

LEARN

UHS LEARN Clinical Ladder Program User Guide

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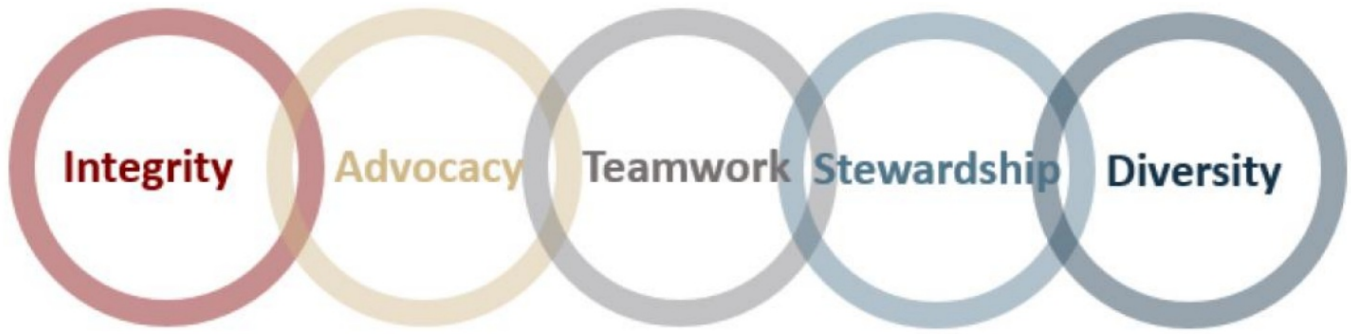
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UHS Nursing Vision

The vision of UHS Nursing is to be the innovative leader in providing compassionate evidence based care that focuses on quality, safety, and a meaningful experience for all patients, families, and staff.

UHS Nursing Values



Build trust with patients, families and colleagues by adhering to the ANA Code of Ethics.

Protect the health, welfare and values of patients and families in a compassionate progressive and safe environment.

Foster collaborative multidisciplinary relationships in order to deliver quality individualized care.

Provide care by effectively coordinating the appropriate resources that ensure patient safety, satisfaction, quality and cost effectiveness.

Appreciate and acknowledge the uniqueness of all patients, families and colleagues.

Conceptual Framework

The UHS Acute Care Division LEARN Clinical Ladder program recognizes that the nursing profession is one of continued growth and development and is based on Dr. Patricia Benner's Novice to Expert conceptual framework. This clinical ladder program will give nurses within UHS, the ability to demonstrate their commitment to their continued growth in the nursing profession, through required skills or activities at each level.

Purpose

- To promote the professional growth and development of UHS nurses
- To enhance the quality and safety of care for the patients we serve
- To retain bedside/direct patient care nurses
- To create opportunities for growth and development of UHS nurses

General Eligibility

- Be a licensed registered nurse (RN) Full- or part-time (minimum of 0.5 FTE) bedside nurses who provide direct patient care (including the Charge Nurse/Clinical Supervisor role)
- All nurses begin at Level 1 and become eligible to submit an application to move to Level 2 after achieving 6 months of clinical nursing experience and employment at the facility (not system or company) for a minimum of 6 months
- Nurses must move through the clinical ladder in a stepwise fashion, beginning at Level 1 and working towards Level 5. For example, a nurse who has the required nursing experience and education for Level 5 must still start at Level 1 and complete Levels 2, 3, and 4 before applying for Level 5.
- Must meet all required job-related competencies to include all mandatory on-line learning modules

- Nurses may advance no more than two levels per application year; those RNs wishing to complete two levels in one year are required to complete a professional portfolio for each level (i.e., two professional portfolios) as well as achieve the total points needed for each level
 - For example, RNs wishing to move from Level 1 to Level 3 must achieve 12 points for Level 2 and submit a Level 2 professional portfolio AND achieve 24 separate points for Level 3 and submit a Level 3 professional portfolio. Points earned and applied to Level 2 completion CANNOT be used for Level 3 completion as well.
- Nurses who do not meet eligibility requirements are still able to participate in the program without financial compensation

