvement, and regulations in the field of healthcare.
- Collaborative team project- spend approximately 4-5 hours each month working with a mentor and a teammate on a project.






Eligibility:

- Any Phelps Hospital employee who has been employed for at least six months and is in good standing.

For more information:

- Contact **Nancy Fox**, Organizational Development at nfox@northwell.edu or ext. 3167

Mentoring: Phelps offers the Northwell Mentoring and Professionalism in Training (**MAP-IT**) program for Phelps professional staff including: physicians / residents, **nurses**, chaplains, PAs, NPs, social workers, psychologists, and other team members. The MAP-IT Program introduces humanism as a central component in professional mentoring and is designed to assist the participant to learn skills needed to become an effective mentor. Appropriate candidates will include those with an active track record of teaching and mentoring or who have demonstrated an interest in academic leadership. The specific qualities potential mentors should demonstrate include:

-  Ability to listen to others
-  Inspires others
-  Role model humanistic care
-  Values relationships with all leaders and healthcare professionals
-  Identified as someone who is caring and compassionate

The MAP-IT curriculum is designed as a longitudinal, relationship-driven program that includes small group learning experiences and critical reflection. Participants will **attend a 90 minute meeting once per month.**

If you are interested please contact: Nancy Fox at nfox@northwell.edu.

New Graduate Mentoring: The New Graduate Mentoring Program provides an opportunity for Graduate Nurses to connect with staff nurses who started at Phelps as a Graduate Nurses. It provides resources, in addition to their Manager and CNSs to guide Graduate Nurses in their professional, personal, and interpersonal growth. The New Graduate Mentoring Program is facilitated by Cherry Lyn Fuentes, MS-C, RN-BC.

For more information contact: chfuentes@northwell.edu.



Putting it all together...

- Full time ASN-RN Brian has 2 years of experience as a Level I nurse on 2 North and is due to renew his **infection control certification** and **ACLS** and **BLS certifications**.
- Brian is finishing his education to complete his BSN at XYZ University. He would like to advance to Level II on the career ladder.
- Brian is concerned about the potential costs versus potential earnings.
- To complete the **infection control certification** is \$40, local **BLS** class \$120, local **ACLS** class \$225. Brian wisely decides that he will utilize **CE Direct** to complete the NYS required Infection Control Certification and renew his **BLS** and **ACLS** within Phelps Hospital for **free**. In addition, Brian learns that after obtaining his degree, successfully completing **Being in Charge: A Professional Development Workshop**, and completing all level II requirements he can earn a promotion that includes a 5% raise.
- Brian learns that if he passes all his classes each year, he will be reimbursed \$7,000 towards his tuition at XYZ.

- After totaling up his potential expenses, **Brian saved \$7,385 and upon earning his BSN and a promotion to Level II he will earn an additional \$4,475.** Brian shares this information with the RNs on his unit about the **free opportunities** available to them and how much he has saved while climbing the **nursing clinical ladder.**
- Upon earning his BSN, he will receive an hourly differential of \$0.50, or an additional \$975 annually. His \$70,000 annual salary will become \$74,475.

There are numerous opportunities for professional development and career advancement opportunities at Phelps Hospital/Northwell Health. Please contact anyone in the Organizational Development Department to further discuss your opportunities.

This document was developed after review of the Adirondack Health Professional Growth & Development Program.

This document was put together by Brian McLaud, RN who was an RN-BSN student from SUNY Delhi. Creating this document fulfilled a course requirement.

