



Peer Review for Clinical Advancement Process

Portfolio Review and Leveling: Level RN1 to Level RN2

Professional Overview (Required):

- + CV/Resume
- + Letter of Intent
- + Letter of Support from UD
- + CE credits earned
- + BLS- submit copy of card
- + ACLS (unit-based)- submit copy of card
- + PALS (ER only)- submit copy of card
- + New Grad Day participation- successful completion with instructor sign-off
- + Attend Preceptor Workshop
- + Attend Charge Nurse Workshop

Domains of Practice:

In the following section mark any of the examples provided or add others in the blank spaces.

An example from each competency in each domain is the minimal expectation to move to a level RN2. (Unless otherwise specified)

Proficiency in each can be demonstrated in one or more of the following ways (unless specified within the individual section):

- + Exemplar
- + Official Document
- + Letter from Patient, Peer colleague, Supervisor, Physician, etc.

Professional Practice Model Domain

| Relationships and Caring | Evidence-Based Practice | Technical Expertise | Critical Thinking | Leadership |
|--|--|---|--|--|
| <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I have signed and have been able to meet the expectations defined in the code of conduct.</p> <p>I am able to coach assistive personnel while maintaining an effective relationship.</p> <p>I am capable of collaborative interaction within my care delivery team.</p> <p>I Participate in conflict resolution that enhances team relationship. (provide example)</p> <p>I have and show respect and sensitivity toward diverse cultures and/or vulnerable populations.</p> | <p><i>Demonstrated proficiency in one or more of the below areas required:</i></p> <p>I have developed and/or used evidence-based research for patient care.</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I provide effective patient education.</p> <p>I am able and willing to help my co-workers while still completing my own work.</p> <p>I use ROPH policies in care decisions.</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I adapt care plans to meet changing needs of patients. (Submit a screen shot of a care plan. ER can use exemplar.)</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I am a Committee/Council member who attends my meetings regularly. (Provide evidence of attendance)</p> <p>I participate in conflict resolution during patient care and/or within my team.</p> <p>I am able to delegate responsibilities effectively and consistently.</p> <p>Describe how you are making progress toward your annual goals.</p> |

Portfolio Review and Leveling: Level RN2 to Level RN3

Professional Overview (Required):

- + CV/Resume
- + Letter of Intent
- + Letter of Support from UD
- + CE credits earned
- + BLS- submit copy of card
- + ACLS (unit-based)- submit copy of card
- + PALS (ER only)- submit copy of card
- + Attend Preceptor Workshop
- + Attend Charge Nurse Workshop

Certification: Specialty certification as determined by your UAC is required within one year after leveling to RN3.

- + If you transition to another specialty area, in order to maintain RN3 status, you must take the new area's approved certification within 1 year of eligibility to maintain RN3 status.

Domains of Practice:

In the following section mark any of the examples provided or add others in the blank spaces. **An example from each competency in each domain is the minimal expectation to move to a level RN3. (Unless otherwise specified)**

Proficiency in each section can be demonstrated in one or more of the following ways: (unless specified within the individual section)

- + Exemplar
- + Official Document
- + Letter from Patient, Peer colleague, Supervisor, Physician, etc.

Professional Practice Model Domain

| Relationships and Caring | Evidence-Based Practice | Technical Expertise | Critical Thinking | Leadership |
|---|---|---|---|--|
| <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I have signed and have been able to meet the expectations defined in the code of conduct.</p> <p>I am able to maintain coaching of assistive personnel while maintaining an effective relationship.</p> <p>I am capable of collaborative interaction within my care delivery team.</p> <p>I participate in community or volunteer experience through ROPH.</p> <p>I have and show respect and sensitivity for diverse cultures and/or vulnerable populations.</p> <p>I serve as role model for interpersonal communication.</p> | <p><i>Demonstrated proficiency in one or more of the below areas required:</i></p> <p>Poster/podium presentation – internal or external</p> <p>EBP, QI or research project team member or leader</p> <p>Policy or standards development/revision</p> <p>Manuscript /abstract submission and/or publication</p> <p>ROPH Grand Rounds presentation</p> <p>Unit or Hospital-based Evidence –Based Project</p> <p>Literature Review</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I provide effective patient education.</p> <p>I am able and willing to help my co-workers while still completing my own work.</p> <p>I use ROPH policies in my patient care decisions.</p> <p>I am a "Super-User" or Unit Expert in some clinical area.</p> <p>Approval checklist letter from UAC</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I adapt care plans to meet changing needs of patients. (submit a screen shot of a care plan. ER can use exemplar)</p> <p>I have participated in the development of educational materials. (eg, bulletin boards, in-services, journal club)</p> <p>I have been a PI/QI project team member.</p> <p>I support less experienced staff in management and review of complex patient situations in order to identify practical solutions.</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I am a committee/council member who attends my meetings regularly. (provide evidence of attendance)</p> <p>I lead in conflict resolution that enhances team relationship.</p> <p>I am able to delegate responsibilities effectively and consistently.</p> <p>Describe how you are making progress toward your annual goals.</p> <p>I am a member in a professional organization. (submit copy of membership card)</p> <p>I function as a regular charge nurse or preceptor. (for either staff or students)</p> <p>I am/have been part of a Unit-based/hospital innovation. (eg., teambuilding, recognition, new practices)</p> |



Portfolio Review and Maintenance of RN3 Status

Professional Practice Model Domain

Professional Overview (Required):

- + CV/Resume
- + Letter of Intent-What you've done in the past year and what you plan to do in the upcoming year.
- + Letter of Support from UD
- + CE credits earned
- + BLS- submit copy of card
- + ACLS (unit-based)- submit copy of card
- + PALS (ER only)- submit copy of card
- + Attend Preceptor Workshop
- + Attend Charge Nurse Workshop
- + Letter of approval and/or suggestions from prior portfolio submission

Certification: Specialty certification as determined by your UAC is required within one year after leveling to RN3.