Application Process

- Each application year runs from January 1st through December 31st
- Once the minimum requirements are met, the applicant must apply through the StaffGarden digital platform for the LEARN Clinical Ladder program, between January 1st and February 15th of each application year
- Based on the eligibility criteria for the requested clinical ladder level, supervisors will approve or deny the application within the StaffGarden digital platform in collaboration with the hospital's LEARN Clinical Ladder Program Committee Review Board (if applicable) no later than March 1st
 - Once approved, the applicant may begin activities within the LEARN Clinical Ladder program
 - Should an application to the LEARN Clinical Ladder program be denied, the applicant will have 7 days to submit a written statement to the CNO requesting an in-person review. During the in-person review, a minimum of 2 new reviewers and CNO will allow the applicant to present their application for additional consideration.
- Applicants must submit their completed professional portfolio within the StaffGarden digital platform no earlier than December 1st , and no later than December 31 st of each application year. Late submissions will not be accepted.

Professional Portfolio Guidelines

- The applicant's professional portfolio is a professional review of the applicant's year of growth and development in obtaining the requirements for the advancement in the LEARN Clinical Ladder program. Completed portfolios will be submitted in the StaffGarden digital platform and include the items below:
 - Completed professional ePortfolio, including addressing the following sections (if applicable):
 - Organizations
 - Volunteer Work
 - Clinical Rotations
 - Continuing Education
 - Professional References
 - Other Activities
 - Awards & Honors
 - Academic Works
 - Committees
 - Languages
 - Electronic Skills

- A copy of your Resume or Curriculum Vitae (CV)
 - A copy of an Associate Degree in Nursing (ADN) or Bachelor of Science in Nursing (BSN)
 - Three letters of recommendation (use the Recommendation Letter Form – Appendix D)
 - A copy of a National Certification (if applicable); upload all National Certifications if you hold more than one
 - Required documents as needed to fulfill submission requirements for activities with the LEARN Clinical Ladder program (e.g., Validation Letter Form – Appendix F, LEARN Evaluation of Preceptor – Appendix G, etc.)
- Should an applicant choose to advance 2 levels in an application year, a separate portfolio should be submitted for each level within the StaffGarden digital platform. Points achieved for one level cannot be simultaneously submitted for the second level (e.g., if an applicant receives points for “being enrolled in a program of academic progression” and receives 2 points in the first level, the applicant cannot claim these points again in the second level).
 - Falsifying any documents or claims will result in the applicant becoming ineligible for any future participation in this voluntary program

Exemplars Clarified

- Ex-em-plar: noun – a person or thing serving as a typical example or excellent model
- Key points to include while completing clinical exemplar questions include:
 - Describe your role in the activity chosen, including:
 - How you worked with co-workers to achieve the objectives of the activity
 - The expectations of your involvement in the activity
 - What you hoped to gain personally/professionally as a result of the activity
 - The items you are most proud of from being involved with the activity
 - The items you learned as a result of participating with the activity
 - Any items you would do differently if you were to repeat the activity
 - Any personal or professional growth/development as a result of the activity
- If you choose to repeat an activity from a previous year, the clinical exemplar answers should demonstrate how this current year’s activity advanced growth from the previous experience

LEARN Clinical Ladder Program Committee Review Board

- The hospital’s LEARN Clinical Ladder Program Committee Review Board is the program’s decision-making body. This committee will review and evaluate each applicant’s professional portfolio within the StaffGarden digital platform. The committee will approve or deny the applicant’s request to advance within the LEARN Clinical Ladder program and one individual designated by the hospital will approve or deny advancement within the StaffGarden digital platform. The committee will evaluate the applicant’s portfolio based on the following criteria:
 - The portfolio was submitted on time
 - The portfolio includes all required elements (e.g., resume, three letters of recommendation, etc.)
 - The applicant meets all requirements for advancement, including eligibility for participation
 - The applicant’s clinical exemplar answers are well written and demonstrate the necessary information as required for each criterion

