

Licensed Practical Nurse (LPN) Career Ladder

The following career ladder is designed to recognize and acknowledge the experience and contribution of Licensed Practical Nurses (LPNs) to quality, safety, nursing practice, and professional advancement.

The LPN Career Ladder consists of three levels, is voluntary, and is available to full time and part time LPNs with an FTE greater than or equal to 0.50 and Per Diem LPNs who work a minimum of 1000 hours per year, with demonstration of excellence in clinical practice and a minimum number of years of experience.

Eligibility

LPN I:

Pay Grade L05

FY23 Step 1 Rate: \$23.30

- All newly hired LPNs are placed at this level
- A new hire with less than two years of LPN experience may apply for advancement after 1 year of UVMMC employment.
- A new hire with two or more years of LPN experience may apply after 6 months of UVMMC employment.

LPN II:

Pay Grade L06

FY23 Step 1 Rate: \$24.46

Minimum qualifications

- Employee is in good standing, verified by leader: (Good standing defined as an employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities).
- Holds, at minimum, a 0.5 FTE (40hrs/pay period); Per Diem must work minimum 1000 hours per year.
- A minimum of 1 year of experience as an LPN and a minimum of 12 months in current position and demonstrates clinical excellence as evidenced in Domains of Practice:
 - Domain 1: Clinical Practice
 - Domain 2: Teaching and Coaching
 - Domain 3: Ensuring the Quality of Health Care Practices
 - Domain 4: Professional Collaboration and Consultation
 - Domain 5: Clinical knowledge Development

An LPN II who transfers to a new unit/department will remain an LPN II and will have 12 months in which to meet the LPN II requirements in the new unit/department.

Process for Advancement

- The LPN will submit a self-assessment to their manager/supervisor, and will meet with their manager/supervisor, to review that all requirements and all elements in the Domains of Practice are met before moving into a LPN II, per the LPN II checklist/assessment document.
- The LPN's manager/supervisor will validate all documentation and approve promotion once all minimum requirements are met, and all Domains of Practice have been verified.
- The LPN I will be promoted to LPN II at the start of the next pay period.
- Annually, the LPN II and their manager/supervisor will review the Domains of Practice to ensure all requirements for an LPN II continue to be met. This meeting will occur as part of the annual performance review.
- Annually, if all minimum requirements are met, and all Domains of Practice are met, the LPN will continue as an LPN II. If any of the minimum requirements are not met, or not all Domains of practice are met, the LPN will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

LPN III:

Pay Grade L07

FY23 Step 1 Rate: \$25.75

Minimum qualifications

- Employee is in good standing, verified by leader: (Good standing defined as an employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities).
- Holds, at minimum, a 0.5 FTE (40hrs/pay period); Per Diem must work minimum 1000 hours per year.
- A minimum of 3 years of experience as an LPN and a minimum of 3 months in current position.
- Demonstrates clinical excellence as evidence in Domains of Practice:
 - Domain 1: Clinical Practice
 - Domain 2: Teaching and Coaching
 - Domain 3: Ensuring the Quality of Health Care Practices
 - Domain 4: Professional Collaboration and Consultation
 - Domain 5: Clinical knowledge Development

Process for Advancement

- The LPN will submit a self-assessment to their manager/supervisor, and will meet with their manager/supervisor, to review that all requirements, and all elements in the Domains of Practice are met before moving into a LPN III.
- LPN manager/supervisor will validate all documentation and approve promotion once all minimum requirements are met, and all Domains of Practice have been verified. The LPN II will be promoted to an LPN III at the start of the next pay period.
- Annually, the LPN III and their manager/supervisor will review the Domains of Practice to ensure all requirements for an LPN III continue to be met. This meeting will occur as part of the annual performance review.
- Annually, if all minimum requirements are met, and all Domains of Practice are met, the LPN will continue as an LPN III. If any of the minimum requirements are not met, or not all Domains of

Practice are met, the LPN will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

Requirements Overview:

	LPN I	LPN II	LPN III
Initial Self Evaluation	No	Yes	Yes
Renewal Process	No	Yes, at annual evaluation	Yes, at annual evaluation
Evidence of Work at Each Level	No	Yes, at the initial application, and annually at the annual evaluation	Yes, at the initial application, and annually at the annual evaluation
Meet with Manager	No (other than regular check ins)	Yes, at annual evaluation	Yes, at annual evaluation
Minimum Hours Worked	No	≥0.50 FTE	≥0.50 FTE
Years of Experience	<1	≥ 1 year	≥ 3 years

Implementation

This career ladder becomes effective in the first full pay period that is at least 30 days following execution of this agreement.