- + If you transition to another specialty area, in order to maintain RN3 status, you must take the new area's approved certification within 1 year of eligibility to maintain RN3 status.

| Relationships and Caring | Evidence-Based Practice | Technical Expertise | Critical Thinking | Leadership |
|--|---|--|--|--|
| <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>Meet the expectations defined in the code of conduct.</p> <p>I participate in community or volunteer experience through ROPH.</p> <p>I have and show respect and sensitivity for diverse cultures and/or vulnerable populations.</p> <p>Letter from a colleague or member of the interdisciplinary team displaying how you embody relationships and caring in the workplace.</p> | <p><i>Demonstrated proficiency in two or more of the below areas required:</i></p> <p>Poster/podium presentation – internal or external</p> <p>EBP, QI or research project team member or leader</p> <p>Policy or standards development/revision</p> <p>Manuscript /abstract submission and/or publication</p> <p>ROPH Grand Rounds presentation</p> <p>Unit or Hospital-based Evidence –Based Project</p> <p>Literature Review</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I am a "Super-User" or Unit Expert in some clinical area.</p> <p>Approval checklist letter from UAC</p> <p>20 CEU's per year</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I have participated in the development of educational materials. (eg, bulletin boards, in-services, journal club)</p> <p>I support less experienced staff in management and review of complex patient situations in order to identify practical solutions.</p> | <p><i>Demonstrated proficiency in all of the below areas required:</i></p> <p>I am a committee/council member who attends my meetings regularly (provide evidence of attendance) and active involvement.</p> <p>I am a current member in a professional organization. (submit copy of membership card)</p> <p>I function as a regular charge nurse or preceptor. (for either staff or students).</p> <p>I am/have been part of a Unit-based/hospital innovation. (eg., teambuilding, recognition, new practices)</p> |

Domains of Practice:

In the following section mark any of the examples provided or add others in the blank spaces. **An example from each area is the minimal expectation to maintain a level III RN. (Unless otherwise specified)**

Proficiency in each section can be demonstrated in one or more of the following ways: (unless specified within the individual section)

- + Exemplar
- + Official Document
- + Letter from Patient, Peer colleague,

Supervisor, Physician, etc.

- + The examples must be current and from the past fiscal year.

Portfolio Development

Here are some examples of documents you might use to fulfill the requirements for the different categories in the clinical advancement process. Additionally, the suggestions below will help you to organize your portfolio.

| Designing your Portfolio – Tips | Section 1 Introduction and Professional Overview | Section 2 Relationships and Caring | Section 3 Critical Thinking | Section 4 Technical Expertise | Section 5 Evidence Based Practice | Section 6 Leadership | Section 7 References |
|--|--|---|---|---|--|---|--|
| <ul style="list-style-type: none"> + Development of Portfolio begins when you get your license and continues throughout your career. + Present in Formal Presentation Binder + Keep in mind-moving up the ladder means that you are already showing some evidence of proficiency at the level that you wish to move to. + Use your Annual Performance Evaluation Journal to daily track your caring and professional stories + When presenting patient stories, please be careful to not describe any patient identifiers, which would violate HIPAA. | <ul style="list-style-type: none"> + CV/Resume + Letter of Intent to Advance + Copy of current level of education and proof of enrolled continuing education + Proof of Certification + Other items listed in professional overview section of clinical advancement requirements | <ul style="list-style-type: none"> + Letters of recommendation from colleagues, patients, families, preceptors, faculty + Stories of Interactions within Care Delivery team of advocacy and compassion + Award nominations describing your interactions with others + Any involvement within the community or volunteer experience utilizing nursing expertise + Required exemplars and documents from clinical advancement process | <ul style="list-style-type: none"> + Stories of complex patient situations, expert assessment skills + Development of Education- Inservices, Bulletin Boards, Journal Clubs to assist fellow staff and students in critical thinking and problem solving + Involvement in Quality Improvement Projects/Audits + Required exemplars and documents from clinical advancement process | <ul style="list-style-type: none"> + Any Continuing Education Proof, Credits Earned, Topics, Content Utilized on Unit + Any Preceptor or Charge Workshops attended, as well as other workshops- EKG, ACLS, etc. + Proof of "Super user" or "Expert" Status on unit- skin, palliative care, Epic, etc. + Performance evaluation and Peer Review + Required exemplars and documents from clinical advancement process | <ul style="list-style-type: none"> + Your Projects and any future EBP projects that you do with references and slides and outcomes + Your involvement in development or revision of any nursing standards of practice or care and any related education or presentation + Use of EBP to drive unit quality improvement or nursing practice projects- with examples + Required exemplars and documents from clinical advancement process | <ul style="list-style-type: none"> + Active engagement in charge or preceptor role and proof of such + Involvement in unit committees, care rounds, Unit/Clinic Advisory Committee, Department Advisory Committee, NSGO Standing Committees or other institutional groups + Involvement in Professional Organizations and proof of information sharing to unit from such + Any innovations to unit not listed in projects as above, especially those that denote leading of staff from unit towards new practices, communication techniques, teambuilding exercises, recognition practices + Required exemplars and documents from clinical advancement process | <ul style="list-style-type: none"> + Extras...Any articles you have written, membership listings, things not listed above |