- A minimum of three members must review and evaluate the submitted portfolios. The final review will be conducted by the facility CNO (or designee). The following are the minimum required members of the committee:
 - CNO, ACNO (if applicable), Director of Nursing, Nurse Educator, Nursing Unit Leader, Allied Health Professional, and current Clinical Expert Level 5 (if available)
- If the CNO and three other members agree to approve the applicant's request to advance, the Recommendation for Clinical Advancement in the LEARN Program – Appendix H will be completed and given to the applicant's manager/director and the individual designated as the final approver within the StaffGarden digital platform will approve submission of the final portfolio
- The applicant will be notified of the committee decision within 15 days from the deadline for submission (December 31st)
- Should an applicant's request for advancement be denied for any reason, the applicant will have 7 days to submit a written statement to the CNO requesting an in-person review. During the in-person review, a minimum of 2 new reviewers and CNO will allow the applicant to present their portfolio. The committee will then reconvene to approve or deny the applicant's request.
- Once an approval has been granted, the applicant's manager/director will forward the Recommendation for Clinical Advancement in the LEARN Program – Appendix H, along with any other required facility form, (i.e., payroll form), to HR and the Payroll Department so that the appropriate level of compensation bonus can be paid

Reward and Recognition

- Following approval of an applicant's clinical ladder portfolio, the facility should organize an annual LEARN Clinical Ladder program reward and recognition event for the successful applicants. The event can be arranged in any manner that the facility deems appropriate (e.g., breakfast, luncheon, dinner, etc.) and should include the following:
 - Presentation of the official LEARN Clinical Ladder program pin to each nurse advancing in the clinical ladder
 - Presentation of the official LEARN Clinical Ladder program certificate to each nurse advancing or maintaining in the clinical ladder
- The reward and recognition event celebrating the advancement/maintenance of all clinical ladder graduates should be attended by members of the C-Suite, the LEARN Clinical Ladder Program Committee Review Board, nursing leaders, and advancing nurses.
 - As part of the presentation process, professional portfolio achievements of each nurse advancing in the clinical ladder should be highlighted from the prior twelve months
- Nurses who advance two levels in an application year (i.e., successful submission and approval of two professional portfolios and completion of points for each level) will receive the compensation for both levels

FMLA/LOA

- An extension may be granted should an applicant be on an approved FMLA or LOA during the application year. The applicant should request in writing to the LEARN Clinical Ladder Program Committee Review Board why they are requesting an extension.
- Approvals for extensions are at the discretion of the LEARN Clinical Ladder Program Committee Review Board

and are not guaranteed

Unit Transfers

- Applicants wishing to transfer within the facility during the application year, to a unit with same specialty, may maintain their current level and continue with application to advance to the next level
- Applicants wishing to transfer during the application year to another unit that is not in the same specialty, or if they wish to transfer to another UHS facility, may maintain their current level and apply for the same level. However, they will not be able to advance to the next level until the next application year.

Certifications

- Any and all mention to National Certifications or “certifications” as part of this program, whether related to eligibility criteria or bonus awards, will assume that the National Certification is an approved program as outlined in LEARN Approved Certifications – Appendix I

Program Disclaimer

- These guidelines for participation cannot anticipate every situation or answer every question. Therefore, in order to retain the necessary flexibility to administer this program, UHS reserves the right, in its sole discretion, to modify, change, suspend, or cancel at any time, with or without written notice, this program and/or any or all of the guidelines developed for this program as circumstances may require.

Levels of Advancement

Clinical Novice-Level 1

DESCRIPTION:

Level 1 – This level is for new RNs entering the nursing profession that are still within the first 6 months from their initial nursing licensure, as well as all nurses that are within their first six months of employment at the facility (not system or company).

- For example, an RN may have five years of experience, but has only been employed at the facility for three months. The individual would not be eligible for clinical ladder level 2, until the individual has been employed at the facility (not system or company) for a minimum of 6 months.
- This level may also include experienced nurses who choose to opt out of the program
- No points are awarded at this level
- No bonus awards are provided at this level

Clinical Colleague-Level 2

DESCRIPTION:

Level 2 – This level is for the RN with at least 6 months of clinical nursing experience and has been employed at the facility (not system or company) for a minimum of 6 months.

