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**Professional Resource for
Nurses (PRN)**

Clinical Nurse Ladder

ECH Nursing Vision

Leading the community and the healthcare organization to frame the image of nursing.
Empowering nurses to use critical thinking, research, and innovation to drive initiatives resulting in evidence-based practice, quality, and improvement in patient care. Attracting and maintaining engaged nursing employees to provide a caring, compassionate environment.

El Camino Hospital

Clinical Nurse Ladder Application

Name: _____ Date: _____

Department _____

Length of employment in current department: _____ Status: _____

I am Applying for:	Clinical Nurse III	<input type="radio"/>
	Clinical Nurse IV	<input type="radio"/>
I am Renewing as:	Clinical Nurse III	<input type="radio"/>
	Clinical Nurse IV	<input type="radio"/>

To be completed by Manager/Director:		
Satisfactory attendance in 12 months preceding application?	Yes	No
"Meets Expectations" for each competency in each category for the most recent performance evaluation?	Yes	No
Corrective Action: suspension, written warning, or greater in the last 12 months?	Yes	No
Annual Training, Competency demonstration and Healthstream Modules compliant?	Yes	No
Has Attended 75% of Staff Meetings Conducted?	Yes	No
Clinical Nurse has submitted a completed portfolio?	Yes	No
The Clinical Nurse is a member of a committee?	Yes	No
Clinical Nurse has a National Certification or is grandfathered in?	Yes	No

Signature of Applicant:		
Total Points verified by Manager:		
Signature of Manager/Director:		

Clinical Ladder Criteria

The Clinical Ladder criteria define the behaviors and activities of clinical nurses at the Clinical Nurse III and Clinical Nurse IV levels at El Camino Health. The Clinical Nurse III and IV levels have required criteria, which must be met to advance within the ladder. The weighted criterion provides the opportunity for clinical nurses to utilize expertise in areas of their interest and areas of specific unit need. To advance from Clinical Nurse II to Clinical Nurse III and IV, a specific amount of weighted criteria must be demonstrated and documented.

Leveling within the Clinical Ladder

Leveling is the process of being placed in a Clinical Nurse III or IV category. This includes moving up to higher levels as well as down to less complex levels. Leveling occurs when a Registered Nurse applies for a new level and meets all eligibility requirements to obtain that respective level.

- A. Registered Nurses Eligible to Participate in the Nursing Clinical Ladder:
1. Full time, part time, and per diem work status
 2. Registered Nurses currently licensed within the state of California
 3. **1 year** of continuous service as a clinical nurse at El Camino Health to apply for Clinical Nurse III
 4. **3 years** continuous service as a clinical nurse at El Camino Health to apply for Clinical Nurse IV
 5. No previous disciplinary action and/or suspension within the preceding 12 months
 6. Clinical Nurse III and Clinical Nurse IV require a National Certification.
A. See Section H. 4, for additional details.

Application Process

- A. An eligible Registered nurse may submit an application for promotion by one level of the clinical ladder at a time. Registered Nurses must remain at each level a minimum of one year prior to seeking advancement to a new level. Following the completion of one year as a Clinical Nurse III, a Registered Nurse may apply for Clinical Nurse IV.
- B. Applications for Clinical Nurse III or Clinical Nurse IV will be reviewed by the Clinical Ladder Review Panel in January, April, July, and October of each year. RNs may submit the application and binder to the clinical manager throughout the year once all criteria are met. Applications and binders will be reviewed at the next scheduled quarterly Review Panel.
- C. Renewal packets for Clinical Nurse III and Clinical Nurse IV will be due quarterly according to hire date.

<u>Hire Date</u>	<u>Application Due Date</u>
For RNs hired between January 1st through March 31st	April 1st
For RNs hired from April 1st through June 30th	July 1st
For RNs hired between July 1st through September 30th	October 1st
For RNs hired between October 1st through December 31st	January 1st

1. RNs who apply into or advance within the Clinical Ladder as a CN III or CN IV will renew the following calendar year according to the dates listed above.
2. RNs may use supporting documents from the original application at the time of renewal. Each entry must reflect consistent activities over the past year with entries from the preceding months.
3. The RNs **hire date** will be used to determine renewal dates for CN III or CN IV. The hire date can be found in WorkDay.

