Performance Appraisal Evidence Guide

Requirements to Advance from RN III / RN IV to RN V (New Applicant)

4 or More Years of Experience in Specialty

Name:	Workday ID:	Please check one of the following: Management Track ☐ Clinical Expert Track ☐	Clinical Area:
CSM:	Email Address:		Submission Date:

I acknowledge the information provided in this portfolio is true and accurate. I further acknowledge I have not received a written disciplinary warning in the past 12 months. I understand if I receive a written disciplinary warning, I will return to RN III status and will receive a decrease in my salary equal to the compensation received before my promotion to an RN V.

_____ _____

RN V Applicant **Date**

_____ _____

Clinical Service Manager (CSM) **Date**

_____ _____

Clinical Specialist (CS) **Date**

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✔	Minimum Professional Requirements NOTE: All qualifiers in this section are required.
	To obtain RN V status you must meet all requirements AND must score "Satisfactory" or above on the RN III Performance Appraisal Evidence Guide. **Provide** first page of the most current performance evaluation that lists the overall score of Satisfactory or above.
	Provide copy of Graduate Degree (diploma or transcript) within a nursing specialty
	Provide proof of completion of the following training within the evaluation period. Please "√" to show completed. ☐ "Learning to Lead" (Live class – 8 hours) **Must complete within 12 months after promotion date. NOTE: This course was previously known as "Leadership Essentials." If you have previously completed "Leadership Essentials" you do NOT need to take "Learning to Lead."** ☐ CITI Course Human Subject Protection (Online module) ***NOTE: Only required If completing an evidence based practice or research project.*** ☐ "Participating in Quality Improvement" (Live class – 3 hours) **Must complete within 12 months after promotion date**
	Provide proof of current professional certification (card or certificate) that shows expiration date. Certification: _____Expiration Date _____
	Provide copy of current Training Tracker report of minimum of 48 CE hours obtained of staff development and/or other CE within the evaluation period, demonstrating no deficiencies. May use academic hours (1 hour = 5 credit hours for a max of 20 hrs.)
	Provide current Advanced Clinical Certifications required for each unit/area as listed below. Submit copies of competency document and/or certification card for each required certification.

Unit/Area	BLS	ACLS	PALS	NRP	STABLE	Chemo	TNCC	Fetal Monitoring
Ambulatory	X							
Ambulatory – TOSH PACU/Pre-OP	X	X						
ED	X	X	X				X	
ENDO / IR / Cath Lab	X	X						
Critical Care – E4	X	X						
Critical Care - H4, F4	X	X					X	
Oncology - H7, Stem Cell - F7, E7	X					X		
NICU - F5, H5	X			X	X			
Lactation	X			X				
L&D - E5, Perinatal - E6	X			X				X
Antepartum – A5	X							X
Med. Surg. Units - F9, H9, F8, H8, F6, H6	X							
Pre-OP/Anesthesia	X	X	X					
PACU	X	X	X				X	
OR	X							
Infusion	X					X		
PRI Adult/Women	X							
PRI Child	X							
ECT	X	X						
Float Pool	X	X(ICU)	X(ICU)	X(M/I)	X(M/I)			X(M/I)

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	NOTE – BLS, ACLS, PALS, NRP, and Fetal Monitoring are renewed at 2 year intervals; TNCC is renewed at 4 year intervals; Chemo is renewed every year. STABLE is only required once and must be attained within 6 months of employment.

✔	**Category # 1 - Professional/Clinical Development** **Applicant must select at least 1 qualifier from this category**

	Current membership in a National or State Chapter Nursing Professional Organization.
	
	Professional Organization: _____
	
	Provide all of the following:
	• Copy of current membership card, and
	• Minimum of one article from a professional organization, and
	• Provide one of the following:
	  ○ Evidence that supports a current UAMS policy/procedure/process. Please provide the name of the UAMS policy/procedure/process.
	  ○ Evidence of a best practice from the Professional Nursing Organization that suggests enhancements should be made to a UAMS policy/procedure/process. Please provide the name of the UAMS policy/procedure/process.

