

Implementation Guidelines for Phelps Registered Professional Nurse Clinical Career Ladder

Revisions to Phelps Professional RN Career Ladder reflects current trends in nursing professional practice and development. The opportunities to grow your career have expanded to include mentoring, participation in evidence based practice, performance improvement, and research, and shared governance activities. Aligned with the IOM report, *The Future of Nursing: Leading Change, Advancing Health*, the career ladder supports the IOM recommendations to empower nurses to conduct research and lead practice improvement efforts, participate in continuing education, advance their degrees, mentor and develop other nurses and practice at the highest level of their license.

The revised packet, grid, and following guidelines are effective January 1, 2020:

- Going forward portfolio submission is due to the manager by December 31st each year.
- The portfolio shall be a “living” document with regular ongoing updates over the course of each year.
- Applications for advancement may be submitted at any time.
- If the Preceptor Workshop was completed at Phelps prior to 2017, you must complete the Northwell Passport to Preceptorship Workshop by 12/31/2021; registration is in iLearn.
- Attendance at each workshop is recorded on your HealthStream and iLearn transcripts. In addition, a completion report of professional development workshop attendance is sent to each manager, assistant manager, educator and director following each class.
- If a nurse is hired at any level beyond level I, all of the workshop requirements for the level at which they were hired must be completed during the first year to maintain their level.
- Reimbursement is provided for certification renewal.
- Reimbursement for professional organization membership is provided only if membership is required for that level.
- At the time of portfolio submission, if current career ladder level requirements are not met, the nurse’s career ladder level will change to the level they do meet.
- A previously obtained certification remains valid upon transfer to another service until the eligibility requirements for the new service are met.
- For those areas that require specialty certification, once service eligibility requirements are met, the certification must be obtained within 18 months. An employee who does not obtain the required certification within the defined time frame may be terminated.

Career Ladder Resources are located on the Nursing Website:

Click on website and scroll to Shared Governance Councils. Click on Learn More under the Professional Practice and Development Council. Scroll down to Career Ladder.