Eligibility

- Minimum of Associate Degree in Nursing (ADN)
- Satisfactory annual evaluation with overall rating of 3 (i.e., meets expectations or greater) or successful completion of the “90-day evaluation” if the employee has not yet received their first annual evaluation
- Has not received a written warning disciplinary action (including time & attendance) or higher in the previous 12 months
- Minimum of 12 of Professional Model Criteria Points to complete level

Completion Bonus Award

- A \$2,000 completion bonus will be awarded (gross before tax withholding). Upon successful completion of clinical ladder level 2, the nurse will be paid half the bonus amount at time of completion (following approval by the LEARN Clinical Ladder Program Committee Review Board and submission of the required evidence to the payroll department) and half the bonus amount six months later. The RN must be actively employed, in a full-time or part-time status by the facility, at the time of the bonus payments.

Award Redemption

- Bonus award: Once an approval has been granted, the applicant’s manager/director will forward the Recommendation for Clinical Advancement in the LEARN Program – Appendix H, along with any other facility form, (i.e., payroll form), to HR and the Payroll department so that the appropriate level of compensation bonus can be paid

Clinical Mentor-Level 3

DESCRIPTION:

Level 3 – This level is for the RN with at least 3 years of clinical nursing experience and has been employed at the facility (not system or company) for a minimum of 6 months.

Eligibility

- Bachelor of Science in Nursing (BSN) OR ADN with 10+ RN equivalent years of service at UHS
 - RN equivalency years will be determined using the following model:
 - 1 Year RN = 1 Year RN
 - 1 year LPN = 0.5-year RN
 - 1 year CNA = 0.25-year RN
- Satisfactory annual evaluation with overall rating of 3 (i.e., meets expectations or greater) or successful completion of the “90-day evaluation” if the employee has not yet received their first annual evaluation
- National Certification in area of specialty from the approved list of certifications (see form titled LEARN Approved Certifications – Appendix I); Note: certification can be obtained during completion of Level 3
- Has not received a written warning disciplinary action (including time & attendance) or higher in the previous 12 months
- Minimum of 24 Professional Model Criteria Points to complete level with at least 4 points from each group

- Successful completion of clinical ladder level 2

Completion Bonus Award

- A \$3,500 completion bonus will be awarded (gross before tax withholding). Upon successful completion of clinical ladder level 3, the nurse will be paid half the bonus amount at time of completion (following approval by the LEARN Clinical Ladder Program Committee Review Board and submission of the required evidence to the payroll department), and half the bonus amount six months later. The RN must be actively employed, in a full-time or part-time status by the facility, at the time of the bonus payments.
- A paid certification bonus, of up to \$500, will be awarded to cover the cost of the certification examination fee. The examination must be successfully passed, and a valid certificate must be submitted to the StaffGarden digital platform.

Award Redemption

- **Bonus award:** Once an approval has been granted, the applicant's manager/director will forward the Recommendation for Clinical Advancement in the LEARN Program – Appendix H, along with any other facility form, (i.e., payroll form), to HR and the Payroll department so that the appropriate level of compensation bonus can be paid
- **Certification bonus:** Once approval has been granted, the applicant will fully complete the Request for LEARN Certification Bonus – Appendix J and will submit the form to HR for processing

Clinical Advisor-Level 4

DESCRIPTION:

Level 4 – This level is for the RN with at least 5 years of clinical nursing experience and has been employed at the facility (not system or company) for a minimum of 6 months.

Eligibility

- BSN **OR** ADN with 12+ RN equivalent years of service at UHS
 - RN equivalency years will be determined using the following model:
 - 1 Year RN = 1 Year RN
 - 1 year LPN = 0.5-year RN
 - 1 year CNA = 0.25-year RN
- Satisfactory annual evaluation with overall rating of 3 (i.e., meets expectations or greater)
- National Certification in area of specialty from the approved list of certifications (see form titled LEARN Approved Certifications – Appendix I)
- Has not received a verbal disciplinary action or higher for time & attendance and no disciplinary action for performance in the previous 12 months
- Minimum of 38 Professional Model Criteria Points to complete level with at least 6 points from each group
- Successful completion of clinical ladder levels 2 & 3