	Working toward a doctorate degree. University and Program: _____ **Provide** copy of college transcript with applicable classes highlighted in yellow.

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✔	**Category # 2 - Contribution to the Development of Others** **Applicant must select at least 2 qualifiers from this category**
	Participation in Annual Performance Appraisals for nursing and support staff as directed by CSM **(RN V Management Track Only)** **Provide** documentation of number of performance appraisals completed, including names, etc. Must be validated by CSM.
	Participation in precepting of a designated employee, student, or summer extern as part of a formal staff development program. (NOTE: Must have completed preceptor competency training) Name of preceptee: _____ **Provide** documented scheduled time with the designated employee and a copy of preceptee evaluation.

	Provide Instruction/Training/Educational Offerings within UAMS system/community such as In-services, Hot Topics, educational poster development, continuing nurse education, patient education materials. BLS, ACLS, NRP, etc.
	
	In-service topics must be approved by and coordinated with CSM or APP and must be developed and presented in either poster or live presentation format with a minimum of 15 minutes' presentation time.
	
	EXAMPLES: In-services, Hot Topics, educational poster development, continuing nurse education, patient education materials.
	
	NOTE: Reporting minutes from a meeting or taskforce to your peers is part of the anticipated function for being on a committee and is not considered in-services.
	
	Provide the following:
	• Competency Instruction (for ACLS/BLS/PALS, etc., provide instructor card and schedule of classes)
	• In-service - Include class name, length of class, date and time of class, objectives and outline, rosters, attendance sheets, and evaluations.
	  ○ Training Tracker attendance
	  ○ Copy of presentation
	• CE submission - include copy of application

✔	Category # 2 - Contribution to the Development of Others (Continued)
	Participation as a proctor for skills validation. Present, demonstrate, or evaluate skills and assist in annual skills verification of unit/department staff. May also assist on hospital-wide skills verification. **Provide** one or more of the following: *Unit Skills* - Skill competency check-off completed & signed, list skill and dates of verification. *Skills Day* - List skills verified, staff members, unit, and date, submit Skills Day Roster. Also, submit verification from class coordinator or educator for participation in hospital wide teaching/check off of skill competencies in classroom or simulation settings. *Hospital Wide Skills Verification* Participation in hospital wide teaching/check off of skill competencies in classroom or simulation settings. Must submit verification from class coordinator or educator.
	Complete EPIC Super-user training and act as the 1st line of support for assistance with system and helping facilitate problem solving. **Provide** a log in which staff record their questions and lessons learned so that nurses can learn from one another and help subsequent units adopt systems with greater ease. Log must be verified by CSM.
	Project negotiated and approved by CSM/APP that has a direct clinical/educational benefit to the unit, or hospital, but does not fit into other Resource Nurse categories. Name of Project: _____ **Provide** the special project/activity verification with summary of negotiated activity, signed by CSM/APP.

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✔	**Category # 3 – Leadership (Part 1)** **Applicant must select at least 1 qualifiers from this category**
	Create, lead, or attend a Task Force/Committee that meets for a specific purpose which is self-limiting and recognized by the organization which includes rosters and minutes. Name of Taskforce: _____ **Provide** evidence of 80% attendance for a full year of scheduled meetings – attach roster. Include: Name of Committee, UAMS or Clinical area based committee, scheduled meeting dates, dates attended.
	Serve on the RN IV / RN V Review Board that meets quarterly. Must have previously been in an RN IV role. **Provide** evidence of attendance at 3 of the 4 meetings held during the evaluation period. NOTE: **CNE will provide evidence of attendance.**
	Assist CSM/Charge Nurse with schedule development/maintenance - **(RN V Management Track Only)** **Provide** schedules and describe your participation
	Assist your units' Nursing Practice Review Council Member with creating new polices, reviewing and suggesting changes or deletion of current policies. Also assist in communication of policy changes to unit. **Provide** list of policies RN participated in creation or review and meeting minutes of all staff/unit meetings where RN presented changes.
	Provide support and leadership for Joint Commission readiness environmental or knowledge (tracers). Assist in the corrective actions for areas noted for improvement during formal Joint Commission Survey. **Provide** copies of completed environmental or knowledge chart tracers, trace schedules, and/or description of noncompliance issue(s) and action plan including communication and education of staff. Participation and leadership in tracer process must be verified by CSM or APP.