Hire Date	09/05/1995
Original Hire Date	01/18/1988
Continuous Service Date	09/05/1995

- D. Registered nurses who transfer, or are in the process of transferring, are eligible to maintain their current level in the Clinical Ladder. However, the Registered Nurse is not eligible to seek a higher level in the Clinical Ladder until they have been in their department for a minimum of 6 (six) months.
- E. The completion of the application, including supporting documentation, is the responsibility of each registered nurse. The application must utilize the current criteria published by El Camino Health and Professional Resource for Nurses.
- F. An incomplete application and binder will be returned with an outline of missing documentation.
- G. Completed portfolios/binders will be returned to Clinical Managers after review by the Clinical Ladder Review Panel.
- H. A new application must be submitted when applying into each respective level. An application includes:
 1. A completed application form.
 2. Three peer review forms: one completed by a clinical nurse in the next higher level when possible. All peers must regularly work with the applicant in the applicant's unit or from a unit where the applicant works most closely with other specialties. One peer review will be assigned by the applicants Manager/Director or a management designee.
 - a) For Registered Nurses whose work environment does not include three Registered Nurse peers, peer review forms may be completed by a Registered Nurse Manager, a physician whom the applicant works with regularly, or other coworkers such as Licensed Practical Nurses, Patient Care Technicians or Service Representatives who regularly work together.

or

- b) For Registered Nurses whose work environment does not include Registered Nurse peers, peer review forms may be completed by Registered Nurses from a unit where the applicant works most closely with other specialties and/or cost centers.
- 3. A Clinical Portfolio is required which documents specific occurrences or events to demonstrate clinical, leadership, and overall level of nursing practice that meets required and weighted criteria of the level for which the Registered Nurse is applying. Each entry must reflect consistent activities with entries from the following preceding months:

<u>Quarterly Application Due Date</u>	<u>Example Activity Timeline</u>
April 1st	January 1, 2023 through April 1, 2024
July 1st	April 1, 2023 through July 1, 2024
October 1st	July 1, 2023 through October 1, 2024
January 1st	October 1, 2023 through January 1, 2025

- 4. Clinical Nurse III and Clinical Nurse IV **require** a nationally recognized certification as agreed upon by ECH and each units UPC.
 - a) For CN III RNs who were grandfathered into the Clinical Ladder program in 2008, the following conditions apply:
 - 1. If the CN III has their national specialty certification, they must maintain it.
 - 2. If the CN III does not have their national specialty certification, they are not required to obtain it but must meet other eligibility requirements. RNs are encouraged to obtain a national specialty certification.
 - 3. All CN IV **must** have a nationally recognized certification.
- 5. Supporting documentation/evidence must be included to demonstrate completion of the required and selected weighted criteria. This may include:
 - a) Attendance sheets for educational activities provided, including in-services.
 - b) Copies of materials, patient education handouts, policies, etc. developed with documentation that verifies the applications participation in development.
 - c) Committee participation
 - d) Copies of quality improvement reports and/or service excellence projects
 - e) Patient letters
 - f) Letters of support from additional members of the multidisciplinary team that articulate examples of meeting specific criteria that this professional has observed.
 - g) Documentation of examples where decisions or interventions made a difference in patient outcomes.
 - h) Any other supporting information to demonstrate performance of specific weighted criteria.

- i) All supporting documentation must be clearly labeled to identify which criterion is being supported. This includes labeling entries in a portfolio/binder.
 - j) Resume templates will be made available to RNs upon request.
- 6. To ensure completeness of each Clinical Portfolio, RNs should deliver their Portfolio to the Clinical Manager or their designee two (2) weeks before the deadline each quarter.

Recognition and Compensation

To recognize the additional contribution of Clinical Nurses at various levels of the Clinical Ladder, the RN's wage range adjustment will be effective on the first day of the pay period following Review Panel approval of the completed application, submitted documentation, and portfolio. The Clinical Ladder Review Panel will meet in January, April, July, and October to review submitted applications and renewals.