Completion Bonus Award

- A \$5,500 completion bonus will be awarded (gross before tax withholding). Upon successful completion of clinical ladder level 4, the nurse will be paid half the bonus amount at time of completion (following approval by the LEARN Clinical Ladder Program Committee Review Board and submission of the required evidence to the payroll department) and half the bonus amount six months later. The RN must be actively employed, in a full-time or part-time status by the facility, at the time of the bonus payments.
- A paid certification bonus, of up to \$500, will be awarded to cover the cost of the certification examination fee. The examination must be successfully passed, and a valid certificate must be submitted to the StaffGarden digital platform.
- A paid professional journal subscription for one year, up to \$150 for one subscription

Award Redemption

- Bonus award: Once an approval has been granted, the applicant's manager/director will forward the Recommendation for Clinical Advancement in the LEARN Program – Appendix H, along with any other facility form, (i.e., payroll form), to HR and the Payroll department so that the appropriate level of compensation bonus can be paid
- Certification bonus: Once approval has been granted, the applicant will fully complete the Request for LEARN Certification Bonus – Appendix J and will submit the form to HR for processing
- Journal Subscription: Once approval has been granted, the applicant will fully complete the Request for LEARN Journal Subscription Bonus – Appendix K and will submit the form to HR for processing

Clinical Expert-Level 5

DESCRIPTION:

Level 5 – This level is for the RN with at least 5 years of clinical nursing experience and has been employed at the facility (not system or company) for a minimum of 6 months.

Eligibility

- Master's Degree* (* includes MSN, MBA, MHA, MSOL, and/or M. Education) OR BSN with 10+ RN equivalent years of service at UHS
 - RN equivalency years will be determined using the following model:
 - 1 Year RN = 1 Year RN
 - 1 year LPN = 0.5-year RN
 - 1 year C.N.A = 0.25-year RN
- Satisfactory annual evaluation with overall rating of 3 (i.e., meets expectations or greater)
- National Certification in area of specialty from the approved list of certifications (see form titled LEARN Approved Certifications – Appendix I)
- No disciplinary action of any kind
- Minimum of 50 Professional Model Criteria Points to complete level with at least 6 points from each group
- Successful completion of clinical ladder levels 2, 3, & 4

Completion Bonus Award

- An \$8,000 completion bonus will be awarded (gross before tax withholding). Upon successful completion of Clinical Ladder Level 5, the nurse will be paid half the bonus amount at time of completion (following approval by the LEARN Clinical Ladder Program Committee Review Board and submission of the required evidence to the payroll department) and half the bonus amount six months later. The RN must be actively employed, in a full-time or part-time status by the facility, at the time of the bonus payments.
- A paid certification bonus, of up to \$500, will be awarded to cover the cost of the certification examination fee. The examination must be successfully passed, and a valid certificate must be submitted to the StaffGarden digital platform.
- A paid professional journal subscription for one year, up to \$150 for one subscription
- A paid conference stipend to cover the registration costs for one professional nursing conference, up to \$500

Award Redemption

- **Bonus award:** Once an approval has been granted, the applicant's manager/director will forward the Recommendation for Clinical Advancement in the LEARN Program – Appendix H, along with any other facility form, (i.e., payroll form), to HR and the Payroll department so that the appropriate level of compensation bonus can be paid
- **Certification bonus:** Once approval has been granted, the applicant will fully complete the Request for LEARN Certification Bonus – Appendix J and will submit the form to HR for processing
- **Journal Subscription:** Once approval has been granted, the applicant will fully complete the Request for LEARN Journal Subscription Bonus – Appendix K and will submit the form to HR for processing
- **Conference Stipend:** Once approval has been granted, the applicant will fully complete the Request for LEARN Conference Stipend – Appendix L and will submit the form to HR for processing

Professional Model Criteria: LEADERSHIP

1. Chair or Co-Chair of a pre-approved unit or hospital committee/task force which meets at least 6 times per year (8 points)
 - Attends minimum of 80% of meetings
 - Schedules meetings, makes arrangements for documentation of minutes, distributes minutes to members, and sends Annual Summary Report to management team
 - Maintains records and attendance

SUBMIT:

 - a) Meeting minutes, demonstrating at least 6 meetings in the application year
 - b) Annual Summary Report in the form of a clinical exemplar
2. **Membership of Nursing Shared Governance Council (4 points)**
 - Nurse is an active member of the Shared Governance Council
 - Actively participates, accepts responsibility, and completes assigned tasks