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✔	**Category # 4 – Leadership (Part 2)** **Applicant must select at least 1 qualifiers from this category**
	Project that has a direct clinical/educational benefit to the unit, or hospital, but does not fit into other Resource Nurse categories. Must be approved by CSM/APP. Name of Project: _____ **Provide** the special project/activity verification with summary of negotiated activity, signed by CSM/APP.
	Recipient of a DAISY of the Month, Annual Nursing Recognition Award Winner, or Unit Recognition Award during previous performance review period. Award : _____ **Provide** award(s) certificate.
	Assistance with Resource Nurses project. Name of Resource Nurse and Project: _____ **Provide** a letter from the unit leadership specifying direct involvement with assisting one or more Resource nurses.
	Assist renewing RNIV's and new RNIV applicants with completing their portfolios. (Applicable only if you have previously achieved RNIV / RN V status.) **Provide** a letter from the unit leadership specifying direct involvement with assisting one or more nurses to submit a new RN IV and/or renewing RN IV.

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✔	**Category # 5 – Performance Improvement, Evidence Based Practice, or Research** ******All outcomes based projects (PI/EBP/Research) must be pre-approved by the Center for Nursing Excellence****** **(For the one qualifier selected, the RN V must submit for presentation at UAMS Research Day or other CE educational offering/conference.)** **Applicant must select at least 1 qualifier from this category**
	Publication in newsletter or journal (content must be relevant to EBP, performance improvement, or research). May be completed at the unit, organizational, local, state, or national level. **Provide** copy of the publication that includes date and newsletter/journal title.
	Provide in-service for unit, division, or organization that results in internally recognized staff development hours for participants. Should be different from qualifier used to speak to contribution to the development of others qualifier. In-service Topic: _____ **Provide** copies of sign in sheets of participants along with any handouts or pictures of the presentation. May also include: • Pictures of you presenting • PowerPoint presentation • Pictures or copies of poster board/flyer
	Research utilization or formal literature review. **Provide** the following forms: PICO, Individual Evidence Summary, Conclusions/Recommendations
	Poster presentation at UAMS Research Day or other CE education offering/conference. **Provide** copy of Research Day poster and/or podium presented.
	Involvement in EBP, Research, or Quality Improvement project (outcome based projects preferred). **Provide** proof of involvement that includes the development or implementation of actions necessary to complete the project. **EBP** • EBP outline with time line • Supporting Documents – PICO, Evidence Summary, Presentation, Meeting Minutes, and Poster. **Quality Improvement** • Project Charter • Stakeholder Map • Stakeholder Action Plan • Data/PDSA Optional **Research** • IRB protocol • Research Participation • Clinical Liaison – Emails, Meeting Attendance, etc.

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✔	**Category # 6 - Community Activities** **Applicant must select at least 1 qualifier from this category**
	Individual involvement in a community service project that is aimed at improving one of the community's top health related disparities. May act as the Chairperson/Coordinator of Event or participant. Activities may be through schools, churches, or community organization events. Name of Event/Service: _____ **Provide** dates and number of hours volunteered with the signature of the Event(s) Chairperson or certificate of participation.
	Serve as a Nurse Ambassador for UAMS Nurse Recruitment. Must be coordinated with the Nurse Recruiter. Primary responsibilities are in the areas of educating the public about the nursing profession and promoting nursing as a career choice. Examples: • Volunteer for Annual Nursing Expo • Speak to nursing students • Preceptor for high school students interested in health care professions • ARNA, ANSNA, Research Day, Career Days • Assist UAMS College of Nursing Recruitment events **Provide** certificates of completion with verification through Nurse Recruitment office.

Reference: NR.CP.1.41 RN IV / RN V Review Policy