



Phelps Hospital Northwell Health®

Professional Development Nursing



June 2021

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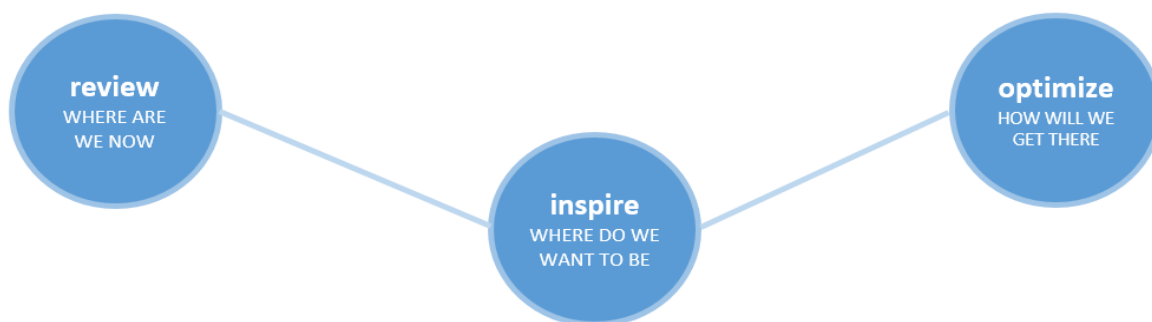
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Nursing at Phelps Hospital

The practice of nursing requires engagement in lifelong learning to advance knowledge and competence. It is the responsibility of each individual nurse to participate in continued professional development and application of evidence and new information to clinical practice to advance their knowledge and attain/maintain competence. Embracing lifelong learning with the support of Organizational Development promotes role development, competence and career advancement.

Phelps Hospital invests in its greatest asset—**its team members**—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.



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
- Debbie Tascone Scholarship
- Education Benefits in My Experience

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 a 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. It improves your ability to be a resource and collaborate with your team.
2. Professional Advancement – Demonstrate your leadership skills in the delivery of quality care.
3. Personal Achievement – Validate your knowledge.
4. Financial Incentives- certification differential.
5. Reimbursement for certification exams.
6. Reimbursement for certification review.
- 7. It's free for Phelps Hospital Team Members!**

Where do I start?

What specialty certifications does Phelps Hospital support?

- Speak with your Manager, CNS or Clinical Professional Development Educator to identify the board certification(s) appropriate to your setting.
- Review courses are available online or in classroom settings. Northwell has several different review courses each year.

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

CE Direct is a web based learning system that provides courses that you may be able to use to fulfill some of your requirements for re-certification. **CE Direct is on the Phelps Intranet.**



Instructions for reimbursement of continuing education certification review and exam.

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 the exam is not provided through ANCC, you would pay up front and then get reimbursed. You will submit for pre-approval through Chrome River. Log onto: My Experience -> My Applications -> Chrome River.
- 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. Phelps Hospital subscribes to **CE Direct** which provides clinical staff access to over 1,000 programs. The schedule for the continuing education courses offered by Organizational Development are posted on the Organizational Development bulletin boards, on the Nursing Website, & in iLearn.

Team Member Eligibility:

- ✓ Full-time **and** part-time team members are eligible for participation in all continuing education activities provided the team member 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.

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 team member's current role and

discipline; reimbursement will be issued upon successful completion of certification process. Team members must provide proof of certification to be reimbursed.

- Pre-approval for Continuing Education is done in Chrome River prior to registering. Log onto: My Experience -> My Applications -> Chrome River.

Programs and expenses NOT eligible for reimbursement:

- ✓ **BLS (Outside cost ~ \$75-100)**
- ✓ **ACLS (Outside cost = \$250)**
- ✓ **PALS (Outside cost = \$250)**
- ✓ **ACLS & PALS recertification is \$125.**
- ✓ **Infection Control (Outside cost = \$40) available on CE Direct**
- ✓ 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 team members at Phelps Hospital.



Nursing Clinical Advancement

Ladder

Information on the **Clinical Ladder** is located on the **Phelps Intranet**. It is located in the **Nursing Website** section, under the **Shared Governance Councils**-→ **Professional Practice & Development Council**. <https://1065226.site123.me/>

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 Packet** located on the intranet (**Nursing Website**) and follow the instructions in the packet. https://static.s123-cdn-static.com/uploads/1065226/normal_5e678624c4a2e.pdf

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.

