

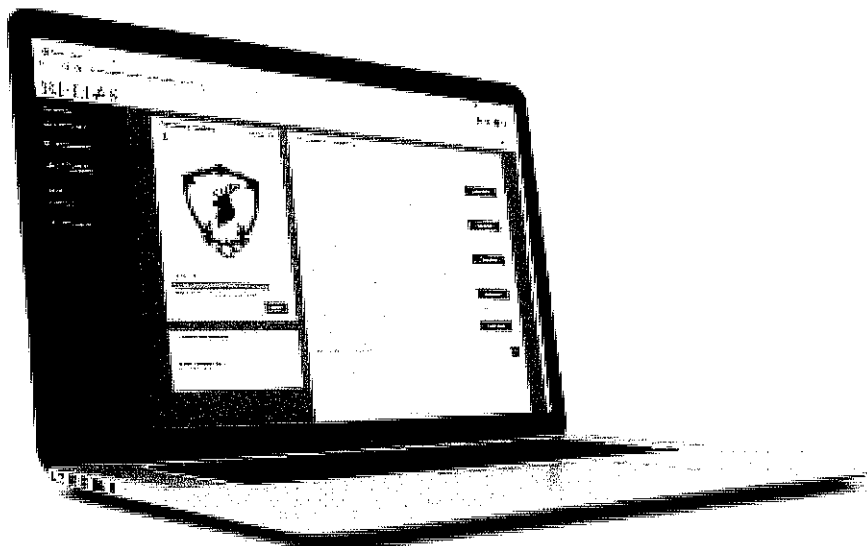


A New Way to Learn

We are pleased to announce the launch of the new Relias Learning Management System (RLMS)!

The RLMS will now be our go-to system for in-service training and free CEs. We are very excited to offer this new learning to ***all*** of our staff!

- If you already have Relias access, log into your account and go to your "Course Library" to enroll in a course. You can log in at:
<http://stvincenthealth.training.reliaslearning.com>
- If you would like to obtain Relias access, please contact Stacey Green, Administrative Assistant of the Education Department at:
stacey.green@commonspirit.org.



CLINICAL LADDER GUIDELINES

Minimum Eligibility Requirements:

- RNs “Registered Nurse” or “PCC” job positions that are delivering direct patient care.
- The nurse must be either full time or part time. If part time, must be a 0.5 FTE and work minimum of 520 hours per program session.
- Unit Based PRN, Central Based PRN, Registry, and Pool-Plus PRN staff are eligible if they have worked at least 520 hours per program session. They must provide validation of hours worked.
- All educational assignments must be completed by applicant as assigned per program session.
- Current program year materials are available on the onespiritINSIDER>>Nursing>> Clinical Ladder. All applicants are responsible for reviewing and utilizing these materials.
- A Nurse who is the recipient of a Final Written Warning (excluding attendance) during the designated session periods, or who during such periods has restrictions place on his/her nursing license, shall not be entitled to any wage/salary adjustment as part of the Clinical Ladder Program.

Applicants must submit their portfolio with following items before the application deadline:

- Clinical Ladder Level Requirements Checklist
- Completed application
- All requested worksheets and supporting documentation for each standard submitted

Bi-Annual Application Deadlines:

- The data collection periods are every six months. The timeframes are:
 - April 1 – September 30 (Session 1)
 - October 1 – March 31 (Session 2)
- Only activities during these designated timeframes will be counted for each session.
- Applicants must submit the required number of standards for level applied for, refer to Levels Table.
- Late submissions or incomplete applications will not be processed.

Award Guidelines:

- A per hour differential will be granted per level for each successful application per session.
- The applicant may choose to submit more than one activity per standard, but only one activity will be accepted for the submission period.
- The applicant may choose to submit more than one example, but only one example per standard will be accepted each submission period
- Completion of Contact Hours or CEs may only be submitted for one standard per session.