SUBMIT:

 - a) Validation form from Committee Chair attesting to 80% attendance and engaged membership
 - b) Clinical exemplar
3. **Relief Charge Nurse/Clinical Supervisor (2 points)**
 - Successfully orients to relief charge nurse/clinical supervisor and works a minimum of 12 shifts in this role, in the application year

SUBMIT:

- a) Validation form from Unit Leader of minimum of 12 shifts worked
- b) Clinical exemplar

4. Holds office in Professional Local, State or National Nursing Organization (4 points)

- Serves in a position as Officer or Chairperson of a Professional Local, State, or National Nursing Organization
- Actively participates as Officer or Chair with routine meetings
- Term of at least 6 months in the application year

SUBMIT:

- a) A copy of the meeting minutes showing the appointment of the nurse holding office
- b) Clinical exemplar

5. Recognized Unit Preceptor (maximum of 8 points)

- Successfully completes the official facility/UHS Preceptor class and precepts nurses
- Preceptorship length:
 - 0 to 4 weeks = 1 point
 - 2 points if preceptee is training for relief Charge Nurse/Clinical Supervisor
 - 4 to 10 weeks = 2 points
 - 10+ weeks = 4 points

SUBMIT:

- a) Evidence of successfully completing preceptor class (e.g., Preceptor Workshop Completion Certificate, HealthStream Preceptor Modules Completion Certificate, etc.)
- b) Validation from Unit Leader of the number of weeks precepting (e.g., completed Validation Letter, etc.)
- c) Preceptee evaluation demonstrating that the preceptor “meets” expectations* (*in the absence of a “meets” evaluation, documentation from Unit Leader of acceptable precepting is required)
- d) Clinical exemplar

6. Preceptor Tenure (2 points per nurse, maximum of 4 points)

- Additional points for precepting may be earned if an RN who was precepted in the prior application year, is still employed and in good standing, in the current application year
- Each award for Preceptor Tenure may only be granted one time, to the same RN Precepted
 - For example, Nurse Smith precepts Nurse Jones in 2020. In the current application year (2021), if Nurse Jones is still employed and in good standing, Nurse Smith can claim 2 points. In the next application year (2022), if Nurse Jones is still employed and in good standing, Nurse Smith cannot claim any further points.

SUBMIT:

- a) Evidence of successfully completing preceptorship with the designated RN (e.g., completed Validation Form, prior completion of the LEARN Evaluation of Preceptor form, etc.)
- b) Validation from Human Resources or Unit Leader that the Preceptee remains employed and in good standing (e.g., completed Validation Letter, etc.)

7. Recruitment Activities (1 point per 4 hours, maximum of 3 points)

- Nurse serves and participates in recruitment activities, such as career fairs and recruitment events. These activities require prior approval by unit leadership.

SUBMIT:

- a) Upload any documents to support recruitment activity involvement (e.g., completed Validation Letter,

picture at the event, etc.)

Professional Model Criteria: PROFESSIONAL DEVELOPMENT

1. Currently enrolled in a program of academic progression – Bachelors (1 point), Masters (2 points) or Doctoral (3 points)

- Bachelor's degree must be in nursing from an accredited organization as accepted by the UHS Tuition Reimbursement Policy
- Master's degree can be in Nursing, Leadership, Business Administration, Education, or Health Administration from an accredited organization as accepted by the UHS Tuition Reimbursement Policy
- Doctoral degree may be in Nursing, Leadership, Business Administration, Health Administration, Education, or PhD, from an accredited organization as accepted by the UHS Tuition Reimbursement Policy

SUBMIT:

- a)** Copy of degree transcript
- b)** Clinical exemplar

2. Level 2 Certification (2 points)

- If the nurse is applying for Clinical Colleague (Level 2), which does not require certification, and the nurse has a National Certification (e.g., CCRN, CNOR, CPPS, etc.) related to their role.

SUBMIT:

- a)** Copy of Certification Certificate
- b)** Clinical exemplar

3. Additional Certification (2 points per certification, maximum of 4 points)

- If the nurse is applying for Clinical Mentor (Level 3), Clinical Leader (Level 4), or Clinical Expert (Level 5), and the nurse has an additional National Certification (e.g., CCRN, CNOR, CPPS, etc.) related to their role, over and above what is required for that level.

