

STEP TEN

You will receive information about the UEXCEL Board's decision via email on the date of the last portfolio review session (typically, this is the last week in September.). If your promotion is approved by the Board, your promotional increase in pay will be awarded according to Human Resources timelines.

ADDITIONAL TIPS FOR SUCCESS

If you are considering Level IV, the Board requires a portfolio that will reflect an expert level of clinical practice.

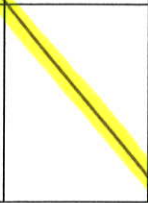
If you are in a clinical registered nurse or permanent charge registered nurse job description, but you regularly float administrative hours to serve in an alternative role such as Outcomes Coordinator, your UEXCEL Portfolio MUST reflect work accomplished in the clinical nurse role, not the alternative role. Please contact a UEXCEL Board member if you have further questions.

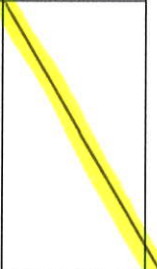
You may choose an in-depth project and carry this through the entire portfolio as one way to meet the expectations for this top level of practice.

This document also serves as the Advisor check off. <u>Advisor:</u> Please initial in the box adjacent to the requirement. If the documentation is not complete and you cannot initial, the portfolio should not be submitted. Thank you.				
Portfolio Criteria		Level III	Level IV	Advisor Check-off. Please initial
A	Remove all patient identifiers.	Mandatory	Mandatory	LAZ
B	When you include a literature review in your portfolio, you must include appropriate levels of evidence identified for each citation.	Mandatory	Mandatory	LAZ
C	A literature search/review is <u>required</u> for the following sections Transformational Leadership, Structural Empowerment and New Knowledge, Innovations & Improvements.	Mandatory	Mandatory	LAZ
D	Place a <u>timeline</u> and all supporting evidence in the introduction for the following sections: Transformational Leadership and New Knowledge, Innovations & Improvements.	Mandatory	Mandatory	LAZ
E	Committee membership alone does not fulfill the requirements of any section. You must demonstrate advanced participation and contribution.	Mandatory	Mandatory	LAZ
F	Provide evidence of engaging stakeholders and seeking appropriate committee approval prior to implementing change(s).	Mandatory	Mandatory	LAZ

LAZ - Lynette Zandberg, 8/18/2015
RN, BSN, CNOR

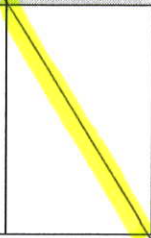
Exemplary Professional Practice		Level III	Level IV	Advisor Check-off. Please initial
Section Notes	You must complete section A-F under Exemplary Professional Practice.	Mandatory	Mandatory	
A	Include your <u>resume</u> .	Mandatory	Mandatory	
B	<p>Documentation of Education: Provide a Xeroxed copy of your ADN, BSN, MSN, or RN to MSN <u>diploma</u>. In lieu of a misplaced diploma, an official transcript is required with the seal of the school affixed. No exceptions will be made to this requirement.</p> <p>If you are an ADN applicant:</p> <ul style="list-style-type: none"> You must be enrolled in a BSN program, or RN to MSN program In addition to your ADN diploma, you must submit an <u>official transcript</u> showing courses you are currently taking from a college registrar. If submitting a digital portfolio, official transcripts must be included in the ¼ inch binder. Taking prerequisites or confirmation of future acceptance/ coursework does not represent active enrollment. You must have a transcript showing current nursing courses to meet the requirement of active enrollment. Your transcript must show progress toward completion of your BSN degree within the three (3) year limit from the date of credentialing. No exceptions will be made to this requirement. 	Mandatory	Mandatory	LA
C	<p>Letters of Recommendation: Applicants need 2 signed letters of recommendation:</p> <ul style="list-style-type: none"> 1 RN manager/director* 1 RN peer (other than your advisor). <ul style="list-style-type: none"> Letters must be on UCH letterhead and with a hand written signature Letters need to clearly and completely outline how you demonstrate the qualifications necessary for promotional advancement. You may include an additional letter, but it will not influence Board review of your portfolio. <p>*Note: If you are an ambulatory nurse applicant and are supervised by a non- nurse practice manager, please include an additional letter from an ambulatory nursing director.</p>	Mandatory	Mandatory	LA
D	Performance Appraisal: Include one copy of your most recent Human Resources performance appraisal. The appraisal must be signed by your manager/director and show you reached Role Model status at your current level.	Mandatory	Mandatory	LA