Loss of Clinical Nurse III and Clinical Nurse IV Classification

- A. The Clinical Nurse III or Clinical Nurse IV will revert to CN II classification if:
 - 1. A Clinical Nurse III or IV requests to revert to Clinical Nurse II and/or a Clinical Nurse IV requests to revert to a Clinical Nurse III.
 - 2. The Registered Nurse no longer meets the eligibility requirements for Clinical Nurse III or Clinical Nurse IV.
 - 3. The Clinical Nurse III or Clinical Nurse IV fails to submit a portfolio/binder by the indicated due date.
 - 4. The result of disciplinary action and/or suspension.
- B. The RN will keep CN III or CN IV status if the qualifying National Certification is removed from the unit list (as determined by each unit's UPC and the hospital.)
- C. Change in Specialty or Department
 - a. A Clinical Nurse III or IV who changes their area of specialty will be reclassified as a Clinical Nurse II until such time as the RN obtains a national specialty certification in the new specialty.
 - b. If the RN transfers to a "sister unit" on the opposite campus, no loss of Clinical Nurse III or IV will occur. Please refer to the PRN MOU for a listing of "sister units."

Reinstatement of Clinical Nurse III and Clinical Nurse IV

An RN who has the Clinical Nurse III or Clinical Nurse IV status removed due to disciplinary action or for not achieving a "Meets Expectations" for each competency in each category for the most recent performance evaluation, may apply for reinstatement of Clinical Nurse III or Clinical Nurse IV to their clinical manager after six (6) months since loss of Clinical Nurse III or Clinical Nurse IV. Final approval will be at the discretion of the Chief Nursing Executive (CNO) or their designee.

Clinical Ladder Review Panel

- A. The Clinical Ladder Review Panel will review and act upon all submitted applications and portfolios based on the stated criteria.
 - 1. The Review Panel shall meet with all eligible RNs applying for Clinical Nurse III or Clinical Nurse IV.
 - 2. The Review Panel shall meet to review Clinical Nurse III and Clinical Nurse IV renewal portfolios.
- B. The Clinical Ladder Review Panel will be comprised of Clinical Nurses (4), Nurse Managers (2), PRN Representatives (2), and the CNO and/or their designee (as needed.)
 - 1. All Clinical Ladder applications will be reviewed by nurses at the same respective level: Clinical Nurse III's will review CN III applications, Clinical Nurse IV's will review CN IV applications.
 - 2. Clinical Nurses chosen to be on the Review Panel will retain the position for 1 year starting in February and ending in January of each respective year. Members will be comprised of nurses from all levels throughout the organization.
- C. Completed portfolios/binders will be returned to Clinical Managers after review by the Clinical Ladder Review Panel.
- D. The Clinical Ladder Review Panel will meet yearly to review the application process and adjust this process as agreed upon by ECH and PRN.

Clinical Ladder Review Panel Interview

- A. RNs newly advancing to CN III or CN IV are required to participate in an interview with the Clinical Ladder Review Panel. The Clinical Ladder interview represents an essential step in the RNs professional growth and advancement within El Camino Hospital. The interview process will focus on the RNs achievements, commitment, and ongoing professional development. This interview serves as a platform for RNs to amplify their accomplishments, dedication, and readiness to advance within the Clinical Ladder.

Committees

- A. **Membership and involvement in committees is a Clinical Ladder requirement.** Active participation in committees demonstrates a nurse's commitment to enhancing patient care standards and fostering interdisciplinary collaboration. By actively engaging in committees related to quality improvement, patient safety, education, or professional development, nurses showcase their leadership, critical thinking abilities, and dedication to advancing healthcare practice. Successful participation in committees serves as a critical criterion in evaluating a nurse's readiness and eligibility for progression.

Projects

- A. Projects must demonstrate leadership and initiative and show the impact on the overall quality of nursing practice. Each project must have defined goals, outcomes and challenges, all crucial for exemplifying professional growth and contributing to the advancement of nursing. Projects should highlight an RNs commitment to nursing excellence by encouraging professional development, leadership, advancement in clinical practice, and align with the hospitals strategic plan. **All projects must be approved by the Clinical Manager and/or their designee.**

Clinical Nurse III/IV Clinical Ladder Points

A. Points Required for Promotion/Renewal:

1. From a Clinical Nurse II to a Clinical Nurse III: must accumulate **30 points** during the twelve (12) months preceding the application date.
2. To maintain Clinical Nurse III: RN's must maintain **30 points** per year. Portfolios must be submitted to the Nurse Manager and reviewed by the Clinical Ladder Review Panel.
 - a) Applicants awarded Clinical Nurse III are required to maintain Clinical Nurse III for one (1) year before applying to Clinical Nurse IV.
3. From a Clinical Nurse III to a Clinical Nurse IV: must accumulate **45 points** during the twelve (12) months preceding the application due date. Portfolios must be submitted to the Nurse Manager and reviewed by the Clinical Ladder Review Panel.
4. To maintain Clinical Nurse IV: must maintain **45 points** per year. Portfolios must be submitted to the Nurse Manager and reviewed by the Clinical Ladder Review Panel.