SUBMIT:

- a)** Copy of Certification Certificate
- b)** Clinical exemplar

4. Educational Instructor (2 points per certification, maximum of 4 points)

- The nurse is an instructor for certifications such as BLS, ACLS, TNCC, NRP, PALS, EFM, Handle with Care/CPI, etc.
- Class must be taught at the facility 4 times per year, for each instructor certification held, and for facility employees

SUBMIT:

- a)** Copy of Instructor Certification Card
- b)** Evidence of teaching a minimum of four times during the application year (e.g., completed Validation Letter, etc.)

5. Super User/Clinical Champion (2 points per project, maximum of 6 points)

- The nurse participates as a super user for a given unit/hospital (e.g., "Cerner Super User") or as a clinical champion for a process or project (e.g., falls/sepsis champion, new equipment educator, etc.)

SUBMIT:

- a)** Roster of trainees/attendees instructed on process within the application year

6. Develop and/or teach an educational course WITHOUT CEU (must be pre-approved by unit leadership)

(3 points per course, maximum of 6 points)

- Develops, creates, obtains approval, and teaches an education course/class for facility employees

SUBMIT:

- a) Copy of the approved class outlines and objectives
- b) Copy of class roster
- c) Clinical exemplar

7. Develop and/or teach an educational course WITH CEU's (must be pre-approved by unit leadership) (4 points per course, maximum of 8 points)

- Develops, creates, obtains approval, and teaches an education course/class for facility employees

SUBMIT:

- a) Copy of the approved class outlines and objectives
- b) Copy of class roster
- c) Clinical exemplar

8. Poster Presentation (subject must be pre-approved by unit leadership) (3 points, maximum of 3 points)

- Presents a poster presentation at a state or national conference (e.g., NTI, AONL, AWOHN, etc.)

SUBMIT:

- a) Evidence supporting poster presentation (e.g., picture of program guide, etc.)
- b) Copy of the presented poster
- c) Clinical exemplar

9. Speaker at a nursing Conference (5 points, maximum of 5 points)

- Present a Keynote, Main Session or Breakout session at a state or national conference (e.g., NTI, AONL, AWOHN, etc.)

SUBMIT:

- a) Evidence supporting nursing conference speaker participation (e.g., picture of program guide, etc.)
- b) Copy of Presentation
- c) Clinical exemplar

10. Adjunct Faculty for a School of Nursing or CNA program (4 points, maximum of 4 points)

- Nurse holds a position as an adjunct faculty at an accredited School of Nursing or a CNA program

SUBMIT:

- a) Clinical exemplar outlining the ways in which the adjunct faculty position elevates the practice of nursing
- b) Evidence of adjunct faculty role (e.g., completed Validation Letter, etc.)

Professional Model Criteria: PROFESSIONAL PRACTICE

1. Published journal article in a nursing or healthcare related professional or peer reviewed journal (7 points, maximum of 7 points)

- Published article must include a literature review reflecting evidence-based practice and a reference list
- Published within 12 months of application (e.g., co-authored journal published in the Journal of Emergency Nursing)

SUBMIT:

- a) Clinical exemplar
- b) Copy of the published article

2. Nursing Conference attendance (4 points, maximum of 4 points)

- Attends a state or national conference related to healthcare role
- Presents one topic to peers in a formal or informal presentation

SUBMIT:

- a) Copy of conference registration
- b) Evidence of topic presentation to peers (e.g., completed Validation Letter, educational content presented, etc.)
- c) Clinical exemplar

3. Member of nursing professional organization (1 point, maximum of 2 points)

- Maintain membership in a State or National Professional Organization, such as AONL, AACN, ANA, etc.

SUBMIT:

- a) Copy of membership card or other evidence of membership
- b) Clinical exemplar

4. Member of unit, hospital, or system approved committee (3 points per committee, maximum of 6 points)

- Nurse is an active member (attends 80% of meetings) of an interdepartmental unit, department of nursing, hospital, or system wide committee (e.g., Patient Safety, Value Analysis, Infection Prevention, etc.)
- Nurse actively participates, accepts responsibility, and completes assigned tasks

SUBMIT:

- a) Clinical exemplar
- b) Evidence to support at least 80% attendance and active participation (e.g., completed Validation Letter, pictures of signed attendance forms, etc.)