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

REQUIREMENTS	Level I	Level II	Level III	Level IV
Provides evidence of sharing conference information.	X	X	X	X
COMMITTEE/COUNCIL <u>or</u> 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%
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				

REQUIREMENTS	Level I	Level II	Level III	Level IV
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				

The information on the above grid is effective 2/26/2020.

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

Clinical Ladder Advancement: the listings of professional development workshops and committees that support Clinical Ladder advancement are available on the Nursing Website. The classes include: Being in Charge, Conflict & Delegation, Preceptor Workshop, & Evidence Based Practice.

Look for the class schedules on the Nursing Website (Shared Governance Councils- Professional Practice and Development Council); posted schedules on your unit; or in iLearn.

The list of hospital committees is posted on the Nursing Website → Shared Governance → Council Structure. https://static.s123-cdn-static-c.com/uploads/1065226/normal_607de962bf677.pdf

- **When advancing a Level, RNs earn a 5% increase** in pay on their base salary.
- Other facilities offer a fixed, per orientee sum for precepting. 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.

Portfolio:

You will document all your professional achievements and activities on the Portfolio paperwork that is located in the Career Ladder packet. These forms help you build a dynamic 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 can also save information regarding certifications, education, licenses, etc. in MyExperience: Person Profile.**

Nursing Promise

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

Team members 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. Team members 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 **Nancy Fox** of **Organizational Development** for an application. Contact information is nfox@northwell.edu or ext. **3167**.



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, they reflect about how healthcare is changing.

The BSN nurse will have more career options in the future, 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 team members 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 team members 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 the college that you are interested in, you may receive a discount:

There are some academic institutions that extend a discount to Northwell Health Team Members.

These include: Capella University, Adelphi University, Chamberlain College of Nursing, Excelsior College, Hofstra University, Marist College, Mercy College, Quinnipiac University & Chatham University.

*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 team members or their dependent for completion of a BSN or graduate classes. The application process is publicized every spring in the Northwell Team Member 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.
- The new graduate nurses at Phelps participate in the RN Residency Program which supports new nurses as they transition from the academic setting to professional practice. The nurses participate in monthly education classes on various clinical and professional development topics. They also participate in classes on evidence based practice and collaborate on an EBP project.

- 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.
- A preceptorship is a relationship between a novice RN or RN new to the setting and a competent professional nurse that supports the transition of a novice into their work environment or role. The focus of the relationship is to identify learning and socialization needs to promote/ensure safe and competent professional practice.
- The preceptorship model promotes an aligning of the mission, vision, values and dashboard for the organization, as well as recruitment, retention and team work place setting. The model supports the new practitioner as a learner, and includes the development of an individualized orientation plan including growth in skills, knowledge and attitudes in their new position.
- The preceptor benefits by keeping their own knowledge and skills current. Additionally, the preceptor can also feel a sense of accomplishment as the learner transitions into an independent practice role. Such an experience can illuminate the need to reach down and lift up new nurses as the next generation achieves higher level of self-actualization.
- Preceptorships can benefit all involved by demonstration of professional and personal growth, contribution to the profession and successful patient outcomes.
- 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. (Northwell Preceptor Development Program, E-Learning Module)

Mentoring: The Northwell Mentoring Program provides an opportunity for Entry to Practice Nurses and Entry to Leadership Nurses, to connect with staff and leadership nurses from Phelps.






The Entry to Practice Program establishes a mentorship program that supports the transition and retention of graduate nurses within 1-2 years of hire. The goals and core components are: Socialization to Practice; Professional Growth, Career Progression, Support for EBP, and Modeling a “Just Culture”.

The Entry to Leadership Program implements a mentorship program to support the ongoing professional growth of newly-appointed nurse manager, assistant nurse managers, and nurse educators. The goals and core components are: Leadership Role Assimilation, Succession Planning, Professional Growth, Career Progression, and Promotion of Professional Involvement.

The Northwell Mentoring Program is facilitated by Cherry Lyn Fuentes, MS, RN-BC, NPD-BC and Nancy Fox, MS, RN, NEA-BC, CNML, NPD-BC

For more information contact: chfuentes2@northwell.edu OR nfox@northwell.edu

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.

Fellowship Programs:

There are opportunities to change your specialty and participate in the OR Fellowship Program or the Critical Care Fellowship Program. These programs prepare RNs to learn a new specialty and work in new departments. There is an application process and requirements for each of these fellowships. These programs are announced in Nursing News and Notebook.



Putting it all together...

- Full time ASN-RN Brian has 2 years of experience as a Level I nurse on 3 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 \$90, local **ACLS** class \$250. 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 to Level II 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 University.
- After totaling up his potential expenses, **Brian saved \$7,380 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.

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.