Nursing Degrees (limit of 9 points total)		
Completion of BSN	3 points	
Completion of MSN	6 points (cannot be combined with BSN)	
Completion of Doctorate in Nursing and/or PhD in Nursing	9 points (cannot be combined with BSN or MSN)	
Total:		

Acceptable Proof of Points:

- Copy of diploma, official transcript, or another form of verification subject to the approval of the manager. Points can be used in subsequent years, not just the year of completion.

National Certification (Limit 10 points)		
Five (5) points to be granted for certification in area of specialty	5 points per certification (10 points maximum)	
Total:		

Acceptable Proof of Points:

- A National Certification is required for advancement to CN III or CN IV.
- To be eligible for points, the certification must be current as of the due date of the application or renewal packet.

Preceptorship/Mentorship/Recognition (Limit 20 points)		
Preceptor: graduate RNs, Transition to specialty RNs, Bridge RNs, and senior Capstone student nurses	1 point per shift (15 points maximum)	
Orienting: nurses and/or travelers <ul style="list-style-type: none"> Ancillary staff (RTs, etc.) 	1 point per shift (10 points maximum)	
Mentorship	5 points per mentee (10 points maximum)	
Daisy Award (Nomination or Recipient)	8 points Recipient 5 points Nomination with Certificate	
Wow Card	1 point (5 points maximum)	
Card/Note from Patient <ul style="list-style-type: none"> Circle of Caring Award 	3 points (6 points maximum)	
Professional/Excellence Award - In house (Nomination/Recipient) <ul style="list-style-type: none"> Structural Empowerment Exemplary Professional Practice Teamwork in Action Employee of the Month 	6 points Recipient 3 Points Nomination 3 Points Previous Recipient	
Total:		

Acceptable Proof of Points:

- Preceptor/Orientation: Initial Competency assessment as developed by the Education Department. Letter from Manager/Educator listing name of student/new hire and precepting dates.
- Mentor: Must have a letter from Manager validating mentor-mentee partnership and dates.
- Cards/Notes from Patient or Family: Candidate must redact all Protected Health Information such as name, date of birth, and/or Medical Record Numbers from documents.
- Daisy Award: Points to be awarded for RN's that receive Certificate of Nomination or award.
 - Points for previous award recipients may only be used up to 3 years from the initial award.
Points cannot be combined for a Daisy Award Recipient and Nomination. Only points for one Nomination or points for one Recipient will be counted per year.

Leadership (Limit 20 points)		
Hospital/Department Based Committee <ul style="list-style-type: none"> UPC 	6 points Chair 4 points Co-chair 2 points Alternate/other officer	
Member, Clinical Ladder Review Panel	5 points	
Alternate, Clinical Ladder Review Panel	3 points	
Committee Member, Hospital Wide or Unit-based (active)	2 points per committee (8 points maximum)	
Current member, professional nursing organization	6 points Officer or Board Member 2 points member (4 points maximum for memberships)	
Current member, Hospital-wide Nursing Council <ul style="list-style-type: none"> CPC, Peer Review, Magnet Committee, Nursing Research Council, PDC 	6 Points Chair 4 Points Co-chair 2 Points current member (active)	
Nurse Liaison/Champions/Super User <ul style="list-style-type: none"> Mission Zero Coach, Mobility Advocate, Safety Coordinator 	2 points (6 points maximum)	
Quality Improvement Council Representative <ul style="list-style-type: none"> Falls, HAPI, HAI, etc.. 	2 Points member (6 points maximum)	
National/State professional Nursing committee member	3 points	
Adjunct Faculty-Nursing <ul style="list-style-type: none"> Accredited college/university 	1 Point per credit hour 10 points maximum	
Performance Improvement Project	6 Points Project Leader/Co-Leader 2 Points Project member	
Approved unit-based committee or activities positively impacting hospital goals	2 points per committee (8 points maximum)	
Charge Nurse	3 points	
Total:		

Acceptable Proof of Points:

- Committees must meet regularly. Applicant must have attended at least 75% of the meetings scheduled in the previous 12 months to be awarded points. Committee involvement is a Clinical Ladder requirement.
- For validation of approved Unit-Based activities, performance improvement projects or status as Nurse Champion/Super User: Manager must provide written documentation of rationale for points claimed.

