

PMC – PFNHP, Local 5753

Clinical Advancement Program

Mission Statement:

The Porter Medical Center Clinical Advancement Program (CAP) is designed to recognize registered nurses who attain and maintain a higher level of clinical practice and continue to develop themselves and the nursing profession.

Purpose:

The Clinical Advancement Program supports the continuous development of the professional registered nurse, which is critical to nursing practice. CAP activities result in higher quality nursing practice, which ultimately benefits patients and provides a foundation for improved staff satisfaction and retention.

Goals:

- Increase nursing recruitment, retention, and satisfaction
- Foster professional development and excellence in clinical nursing
- Promote nursing recognition, peer leadership, and autonomy in clinical practice
- Nurture patient, family, and community partnerships
- Support achievement of Porter Medical Center's mission and vision while increasing nursing awareness of organizational goals

Eligibility:

- Any RN (full-time, part-time, per diem) may apply following the completion of six months employment
- The nurse that applies must meet all criteria for their job description prior to applying
- The nurse that applies may have had no disciplinary actions within the previous 3 months

Submission and Renewal:

- Applicants may submit a portfolio to the committee for consideration on or before April 30 and October 30.
- All activities included in the portfolio must have been completed within the previous 12 months
- The RN must re-apply annually to renew their current level or apply for a different level
- Any RN who does not wish to reapply at the end of the 12- month period will be returned to Level 1.
- Applicants shall obtain and review CAP submission packet, complete all required documents, and submit the complete portfolio to the CAP committee prior to the close of the application deadline.
- If an applicant has any question regarding the eligibility of an activity they choose to submit, they are encouraged to seek the approval of the CAP committee.

PMC – PFNHP, Local 5753
Clinical Advancement Program

Compensation:

- The committee shall submit the names of the successful candidates and the level achieved to the Finance department and CNO by May 15 or November 15.
- The following lump sum payments will be made semi-annually to the successful candidates:

<u>Level</u>	<u>Annual Payment</u>	<u>Date & Amount</u>	<u>Date & Amount</u>
<u>II</u>	<u>\$1,000</u>	<u>June 30 pay period: \$500</u>	<u>December 31 pay period: \$500</u>
<u>III</u>	<u>\$1,500</u>	<u>June 30 pay period: \$750</u>	<u>December 31 pay period: \$750</u>
<u>IV</u>	<u>\$2,000</u>	<u>June 30 pay period: \$1,000</u>	<u>December 31 pay period: \$1,000</u>

- Upon separation from the organization, the successful candidate shall receive the balance of her/his CAP compensation.

Clinical Advancement Program Committee:

- The committee shall consist of a facilitator, four bargaining unit RNs chosen by the Union, and two to four management representatives designated by PMC
- The facilitator shall be a bargaining unit member elected by the committee to a two-year term
- The facilitator shall vacate any current unit representative position, if applicable
- The committee shall meet a minimum of three times per year
- The committee shall be responsible for portfolio review, review and discussion of activity requests, completion of payroll change forms (if applicable), notifying program participants of portfolio status, and providing notification of withdrawal
- Meeting schedules will be posted on each nursing unit and meeting attendance shall be considered paid time for Union employees.
- Committee members will be expected to attend more than half of the meetings
- Committee members that are unable to consistently meet the attendance requirements will be asked to step down and recommend a suitable replacement
- If a committee member cannot attend a meeting, they are expected to send a suitable replacement

Clinical Advancement Levels:

Level I:

- Meets baseline criteria for employment per job description

Level II:

- Meets baseline criteria for employment per job description

PMC – PFNHP, Local 5753
Clinical Advancement Program

- Accumulates 12 baseline education hours (i.e. CEUs)
- Earns at least 3 activity points
- Must earn points from 2 different categories

Level III:

- Meets baseline criteria for employment per job description
- Accumulates 18 baseline education hours (i.e. CEUs)
- Earns at least 6 activity points
- Must earn points from 3 different categories

Level IV:

- Meets baseline criteria for employment per job description
- Accumulates 24 baseline education hours (i.e. CEUs)
- Earns at least 9 activity points
- Must earn points from 3 different categories
- Achieve a BSN or MSN degree prior to applying OR be enrolled in a BSN or MSN degree program prior to applying

Clinical Advancement Program Letter- to be developed by committee

Continuing Education/Contact Hours Documentation- to be developed by committee

RN CAP Activity Documentation- to be developed by committee.