5. Member of a UHS Corporate committee (3 points per committee, maximum of 6 points)

- Nurse is an active member (attends 80% of meetings) on a corporate committee (e.g., CNO Council, Clinical Nurse Practice Council, etc.)
- Actively participates, accepts responsibility, and completes assigned tasks

SUBMIT:

- a) Clinical exemplar
- b) Evidence to support at least 80% attendance and active membership (e.g., completed Validation Letter, email from Committee chair, etc.)

6. Daisy Award (3 points)

- Winner of DAISY Award in application year

SUBMIT:

- a) Copy of your DAISY Certificate

7. Hospital Recognition Award (3 points, maximum of 6 points)

- Winner of Hospital Recognition award in application year

SUBMIT:

- a) Copy of your Award Certificate

8. Years of Service at Facility

- Has practiced at facility (not system or company) as an RN for the following tenure:
- 1 to 7 years = 1 point
- 8 to 14 years = 2 points
- 15 to 21 years = 3 points
- 22+ years = 4 points

SUBMIT:

- a) Evidence of the length of tenure at the facility (e.g., completed Validation Letter, etc.)

9. Participates in a unit or hospital wide quality improvement activity that results in practice improvement (must be pre-approved by unit leadership) (3 points, maximum of 6 points)

- Actively participates, accepts responsibility, and completes assigned tasks (e.g., falls reduction, pressure injury reduction, etc.)

SUBMIT:

- a) Evidence of activity participation (e.g., completed Validation Letter, picture of signed attendance roster, etc.)
- b) Clinical exemplar

10. Clinical Exemplar Study (must be pre-approved by unit leadership) (3 points per study, maximum 6 points)

- Nurse works with the unit leader to identify an appropriate case or topic, applicable to the home unit, for presentation to facility employees

SUBMIT:

- a) Copy of case presentation document
- b) Copy of the Sign-in sheet of attendees
- c) Clinical exemplar

> Works in two diverse practice areas with completed competencies (2 points)

- Nurse is required to have the skills necessary to work independently and carry a full patient assignment. If the nurse is employed in any float pool, they must obtain "Diverse Practice Areas Competencies" in an area outside of their usual designated units.
- Competencies must be held in two distinct areas with separate job descriptions (e.g., ED and med/surg, etc.)
- Nurse must work minimum of 6 x 12-hour shifts per calendar year

SUBMIT:

- a) Evidence of working at least 6 shifts of 12 hours in length in the alternate department (e.g., completed Validation Letter, etc.)

CLINICAL LADDER FORMS

Appendix A – LEARN Letter of Intent Form **(NOT needed for StaffGarden Digital Platform)**

Appendix B – Supervisor Letter of Recommendation for Application **(NOT needed for StaffGarden Digital Platform)**

Appendix C – LEARN Cover Page **(NOT needed for StaffGarden Digital Platform)**

Appendix D – Recommendation Letter

Appendix E – Clinical Exemplar Form **(NOT needed for StaffGarden Digital Platform)**

Appendix F – Validation Letter (Leadership/HR/Community)

Appendix G – LEARN Evaluation of Preceptor

Appendix H – Recommendation for Clinical Advancement in the LEARN Program

Appendix I – LEARN Approved Certifications


Appendix J – Request for LEARN Certification Bonus

Appendix K – Request for LEARN Journal Subscription Bonus

Appendix L – Request for LEARN Conference Stipend

LEARN

Documents / Resources

 The logo for the UHS LEARN Clinical Ladder Program. It features the text "UHS Acute Care Division" at the top, followed by "LEARN" in a large, bold, green font. Below that is "Clinical Ladder Program". At the bottom, it says "Leadership + Educational Advancement RNs" and "Designed for the 21st Century Digital Practice".	<p>UHS LEARN Clinical Ladder Program [pdf] User Guide</p> <p>LEARN Clinical Ladder Program, Clinical Ladder Program, Ladder Program</p>
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References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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