Exemplary Professional Practice Cont.		Level III	Level IV	Advisor Check-off. Please initial
E	<p>Clinical Narrative: Clinical narratives are reflections of clinical nursing practice, originally described in Benner's book <i>From Novice to Expert</i> (Benner P. <i>From Novice to Expert</i>. Menlo Park, CA: Addison Wesley Publishing; 1984). This book does not need to be your actual philosophy or values, but it describes how clinical narratives reflect your level of practice.</p> <ul style="list-style-type: none"> The clinical narrative must <u>describe your philosophy of values of nursing practice</u> and how you integrate this philosophy/these values into your practice. What do you believe about nursing and your practice? The clinical narrative must <u>give details of clinical practice using a clinical example/case within the credentialing year</u> that shows the Board how you are practicing at the level you are applying to credential. How do you practice differently now that you are working to advance to the next level? You may use historical anecdotes, but the clinical narrative example(s) must relate to your current practice. 	Mandatory	Mandatory	LA
Level IV	<p>If applying for Level IV, include documentation of certification in your specialty area. Additionally, documentation of education must show that you have completed a BSN per level IV standards and advancement requirements.</p> <p>Level IV RNs are expected to give a specific practice example that is of a more detailed and expert level to show their level of practice.</p>	~	Mandatory	

Transformational Leadership		Level III	Level IV	Advisor Check-off. Please initial
Section Notes	<p>Your typed introduction and timeline for the Transformational Leadership section must explain how your project was value added to your unit. You must complete sections A and B under Transformational Leadership</p>	Mandatory	Mandatory	<i>LA</i>
A	<p>Unit/Organizational Projects: Review the UEXCEL Leadership Standards carefully. Projects need to be a value added component to a position. Value added means additional contribution(s) above and beyond job position responsibilities. For example, acting as permanent charge RN fulfills the charge RN job description; you are evaluated on this practice by your performance appraisal.</p> <p>Examples of implemented projects are: <u>implementing how unit report is given, improving meal breaks, new methods for improving MD/RN communication, changing care delivery flow and function, improving staff/patient education and implementing a clinical evidence-based practice QI project.</u></p> <p>Tips for organizational projects are as follows:</p> <ul style="list-style-type: none"> • Work on depth of projects rather than excessive quantity. You only have to do one value-added project. Your leadership project can have many components that provide supportive documentation for other sections of your notebook, such as instructing staff on your project, or measuring outcomes of your project, in those sections of the portfolio. • Document a literature search/review, with levels of evidence, to show the rationale for your project. • Explain how this project added value, and what happened as a result of your involvement in this project. . • If serving on a committee also demonstrate your leadership, include a copy of: <ul style="list-style-type: none"> • Sample committee minutes • Attendance record • Participation and contributions beyond committee membership must be demonstrated. • Compliance with committee membership expectations. 	Mandatory	Mandatory	<i>LA</i>
Level IV	<p>Level IV: Focus on projects that support how you function as a leader within UCH in a broader scope. This project must show you are a leader in your specialty, taking the lead on a project you feel passionately about to improve patient care. The project can be clinical or administrative, but must demonstrate independent initiative, critical thinking and interprofessional or interdepartmental collaboration. Projects must be evaluated in depth for effectiveness, and analysis conducted as to impact and outcomes.</p>	~	Mandatory	

Transformational Leadership cont.		Level III	Level IV	Advisor Check-off. Please initial
B	<p>Policy and Procedures/EBP Initiative: Professional practice requires a commitment to improve UCH nursing by setting professional standards/policies using evidence-based practice. Examples of this requirement are:</p> <ul style="list-style-type: none"> • Developing or revising policies and procedures, guidelines, standards of practice, protocols, teaching standards, or patient teaching materials. • Before creating a new policy and procedure or guideline, be sure to confirm that a policy and procedure does not already exist on the topic by checking the online policies, procedures and guidelines. • Use citations from literature (print out literature search titles, articles if not extensive numbers, or article abstracts) and levels of evidence in your work. • Document that materials were approved or in process of approval by those in authority in your clinical service/hospital using appropriate template. • A typed description must be included in this section, following the initial summary description. • Documentation Required: Copies of the standards, policies and procedure, guideline and order sets must be included in this section: <ul style="list-style-type: none"> ○ Original ○ Drafts, with email documentation from stakeholders • If you are revising an existing policy and procedure or guideline your personal revisions or modifications should be clearly noted by highlight, underlining, etc. • Personal publications of any type are part of the Structural Empowerment section, not this section. <p>* For Ambulatory Services nurses, please refer to the Ambulatory Service guideline process and appropriate templates for developing guidelines and protocols for Ambulatory Clinics.</p>	Mandatory	Mandatory	LA
Level IV	<p>Level IV: Level IV nurses have experience with implementing change through previously updating or creating a policy and procedure, guidelines or standards for practice. Choose a project that shows your <u>advanced knowledge</u> of performing a literature review and using EBP to make improvements. This should be more than a few changes and needs to show your understanding of the process for making improvements at UCH. An example is a policy that impacts the hospital, across divisions, or a care standard for a population across two hospitals.</p>	~	Mandatory	

