

Clinical Career Ladder Maintenance and Advancement Requirements

The following information identifies the requirements for Clinical Career Ladder Maintenance and Advancement.

- Each year each RN must fulfill the requirements for maintenance of their current career ladder level. Review the clinical ladder packet and prepare and present your portfolio to your manager at the time of your annual performance appraisal.
- To advance on the Clinical Career Ladder you must show evidence of compliance with the requirements of the level to which you are applying. Submit your portfolio with that evidence to your department's Credentialing Council member.

Utilize the tools in the packet for documentation of evidence related to charge nurse, precepting, and committee attendance.

For additional information regarding continuing education, and committee and project work, see details below the grid.

REQUIREMENTS	Level I	Level II	Level III	Level IV
Education Requirements - NY RN License, BSN or BS in Nursing preferred	X			
Educational Requirements- BSN or BS in Nursing Required; or MSN		X	X	X
Years of Experience	New Graduate	1 – 2 Years	3 years	5 years
Staff meeting attendance in 12 month period	60%	60%	70%	75%
CERTIFICATION REQUIREMENTS				
Current AHA Healthcare Provider (BLS) must be maintained; ACLS, PALS, or NRP may be required in specialty areas	X	X	X	X
Board Certification Requirements (Specialty units may require board certification for eligible RNs at all levels). If not required, provide ongoing evidence of working towards specialty certification; obtain specialty certification when eligible.		Working towards and obtains board certification when eligible	Working towards and obtains board certification when eligible	X (required in specialty)
CONTINUING EDUCATION				
CEU's Required	12/year*	15/year*	20/year*	30/year*
Yearly Conference Attendance	1 encouraged per year	1 per year; does not need to be in area of specialty	1 per year in area of specialty	2 per year in area of specialty
Provides evidence of sharing conference information.	X	X	X	X
COMMITTEE/COUNCIL or TASK FORCE WORK				
Active member of hospital, nursing or unit based committee / council meeting all participation and reporting requirements listed below grid for each and attendance requirements as defined to the right. Committees offer the conference call option.	60%	60%	70%	75%

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REQUIREMENTS	Level I	Level II	Level III	Level IV
Active member of a Task Force meeting all attendance and reporting requirements as defined to the right and below grid.	75%	75%	75%	75%
WORKSHOP ATTENDANCE				
Conflict and Delegation Workshop	X	X	X	X
EBP Workshop	X	X	X	X
Being in Charge: A Professional Development Workshop required and within 6 weeks completes and demonstrates charge nurse competency		X	X	X
Preceptor Workshop required and within 3 months satisfactorily completes and demonstrates preceptor competency			X	X
LEADERSHIP ACTIVITIES OPTIONS				
	Participate in at least <u>one</u> leadership activity.	Participate in at least <u>two</u> leadership activities.	Participate in at least <u>three</u> leadership activities.	Participate in at least <u>four</u> leadership activities.
New Graduate Mentor				
Serves as a peer appraiser for career ladder applicant.				
Acts as a charge nurse for a minimum of 225 hours per year.			Required (or Preceptor)	
Acts as a preceptor to either staff or students 100 hours annually.			Required (or charge nurse)	
Evidence of membership in a national professional organization.				X- required
Chair / Co-Chair of a Shared Governance, Nursing Department or Hospital Council; meets requirements as defined below and as per council charter				Either chair/co-chair of council, EBP project or competency station is required.
Develops and Provides Competency Station- minimum of 3 competency sessions (3 hours)				
EBP / Research Project using EBP Algorithm (Proposal must be presented to New Knowledge (NK) Council; approval provided and mentor assigned by Nurse Researcher, Magnet Program Director and/or NK council).				
Is a "Champion" see champion activity requirements below				
Performance / Process Improvement- PDSA- refer to PDSA template in packet and EBP Algorithm				
Participates in one hospital endorsed, Community Based Activity- minimum of 4 hours (health fairs, walk-a-thon, screenings, etc.)				
All Education Projects must be approved by Organizational Development Education Specialist				

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***Undergraduate or graduate education credits:** 1 quarter credit = 12.5 contact hours; 1 semester credit = 15 contact hours

Committees / Councils:

Chair / Co-Chair of Shared Governance Council, Nursing Department or Hospital Council:

- Fulfills minimum Chair / Co-Chair requirements as defined by committee or council charter
- Attends 80% of meetings
- Shares responsibilities including seeking agenda items, creating agenda, communicating agenda, taking minutes, sending draft to ensure accuracy, facilitating work of committee

Committee Member:

Active committee participation may include any or all of the following; offering suggestions and clarifying information during meetings, collection of PI data, completing chart audits, updating standards, participating in committee events, etc. Committee members are the liaisons between the committee and their department. During staff and /or unit shared governance council meetings, report a summary of committee meeting discussion and activities.

Task Force Member

A Task Force is defined as a type of group, formed temporarily, which may include members from various disciplines that come together to perform a specific activity or mission. A clinical nurse may volunteer or agree to an assignment of a recognized Task Force. Membership requires demonstrated attendance and participation in the Task Force activities. Minutes from the Task Force must reflect attendance; purpose of the Task Force, expected end outcome and deliverables. Task Force longevity must be a minimum of 4 committee meetings with minutes and attendance. Confirmation of the Task Force and permission to be a member must be documented in writing from the clinical nurse's manager and chair of the Task Force. Individual contribution will need to be documented in minutes. Outcomes shall be reported in unit based meeting minutes.