- For adjunct Nursing faculty: Provide letter from academic institution validating faculty status and semesters/quarters classes taught. If academic institution uses alternate system for credit hours, provide outline to manager for point validation.
- For professional organization: Provide copy of membership card.
- For approved activities positively impacting Hospital goals: Include description of activity and planned or actual impact on Hospital goals validated by manager or designee.
- Assigned Charge RN at least one shift per schedule.

Advanced Clinical Skills (Limit 15 points)		
Expert qualifying skill	3 points per skill (15 points maximum)	
Total:		

Acceptable proof of Points:

- Chemotherapy certification, CRRT, IABP, US guided IV insertion. Determination to be made by Cost Center/UPC.

Professional Development (Limit 15 points)		
PALS, ACLS, BLS, TNCC, LVAD, NRP, TNATC etc. instructor	5 points (Must be certified instructor and teach a minimum of 2 times per year.)	
House wide In-Service (Presenter) <ul style="list-style-type: none"> • Tumor Board • Stroke Grand Rounds 	5 points	
Poster/Podium Presentation <ul style="list-style-type: none"> • Unit-based • National 	3 points (unit-based) 10 points (national)	
Unit level In Service (presenter) <ul style="list-style-type: none"> • Simulation Sessions 	3 points (6 points maximum) 6 points Simulation Sessions	
National Conference (attendee) Local Conference (attendee)	5 points per day of conference (10 points maximum)	
Total:		

Acceptable Proof of Points:

- All areas in **Professional Development** must be nursing related.
- Evidence of participation in the presentation (i.e., brochure, announcement, or verification from the sponsor recognizing the applicant's participation), including learning objective, sign-in list if any) and outline of presentation.
- Local and National conference attendees must present proof of attendance upon request. This may include an outline of classes and/or roster. Conference topics must focus on the acute care hospital and/or ambulatory outpatient settings.
- Simulations Sessions: RN must be involved in development, implementation, and evaluation of sessions to meet weighted criteria for points.

Professional Publications (Limit 15 points)		
Editorial in a journal (Healthcare related)	5 points	
Article in a local newsletter	5 points	
Article in unit newsletter (Nursing practice related)	3 points	
Editor for local newsletter	2 points per issue (max 6 points)	
Writing a pamphlet (Patient or staff teaching tool)	5 points	
Revising a pamphlet (Pt or staff teaching tool)	1 point per tool (max 10 points)	
Original research article (Primary author 15 points, co-author 10)	15 points	
Textbook Editor	15 points	
Chapter in a Book	15 points	
Professionally authored multimedia aids, web	15 points	
Journal Article	10 points	
Journal Article (review of articles or book chapter)	3 points	
Book Reviews, published (nursing related)	5 points	
Evidence based policy writing/review	5 points new, 3 points revised	
Content Expert Contributor <ul style="list-style-type: none"> Sensitivity Panel Member Exam Item Writer 	5 points	
Total:		

Acceptable Proof of Points:

- All areas in **Professional Publications** must be nursing related.
- A copy of the publication should be submitted when possible. If not, a copy of the title page and table of contents is required. Publisher's notice of acceptance for publication should be submitted if Points are to be granted before printing.
- Pamphlets must be implemented if created as part of a school project and/or hospital project.

Community Service (Limit 15 points)		
Health Fair	5 Points Organizer 1 point per day attendee (maximum 5 points)	
Health fund raising events (MS Walk, Heart Walk)	1 point per day (maximum 5 points)	
Recruitment Fair	1 point per day (maximum 5 points)	
Career Fair	1 point per day (maximum 5 points)	
Health Literacy event	5 Points Organizer 1 point per day attendee (maximum 5 points)	
Medical Mission Trip	5 Points Organizer 1 point per day (maximum 5 points)	
Support Group sponsored by El Camino Health	5 Points Chair 1 point per day (maximum 5 points)	
Health Care Camp (Heart Camp, CF Camp)	1 point per day (maximum 5 points)	
Health Care Legislative Advocacy	1 point per day (maximum 5 points)	
Other health related community service activities	1 point per day (maximum 5 points)	
Serving on a Board/Taskforce for an agency (Cancer Society, Heart Association)	2 points per year	
Total:		

Acceptable Proof of Points:

- All areas in **Community Service** must be nursing/health related.
- Documentation must outline a description of duties and dates of service. A brochure from the event listing applicant as a participant, organizer, facilitator, and/or chair. Verification from Sponsor/Organizer recognizing applicant's leadership role.