- Applicants must submit the following number of standards per level:
 - RN Level 2: Two standards (must include standard 14)
 - RN Level 3: Four standards (must include standards 11 and 14)
 - RN Level 4: Six standards (must include standards 11, 13, and 14)
- Activities for each standard must have occurred within the designated session time frame prior to the application deadline.
- Activities, projects and meetings which are considered to be a minimum requirement of the job role should not be submitted for the Clinical Ladder Program.
- An activity used to meet the requirement for one standard may not be used to meet the requirement for a second or third standard during an application period.
- If ongoing or new work is required on a project, the same standard may be submitted for more than one session. The additional work should be clearly documented.
- All articles referenced must be < 5 years old.
- Use only approved forms posted that are posted on the Clinical Ladder webpage (e.g. attendance record/sign in sheet)
- Differential payments will start the first **full** pay period in July and January.

Approved in-services

- In-services may be interdisciplinary which include departments or disciplines outside the nurses practice area. (PCTs, RTs and other allied health etc.) See clinical ladder Levels Table for required in-services.
 - RN Level 2: each in-service must have a minimum of 5 people attend
 - RN Level 3: each in-service must have a minimum of 10 people attend
 - RN Level 4: each in-service must have a minimum of 20 people attend

Professional Certification

- Current Professional National Board Certification in Specialty area (i.e. CCRN, RN-BC, CNRN, OCN.) The certification must meet the inclusion criteria defined by Certification list used by the Magnet Recognition Program which can be found at <http://nursecredentialing.org/magnet/magnet-certificationforms>

Required Classes

- Clinical Coach
 - Must attend the “Clinical Coach” class and submit proof of completion.
 - Clinical coaches orient CHI St Vincent RNs.
 - Preceptors facilitate the learning experience for Nursing Students.



- For RN 3 and RN 4 levels: The nurse will be willing to act as clinical coach at the discretion of Nurse Manager in absence of qualified volunteer.
- Charge Nurse
 - Must attend the “Taking Charge” class and submit proof of completion.
 - For RN 3 and RN 4 levels: The nurse will be willing to act as a charge nurse at the discretion of Nurse Manager in absence of qualified volunteer.

Submission Process

- Semi-annual presentation of a **professional** portfolio:
 - Must include the cover sheet that is available on the onespiritINSIDER printed on **white** paper with your full name, credentials, and practice area
 - Must be presented in an appropriately sized three ring binder ○ Do not use mixed media (foam, glitter) in the portfolio ○ Must have clearly labeled sections for each Standard of Clinical Practice **WITH tabs**
 - **DO NOT USE STAPLES, PAPERCLIPS, OR SHEET PROTECTORS** ○ **DO NOT** include any protected health information in the portfolio
 - All items/activities, including recognitions, in portfolio **MUST** be dated and have occurred within the data collection time frames
 - Sign in notebook to the designated assistant.
 - Binders will be available for pick up at designated time and place unless an appeal is filed
 - Submission dates will be announced each session and will always fall two weeks following the end of each session.

Verification Panel

- The Verification Panel reviews portfolios and determines if the criteria for the level applied for has been met. The Verification Panel will consist of three or more of the following:
 - Clinical Director of Nursing
 - Clinical Ladder champions (RN 2, RN 3, RN 4) including representation from each CHI St. Vincent campus
 - Union President (as applicable to site)
 - Clinical Educators, as needed or applicable, or other designees.

Awards and Recognition

- Semi-annual recognition at designated meetings
- Badge attachment denoting Clinical Nurse Level and year of award



- Hourly differential added based on Clinical Ladder level awarded. Refer to Levels Table. The differential payout will begin (January for the completed session of April--September and July for the completed session of October—March) on the first paycheck in which all worked days fall within that month.

Appeals Process:

- A written notification letter or e-mail of appeal is to be sent to the Vice President of Patient Care Services, or designee, for the facility
- The appeal must be received in the VP Patient Care Services office within 14 days of the of receipt of their award letter.
- Portfolio will be forwarded to the VP Patient Care Services for the appropriate facility by the Market Magnet Manager
- The following panel may review the portfolio of appeal:
 - Market chief nursing executive
 - Clinical director of nursing
 - HR business partner
 - Bedside nurse from a different area of practice
- Notification of the panel's decision regarding appeal will be in writing and sent to individual's home within 14 days of review.
- The appeal process may include an in-person session with the appeals panel.