Journal Club Requirements: (fulfills Committee work)

The Journal Club satisfies the committee requirement as identified in the Career Ladder. All RNs using the Journal Club for Career Ladder must meet the attendance requirements in a 12 month period.

Option A: attend 70% of the regular monthly journal club meetings.

Option B: attend the Journal Club as a virtual member and blogger.

Must meet all of the following:

Requirements:

- Introduction to the Journal Club is required reading prior to commenting on other blogs.
- Virtual members are required (at minimum) to read and comment on one Journal Club posting each month.
- Blogs must be 150 words or more and content must represent thorough knowledge of the topic. Recommendation - Screen shot your comment and save for your portfolio review.

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Deliverables:

- Quarterly requirement: Submit a suggested journal club article for posting one time each quarter for a total of four/12 month period. Along with the article that you would like to post, submit 3 intuitive questions to spark discussion. The article and questions may be specific to your area of expertise or any evidence based article related to Healthcare. Know that the article may or may not be posted depending on other articles for submission /review. If your article is posted, you are required to read and comment on each blog related to your article. Recommendation - Document the articles sent for consideration along with the 3 questions and save for your portfolio review.

Communication:

- When the Journal Club webpage is updated, please share the new information at your unit staff meeting and/or unit shared governance meeting.

Project Plan:

- At the end of the 12 month period develop a project outline identifying one of the topics from the Journal Club that would benefit your unit. Topic could be a subset of a Journal Club Article. Summarize what you are proposing to do and how you are going to meet and measure the goals. Identify other units that may also benefit from the adoption of the proposal.

Champion Activities:

Organ Donor Advocate / Champion

- Participate in Organ Donor Meetings (Chairperson: Anne Marie Treanor)
- Participate in Organ Donor Mortality Audits
- Participate in October Annual Donor Enrollment Day
- Support peers in Organ Donor Process
- Participates in Organ Donor Awareness Month

Transfer Mobility Coach (TMC)

- Completes 8 hour Transfer Mobility Coach (TMC) training program
 - Upon completion of TMC training serves as a TMC for a **total of 4 hours** at a combination of the following; 2-hour Safe Patient Handling (SPH) orientation class, and / or hour long SPH competency station
- Annually thereafter serves as a TMC for a **total of 8 hours** at a combination of the following; 2-hour Safe Patient Handling (SPH) orientation class, and / or hour long SPH competency station

Skin Champion

- Attends yearly Skin Champion Training Class
- Each year participates in 2 of 4 National Database of Nursing Quality Indicators (NDNQI) Prevalence Data Collection Activities
- Assists with Negative Pressure Wound Therapy (NPWT)- document activity
- Acts as a resource to peers with identifying and staging wounds- document activity

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- Is a member of the Pressure Injury Resource Team (PIRT) and fulfills attendance requirements

Perioperative Champion

- Service line lead- monitors supplies and equipment; acts as a resource to peers to assist with learning service specialty specific instrumentation and needed supplies; develops and presents service related education to peers (3 to 4 sessions); updates preference cards at least annually and as needed

OR

- Major OR Project Facilitator- facilitates development and implementation of projects (requires prior approval)

OR

- Safety audits- time out, EOC compliance, documentation audits (8/month) and analysis and presentation of findings to Surgical Services Committee
- Develops and provides OR / Endo competency station / validation or in-services- provides 2 sessions for level 3; 3 sessions for level IV

5 North Chemotherapy Champion

- Minimum 1 year Medical -Surgical experience
- Manager and educator supports training in role
- Completes assigned Phelps CE Direct Chemotherapy programs -10 CEU's
- Successful completion of Phelps chemotherapy exam 80% or greater
- Successful administration of chemotherapy infusion demonstrated 3 times with Educator oversight
- Successful completion of ONS chemotherapy/ biotherapy certificate course within 6 months of start of chemotherapy education and maintains renewal every two years
- Serves as positive, supportive resource and liaison to patients, families and nurses on 5 North and other in-patient units where chemotherapy may be administered
- ***Requirements are subject to change

Emergency Department Champion

- Lean project facilitator from start to finish of project

Education Projects (12 hours of work per year). Contact Organizational Development for guidance prior to starting an education project. All education projects must receive pre-approval by Organizational Development.

- Research and write a minimum of 6 articles which are accepted and published in nursing news.
- Create or assist in creating a pre-approved ANCC compliant e-learning program. Program must meet lesson plan criteria- objectives, content, effective delivery and evaluation and be approved by Organizational Development.
- Instruct AHA Healthcare Provider Classes (must be an AHA certified instructor; must teach a minimum of 2 classes per year).
- Develop and present an In-Service (minimum of 4 sessions)

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- May assist in IV competency of clinical RNs (for IV therapy staff only)
- Develop and provide a live ANCC compliant continuing education class. Program must meet lesson plan criteria- objectives, content, effective delivery and evaluation and be approved by Organizational Development. Present a minimum of two - 1-hour live sessions.