Category: Education	
The nurse recognizes the need for continuous personal development to ensure competency in order to provide excellent patient and family centered care	
Included Activities	Work Required to Earn Activity Points
1. Professional Education	8 hours of education in nursing related area = 1 point
2. College Courses	1 nursing related course = 1 point
3. BS in Nursing or Related Field	BSN = 2 points
4. Baseline Education (i.e. CEUs)	12 hours in ADDITION to the requirements for the level = 1 point
Category: Teaching	
The nurse teaches patients, families, and peers to promote community health and evidence-based practice	
Included Activities	Work Required to Earn Activity Points
1. Community Educator	8 hours of instruction = 1 point

PMC – PFNHP, Local 5753
Clinical Advancement Program

2. Community Health Related Service	6 hours of service = 1 point
3. Provider Course Instructor	Active instructor with proof of teaching 1 course = 1 point
4. Poster and Presentation at Competency Fair	1 poster with presentation at competency/skills fair = 1 point
Category: Departmental Support	
The nurse demonstrates respect and understanding for peers and other disciplines and assists in creating an environment that promotes educational growth opportunities for colleagues	
Included Activities	Work Required to Earn Activity Points
1. Healthcare Instruction of Peers	60 cumulative minutes of instruction with a minimum of 3 staff members in attendance = 1 point
2. Cross- Training	Completion of full unit orientation and competency checklist = 1 point Completion of 92 hours on secondary unit = 1 point
3. Preceptor	*Requires completion of preceptor duties for 75% of orientation hours Experienced RN = 1 point Novice RN = 2 points 3 Travel RNs = 1 point
4. Case Study Presentation	Presentation of case study and recommended practice changes with a minimum of 3 staff members in attendance = 1 point
5. Journal Club	Attendance at 3 journal club meetings with at least 1 moderation = 1 point
Category: Professional Growth	
The nurse is committed to the development of self and others in the organization	
Included Activities	Work Required to Earn Activity Points
1. Provider Course Completion	1 course NOT required for current nursing position = 1 point (Provider certification must be current at time of submission)
2. Active member of national nursing organization	Position in the organization (officer, board member, committee chair, committee member) = 1 point
3. Nursing Certification	1 certification = 1 point
4. Publication	Publication = 1 point Publication in a peer-reviewed journal = 2 points
5. Nursing Research	60 minutes of presentation with a minimum of 3 staff members in attendance = 1 point
Category: Porter Medical Center Based Activities	
The nurse combines evidence based practices with clinical expertise to elevate nursing care in the clinical setting	
Included Activities	Work Required to Earn Activity Points
1. Active Member on PMC Committee	Attendance at 75% of meetings = 1 point Committee facilitator/chair = 1 point
2. Performance Improvement	Completion of research, survey, data collection, analysis and practice recommendation = 1 point Completion of implementation of practice change, data collection and assessment = 1 point
3. Customer Service Improvement	Completion of research, survey, data collection, analysis and practice recommendation = 1 point

PMC – PFNHP, Local 5753
Clinical Advancement Program

	Completion of implementation of practice change, data collection and assessment = 1 point
4. Innovative Strategies	Researches and proposes 3 cost saving initiatives on unit = 1 point Educates staff and implements 2 activities on unit = 1 point
5. Departmental Education Activities	3 Activities = 1 point
Category: Miscellaneous	
If the RN has participated in an activity that is not identified in any other category, he/she may submit a request for recognition of the activity to the CAP committee at least two months prior to the application date. The committee will review the request and make a determination regarding acceptance or denial based on the CAP program purpose statement.	

Individual Activity Descriptions:

- 1. Professional Education:** Professional education provides opportunities for continuing, professional learning. The nurse seeks ongoing educational experiences in order to expand knowledge base and to become familiar with new trends and discoveries in practice and profession. Eight hours of education qualifies as one activity. This includes, but is not limited to, conferences, seminars, and preceptor workshop.