UVMHC: *Vicki Stetzel* Date: 1/13/2023

VFNHP: _____ Date: _____

Domains of Practice

Domain 1: Clinical Practice:

Supportive practices, compassionate patient care, family-centered care, provision of emotional and spiritual support, identification of ethical issues, patient and family advocacy, and provision of care in a non-judgmental manner. Proficient, advanced skills and technical competence, critical thinking in carrying out delegated tasks within the State of Vermont LNA scope of practice, recognizing subtle changes in a patient, fostering a calm environment, and serving as a resource to others (Burket et al., 2010)

Domain 2: Teaching and Coaching:

Participation in individualized teaching plans developed and delegated by RN to patients and/or families (Burket et al., 2010)

Domain 3: Ensuring the Quality of Health Care Practices:

Identification, initiation, and participation of system-wide improvements in patient safety by addressing organizational issues, such as program development and leading practice innovations that influence quality patient outcomes (Burket et al., 2010)

Domain 4: Professional Collaboration and Consultation:

Facilitation of a climate of mutual respect and enhanced communication among health care team members and characterized by showing how communication and teamwork produce optimal patient outcomes (Burket et al., 2010).

Domain 5: Clinical Knowledge Development:

Contributions to the scholarly practice of nursing and actively sharing this expertise as a role model and coach for peers and other health care team members (Burket et al., 2010)

LPN II Checklist and Assessment Form

Name:

Job Title:

Clinic/Site Location(s):

Authorized hours per pay period:

Years in specialty:

Current position start date:

Supervisor's Name:

LPN II Checklist and Self-Assessment:

- New Applicant: Application Date _____
 Meeting with Manager/Supervisor Date _____
- Annual Assessment: Annual Review Meeting Date _____

Ensure you meet the minimum requirements: All requirements must be met

- Employee in good standing, verified by immediate supervisor.
- Holds, at minimum, a 0.5 FTE (40hrs/pay period) / or a per diem with a 1,000 hours worked annual as assessed at the annual performance review
- A minimum of 1yr experience as an LPN at UVMMC and a minimum of 12 months in current position.
- Complete your self-assessment, identifying how you have met the Domains of Practice
- Schedule a time to meet with your manager/supervisor

Self-Assessment: Each element must be met at the time of application, and annually to move to or remain at an LPN II.

- Completed the UVMMC preceptor workshop (Date of Preceptor workshop: _____)
- Functions as a preceptor for new employees and precepts 1-2 new employees per year (as applicable).
- Participates in the completion of at least two (2) of the following site based clinical initiatives relative to your site and locations clinical practice
 - ____ Monthly Environment of Care Audits
 - ____ Pharmacy Audits
 - ____ Flu Champion
 - ____ State Supplied Vaccine Champion
 - ____ NCQA Quality Metrics
 - ____ Role based champion for the LPNs within the site/unit
 - ____ Point of Care Ultrasound Super user
 - ____ Phlebotomy Site/Unit based Train the Trainer
 - ____ Other quality improvement initiatives not listed:

- Contributes as a role model for professional behavior, patient centered care, and contributes to problem solving within the larger practice and site care team.

LPN Name

Supervisor Name

LPN Signature

Date

Supervisor Signature

Date

LPN III Checklist and Assessment Form

Name:

Job Title:

Clinic/Site Location(s):

Authorized hours per pay period:

Years in specialty:

Current position start date:

Supervisor's Name:

LPN II Checklist and Self-Assessment:

- New Applicant: Application Date _____
- Annual Assessment: Annual Review Meeting Date _____

Ensure you meet the minimum requirements: All requirements must be met

- Employee in good standing, verified by immediate supervisor.
- Holds, at minimum, a 0.5 FTE (40hrs/pay period)
- A minimum of 3yr experience as an LPN and a minimum of 3 months in current position.
- Current LPN II
- Complete your self-assessment, identify how you have met the Domains of Practice
- Schedule a time to meet with your manager/supervisor to review your self-assessment

Self-Assessment: Each element must be met at the time of application, and annually to move to or remain at an LPN III.

- Completed the UVMCC preceptor workshop (Date of Preceptor workshop: _____)
- Functions as a preceptor for new employees, and precepts two (2) new employees per year (as applicable)
- Participates in the completion of at least four (4) of the following site based clinical initiatives relative to your site and locations clinical practice
 - ____ Monthly Environment of Care Audits
 - ____ Pharmacy Audits
 - ____ Flu Champion
 - ____ State Supplied Vaccine Champion
 - ____ NCQA Quality Metrics
 - ____ Role based champion for the LPNs within the site/unit
 - ____ Point of Care Ultrasound Super user
 - ____ Phlebotomy Site/Unit based Train the Trainer
 - ____ Other quality improvement initiatives not listed:

- Contributes as a role model for professional behavior, patient centered care, and contributes to problem solving within the larger practice and site care team.
- In collaboration with the manager/supervisor, provides three (3) or more (minimum of 30 minutes each) educational sessions to the care team/unit, focused at enhancing the clinical skills, and patient centered care within the practice site/unit. (List the three educational session topics and dates)
 1. Topic: _____ Date: _____
 2. Topic: _____ Date: _____
 3. Topic: _____ Date: _____

LPN Name

Supervisor Name

LPN Signature

Date

Supervisor Signature

Date