Checklist for Promotion to Clinical Nurse III or Clinical Nurse IV

Name: _____ Date: _____

Department: _____ Employment Date: _____

Length of Employment in Current Department: _____

Applying for: ☐ CN III ☐ CN IV

- ☐ A. Clinical Portfolio/binder
- ☐ B. Application cover sheet
- ☐ C. Resume, including verification of degree (required for renewal and advancement)
- ☐ D. Copy of National Certification
 - a. A National Certification is required for advancement to CN III and CN IV.
 - b. Current CN III's grandfathered in as a CN III may not advance to CN IV without a national certification.
- ☐ E. Written exemplar (Clinical Nurse IV only)
- ☐ F. Verification of Clinical Ladder Points
 - ☐ a. For Clinical Nurse III, must obtain **30 points per year**.
 - ☐ b. For Clinical Nurse IV, must obtain **45 points per year**.
- ☐ G. Verification of Contact Hours
 - a. Log of **30 CEU's** (Certificates if requested by Manager/Director)
- ☐ H. Peer Review: **3 total**
 - a. 2 peer reviews selected by the applicant
 - b. 1 peer review selected by the Manager/Director

This completed sheet should accompany all required materials/evidence at time of submission.

Applicant Signature

Date

Checklist for Continued Status as a Clinical Nurse III or Clinical Nurse IV

Name: _____ Date: _____

Department: _____ Employment Date: _____

Length of Employment in Current Department: _____

Continuing as: ☐ CN III ☐ CN IV

- ☐ A. Clinical Portfolio/binder
- ☐ B. Application cover sheet
- ☐ C. Resume, including verification of degree (required for renewal and advancement)
- ☐ D. Copy of National Certification
 - a. A National Certification is required for advancement to CN III and CN IV.
- ☐ E. Written exemplar (Clinical Nurse IV only)
- ☐ F. Verification of Clinical Ladder Points
 - ☐ a. For Clinical Nurse III, must maintain **30 points per year**
 - ☐ b. For Clinical Nurse IV, must maintain **45 points per year**
- ☐ G. Verification of Contact Hours
 - c. Log of **30 CEU's** (Certificates if requested by Manager/Director)
- ☐ H. Peer Review: **3 total**
 - d. 2 peer reviews selected by the applicant
 - e. 1 peer review selected by the Manager/Director

This completed sheet should accompany all required materials/evidence at time of submission.

Applicant Signature

Date

El Camino Health

Exemplar

An exemplar is a clinical situation in which your professional skills as a nurse were instrumental in your ability to assess, teach or intervene to affect an outcome of value to the patient or to your own growth and development. Think of a story that was especially meaningful to you as a professional nurse; a story that helped shape your practice today. The exemplar must be applicable to your current clinical practice and must, ideally, have occurred in the past year.

A. Name

- Department
- Date

B. Brief Background

- Patient History and Diagnosis
- Your relationship in the situation
- Physician involvement (if applicable)

C. Action Taken

- Specific situation
- What you did
- Motivation for action
- What problems were anticipated and how that affected decision making?
- How did you incorporate universal skills and high reliability principles in this scenario?

D. Outcome

- How did your action affect the outcome of the situation?
- What made your decision the best course of action in this situation?

E. Debrief/Significance

- How did this story change you personally or professionally?

El Camino Health

Exemplar Hints and Guidelines

1. Preferably no longer than 1-2 pages.
2. Typed, double-spaced.
3. Must be a clinical situation that occurred in your nursing practice career applicable to your current practice and preferably in the last year.
4. Think of a situation in which your actions affected the outcome of a clinical situation.

The following may be helpful hints in thinking of the specific situations in your nursing practice:

1. Have you been involved in situations in which your professional skills as a nurse were instrumental in your ability to assess, teach or intervene in that case?