Measurement Criteria: Use the CAP program professional education documentation form to describe how it has been applied to your practice.
- 2. College Courses:** College courses are formal academic educational opportunities that include all subjects relevant to the art and science of nursing. Courses must be related to healthcare/nursing education. One course qualifies as one activity.

Measurement Criteria: Use the CAP college courses documentation form to describe how it has applied to your practice. Include transcript with evidence of a passing grade of C or better.
- 3. BS in Nursing or Related Field:** Activity description and measurement criteria to be created by CAP committee
- 4. Baseline Education (i.e. CEUs):** Activity description and measurement criteria to be created by CAP committee
- 5. Community Educator:** Community education provides teaching and learning experiences to the people we serve. Classes/sessions are organized around the nurse's knowledge and are supported by research and theory. The nurse may teach as a volunteer or paid PMC employee but cannot be paid or compensated by outside organizations for CAP credit. Examples are ENCARE, childbirth education classes, Heartsaver courses, etc. Eight hours of direct instruction qualifies as one activity. Recommend committee approval prior to completion of activity to ensure appropriateness. Presentation must be nursing related.

Measurement Criteria: Use the CAP community education documentation form to describe how it has been applied to your practice

PMC – PFNHP, Local 5753
Clinical Advancement Program

- 6. Community Health Related Service:** By participating in community services such as blood pressure screenings, health fairs, school career days, support groups, and/or speaking before civic groups on health-related topics, the nurse demonstrates his/her knowledge to the PMC community, strengthening the relationship and demonstrating diversity in the nursing profession. Six hours of service qualifies as one point. Recommend committee approval prior to completion of activity to ensure appropriateness. Must be nursing related. No credit is given for preparation.
Measurement Criteria: Use the CAP community health related service documentation form to describe how it has been applied to your practice.
- 7. Provider Course Instructor:** The instructor is accountable for the education of colleagues seeking the specialized, research-based body of knowledge and skills organized within a provider course. A provider instructor certification with proof of active certification and of teaching one course qualifies as one point. A nurse may not receive credit as a community instructor in an area where he/she has already received credit as a provider course instructor.
Measurement Criteria: Use the CAP provider course instructor documentation form to describe how it has been applied to your practice. Include evidence of provider course instructor certification and proof of teaching one course.
- 8. Poster and Presentation at Competency Fair:** Activity description and measurement criteria to be created by CAP committee
- 9. Healthcare Instruction of Peers:** The nurse provides education and learning experiences for those engaged in the delivery of some aspect of healthcare. Teaching may be generalized- or specialty-related nursing knowledge. 60 cumulative minutes qualifies as one point. Each 60 minutes of teaching must be on different topics to qualify for additional points. Requires coordination with unit manager.
Measurement Criteria: Use the CAP healthcare instruction of peers documentation form to describe how it has been applied to your practice.
- 10. Cross- Training:** Because the nurse acquires additional knowledge, theory, and research based skills, he/she is able to practice in a clinical area other than the primary area. Completion of full unit orientation and competency checklist qualifies for one point. Completion of 92 hours on secondary unit qualifies for one point. Requires coordination and approval of both unit managers prior to beginning.
Measurement Criteria: Use the CAP cross-training documentation form to describe how it has been applied to your practice.
- 11. Preceptor:** The nurse utilizes theoretical and research-based information as well as drawing from his/her education, experience, and practice to orient and guide other nurses who are assuming new positions. Precepting an experienced nurse to a primary role or a nurse to work in a secondary capacity qualifies as one point. Precepting a novice RN qualifies for two points. Precepting three travel RNs qualifies as one point. Preceptor course within the previous 5 years is encouraged.

PMC – PFNHP, Local 5753
Clinical Advancement Program

Measurement Criteria: Use the CAP preceptor documentation form to describe how it has been applied to your practice.

- 12. Case Study Presentation:** Case studies are an organized method for sharing knowledge with members of the healthcare team. Case studies integrate individual patient care situations with current modalities so that practice can be reviewed and improved. If a case study is presented as part of a committee, it will be considered as committee work and will not be eligible for points. A case study can qualify for point as a case study or healthcare instruction to peers, but may not be counted as both. Presentation of case study and recommended practice changes with a minimum of 3 staff members in attendance qualifies for one point. Requires coordination with unit manager.