Structural Empowerment		Level III	Level IV	Advisor Check-off. Please initial
Section Notes	<p>Your typed introduction and timeline for the Structural Empowerment section must include a description of how you share your expertise with peers.</p> <p>You must complete two of the following three sections (A-C) under Structural Empowerment.</p>	Mandatory	Mandatory	LA
A	<p>Preceptor: Documentation Required:</p> <ul style="list-style-type: none"> Evaluations Attendance Records from unit Preceptor Council meetings 	Two of the three sections (A-C) in Structural Empowerment are mandatory.	Two of the three sections (A-C) in Structural Empowerment are mandatory.	LA
B	<p>Teaching Activities: Review the UEXCEL Structural Empowerment Standards.</p> <p>Type a description of what you taught; include copies of supporting documentation. Must include literature research, LOE and demonstrate expertise in subject matter. Examples of teaching activities include but are not limited to:</p> <ul style="list-style-type: none"> Conducting an in-service, include sign in sheet and evidence of content development Educational Poster, include sign in sheet and picture of poster or poster content Conducting a CE class, include CE application, attendance record, and evaluation summary Developing content and teaching a class or Skills Lab, include evidence of content development and sign in sheet 	Two of the three sections (A-C) in Structural Empowerment are mandatory.	Two of the three sections (A-C) in Structural Empowerment are mandatory.	LA
C	<p>Journal Club – research based article Clinical Article Review –</p> <p>Conducting a Live or Virtual Journal Club or Clinical Article Review: journal clubs must be value added. Describe how this impacted your area.</p> <p>Documentation Required:</p> <ul style="list-style-type: none"> CE application Attendance record Evaluation summary Completed critique form Copy of article Copy of blog comments (Virtual Journal Club only) If you are co-facilitator, you must document your contribution. 	Two of the three sections (A-C) in Structural Empowerment are mandatory. Facilitate a clinical article review or a journal club.	Two of the three sections (A-C) in Structural Empowerment are mandatory. Facilitate one journal club per year.	LA
	<p>Optional:</p> <ul style="list-style-type: none"> Your CE Record Community activities 	Optional	Optional	

Structural Empowerment cont.		Level III	Level IV	Advisor Check-off. Please initial
Level IV	Level IV: Choose teaching activities that show how you function as an expert clinician. Demonstrate how you share this knowledge with others. Examples: hospital wide teaching of a change initiative or journal club conducted in more than one area. Must provide evidence in documentation of how you shared this knowledge with others and original development of teaching content.	~	Mandatory	

New Knowledge, Innovations, & Improvements		Level III	Level IV	Advisor Check-off. Please initial
Section Notes	Your typed introduction and timeline describing your outcome activities and copies of data results or other documentation must be included under New Knowledge, Innovations & Improvements.	Mandatory	Mandatory	LA
	<p><u>Describe your leadership role in outcome activities.</u> Include data collection of a specific project and a plan for follow up. <u>Examples:</u></p> <ul style="list-style-type: none"> • FOCUS-PDCA • Change initiatives (may include a business plan) • Quality Improvement project <p>Documentation required:</p> <ul style="list-style-type: none"> • Samples of attendance • Minutes • Literature reviews with level of evidence. Actions taken for improvement per above details. <p>Outcome initiatives must include collection of pre and post data. Data must be illustrated in graph or chart form. You are required to provide graphs, charts and/or data above and beyond graphs from other sources (i.e., NDNQI, OPIT)</p> <ul style="list-style-type: none"> • Dates on graphs • Include "n", or number, to describe sample size on graphs. • Show raw data and or completed audit forms. • Analyze results and describe plans for follow up, regardless of results. 	Mandatory	Mandatory	LA
Level IV	Level IV: Choose projects that demonstrate your expert knowledge, critical thinking and leadership skills. This information must be presented first in abstract form, which must include an explanation of background, methods, results, and implications for practice. Projects that have implications in other areas across the organization or system must show plan for dissemination of best practice(s), i.e. revamping the code lab results for inpatient services, hypothermia protocol for ED and critical care, and heart failure education for ambulatory services.	~	Mandatory	