Tell us about the care you deliver and the impact of that care.

Focus on:

- Coordination of care
 - Available services
 - Physician participation
 - RN practice autonomy
 - Family centered care
 - Application of universal skills
2. How does this example of your clinical choices made as an expert/knowledgeable nurse align with your personal goals in nursing and the goals of your department and/or hospital?

NAME _____ DEPARTMENT _____

EMPLOYEE # _____

CE Hours: These programs must address subjects that have direct application to the needs of the acute and critically ill patient or family. You must have at least 30 CE hours annually for CN III and CN IV.

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ECH Peer Review Form: Selected by Applicant

_____ has applied for promotion or renewal as a Clinical Nurse III or IV.

Your feedback on their abilities is an important part of the evaluation process. Please evaluate how the above person performs in the following areas:

1. Briefly comment on this individual's ability to communicate with patients, families and other members of the healthcare team:

2. Please comment on this individual's ability to be a team player and willingness to assist others:

3. Please describe a time when you have seen this individual function at a high level to improve the work environment, enhance a patient care experience, or promote excellence in patient outcomes:

Please choose one of the following four rating statements that you feel best describes this applicant's ability to practice professional nursing:

- ☐ **Outstanding:** Performance at this level consistently exceeds job expectations and is recognized by peers and/or customers as a leader and a positive example for others. Represents a level of performance that is rare and unusual.
- ☐ **Highly Successful:** Performance at this level consistently generates results above those expected of the position. Contributes in a superior manner to the success of the department and organization.
- ☐ **Successful:** Performance at this level meets expectations and represents what is expected of a trained, experienced employee. Employee consistently contributes to the department's overall success.
- ☐ **Improvement Expected:** Performance at this level falls below what is expected for a trained, experienced employee. Performance does not consistently meet expectations.

Name (printed): _____ Title: _____

Signed: _____ Date: _____

ECH Peer Review Form: Selected by Applicant

_____ has applied for promotion or renewal as a Clinical Nurse III or IV.

Your feedback on their abilities is an important part of the evaluation process. Please evaluate how the above person performs in the following areas:

1. Briefly comment on this individual's ability to communicate with patients, families and other members of the healthcare team:

2. Please comment on this individual's ability to be a team player and willingness to assist others:

3. Please describe a time when you have seen this individual function at a high level to improve the work environment, enhance a patient care experience, or promote excellence in patient outcomes:

Please choose one of the following four rating statements that you feel best describes this applicant's ability to practice professional nursing:

- ☐ **Outstanding:** Performance at this level consistently exceeds job expectations and is recognized by peers and/or customers as a leader and a positive example for others. Represents a level of performance that is rare and unusual.
- ☐ **Highly Successful:** Performance at this level consistently generates results above those expected of the position. Contributes in a superior manner to the success of the department and organization.
- ☐ **Successful:** Performance at this level meets expectations and represents what is expected of a trained, experienced employee. Employee consistently contributes to the department's overall success.
- ☐ **Improvement Expected:** Performance at this level falls below what is expected for a trained, experienced employee. Performance does not consistently meet expectations.

Name (printed): _____ Title: _____

Signed: _____ Date: _____

ECH Peer Review Form: Selected by Manager/Director

_____ has applied for promotion or renewal as a Clinical Nurse III or IV.

Your feedback on their abilities is an important part of the evaluation process. Please evaluate how the above person performs in the following areas:

1. Briefly comment on this individual's ability to communicate with patients, families and other members of the healthcare team:

2. Please comment on this individual's ability to be a team player and willingness to assist others:

3. Please describe a time when you have seen this individual function at a high level to improve the work environment, enhance a patient care experience, or promote excellence in patient outcomes:

Please choose one of the following four rating statements that you feel best describes this applicant's ability to practice professional nursing:

- ☐ **Outstanding:** Performance at this level consistently exceeds job expectations and is recognized by peers and/or customers as a leader and a positive example for others. Represents a level of performance that is rare and unusual.
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- ☐ **Successful:** Performance at this level meets expectations and represents what is expected of a trained, experienced employee. Employee consistently contributes to the department's overall success.
- ☐ **Improvement Expected:** Performance at this level falls below what is expected for a trained, experienced employee. Performance does not consistently meet expectations.

Name (printed): _____ Title: _____

Signed: _____ Date: _____