Measurement Criteria: Use the CAP case study documentation form to describe how it has been applied to your practice.

- 13. Journal Club:** Activity description and measurement criteria to be created by CAP committee

- 14. Provider Course Completion:** Provider courses emerge as the result of research that has produced evidence-based methods for practice. These courses are also an example of education. They combine lecture, literature, and discussion with practical situations that provide opportunities with integrated knowledge with skill sets. Provider course completion may be used as one activity annually. Alternatively, the hours spent in class may be used as professional education during the year that the course was taken. Examples: ACLS, PALS, TNCC, ENPC, NRP, etc. The provider course must not be required for current role in PMC.

Measurement Criteria: Use the CAP provider course documentation form to describe how it has been applied to your practice. Include a copy of your provider card.

- 15. Active member of national nursing organization:** "The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action" (ANA, 2001). Examples include American Nurses Association/Vermont. Holding a position in the organization such as officer, executive board member, committee chair, committee member, etc. qualifies as one point.

Measurement Criteria: Use the CAP active participation in a nursing organization documentation form to describe how it has been applied to your practice.

- 16. Nursing Certification:** Nursing certification is a professional recognition by a specialty organization. It is usually attained through written examination that reflects the standards of the specialty. The nurse demonstrates knowledge based on theory and research. It is the culmination of intensive study, which the nurse then applies to his/her practice. Nurses can use the certification as one activity per year while the certification is active.

PMC – PFNHP, Local 5753
Clinical Advancement Program

Measurement Criteria: Use the CAP national certification documentation form to describe how it has been applied to your practice. Include evidence of certification.

- 17. Publication:** Healthcare or nursing-related articles for print provide education to colleagues, other members of the healthcare delivery system and/or the general public. Publication in any venue qualifies as one point. Publication in a peer-reviewed journal qualifies as two points.

Measurement Criteria: Use the CAP publication documentation form to describe how it has been applied to your practice. Include copy of acceptance letter or actual printed article with publication date noted.

- 18. Nursing Research:** Activity description and measurement criteria to be created by CAP committee

- 19. Active Member on PMC Committee:** PMC committees consistently utilize some aspect of research as they determine and achieve goals. The nurse, as a committee participant, shares professional perspective with colleagues and /or other PMC staff in order to improve the system that delivers care to our community members. Being an active committee member qualifies as one point. Being a committee chair or facilitator qualifies as two points. Attendance at 75% of the meetings is necessary for credit.

Measurement Criteria: Use the CAP active member in PMC committee documentation form to describe how it has been applied to your practice. Attendance must be verified by committee chair or senior leader

- 20. Performance Improvement:** The performance improvement study is research driven and is also an opportunity for education and the formulation of theory. Performance improvement studies utilize components of research, survey, and analysis that may either result in practice changes or support current practice. Each performance improvement study must be conducted following the performance improvement study documentation and must be completed at least to the point where recommendations for changes have been developed. Completion of research, survey, data collection, analysis, and practice recommendation qualifies as one point. Completion of implementation of practice change, data collection, and assessment of results qualifies as one point.

Measurement Criteria: Use the CAP performance improvement study documentation form to describe how it has applied to your practice

- 21. Customer Service Improvement:** Activity description and measurement criteria to be created by CAP committee

- 22. Innovative Strategies:** Activity description and measurement criteria to be created by CAP committee

- 23. Departmental Education Activities:** Activity description and measurement criteria to be created by CAP committee

- 24. Miscellaneous:** If the RN has participated in an activity that is not identified in any other category, he/she may submit a request for recognition of the activity to the CAP committee at least two months prior to the application date. The committee will review

PMC – PFNHP, Local 5753
Clinical Advancement Program

the request and make a determination regarding acceptance or denial based on the CAP program purpose statement.

Measurement Criteria: Use the CAP miscellaneous documentation form to describe how it has been applied to your practice.

Charles A. Ryan Ruma, CNO-VPPe
For PMC

Alice Leo
For PFNHP

12-30-2015
Date
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12/30/15
Date