Professional Nursing Pathway

This comprehensive guide contains all of the necessary information and instructions to navigate the PNP program.

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Welcome

Welcome to Crouse Health's Professional Nursing Pathway! This program was created to foster, validate, and recognize the professional development and achievements of our registered nurses. It is based on the research of Dr. Patricia Benner and the ongoing development of nursing expertise from Novice to Expert.

The four levels of skill: **Novice, Competent, Proficient and Expert** equate to the four levels that can be achieved on the Professional Nursing Pathway – RN1, RN2, RN3, and RN4. Participation of nurses in a professional development pathway has been shown to increase individual self-worth and job satisfaction, and improve patient outcomes.

Core requirements at each level of the Professional Nursing Pathway identify the expected competencies and behaviors of the registered nurse at that level, in addition to academic and work experience requirements. RN1 is entry level, and all Crouse Health nurses are considered an RN1 upon successful completion of the orientation period. RN2 and above require the nurse to achieve professional milestones related to professional development, as well as participate in certain activities within 5 categories. These categories were derived from RN Standards of Care, the Crouse Nursing Model, and 14 Magnet forces and include:

1. **Leadership**
2. **Quality/ Performance Improvement**
3. **Professional Development**
4. **Service to the Community/ Hospital**
5. **Nurse as Preceptor/ Mentor/ Educator**

These categories are by no means all-inclusive, and within each category, in addition to the activities listed, nurses have the ability to "tell a story" through an exemplar, which can detail a different situation or process through which the RN has experienced growth or professional development.

This booklet contains information on ways to reach each designated level, and details about the supporting documentation needed to progress on the Pathway. If you have any questions, you can email professionalnursingpathway@crouse.org.
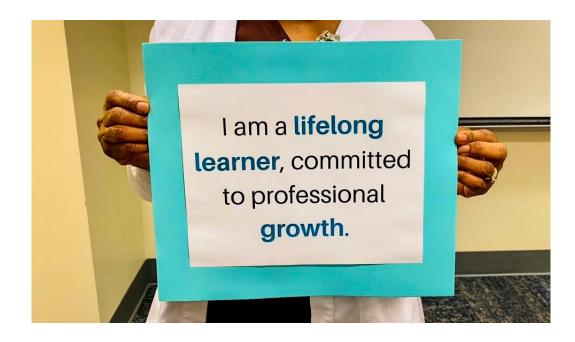
Congratulations on taking this step to advance your career. Your commitment to lifelong learning and your contributions to Crouse Hospital's Mission, Vision and Values is recognized and appreciated. We look forward to celebrating your achievement with you!

Mission

The Professional Nursing Pathway's purpose is to attract, retain, and recognize professional nurses at Crouse Health who are committed to continually improving their practice and achieving personal goals.

Professional Nursing Pathway Objectives

- To foster the professional growth and development of nurses at Crouse Health
- To recognize and celebrate the achievements of our nurses as leaders, educators, innovators, and caregivers
- To strive for exemplary patient outcomes through the use of evidence-based practice
- To attain outstanding customer satisfaction through the provision of quality nursing care
- To support the Crouse culture through professional skills, knowledge, behaviors and attitudes, both individually and collectively

Financial Incentive

Professional development and lifelong learning takes a level of dedication that should be recognized. Nurses at Crouse Health utilize their skills and expertise every day to help meet our mission, and each individual's growth contributes to our success as an institution. Effective July 4, 2021, nurses who obtain their Level 2 – 4 on the Professional Nursing Pathway will be compensated with a financial incentive as a small token of gratitude and recognition for your commitment and accomplishment.

The financial incentive is as follows:

Obtain Level 1 – No payout (all RNs achieve after successful orientation)

Obtain Level 2 - $200 payout

Obtain Level 3 - $300 payout

Obtain Level 4 - $500 payout

Future Renewals at Any Level – $200 payout

Please keep in mind:

- Renewals of current level must be completed every year
    - Pathway achievements are loaded into GPS where this can be tracked – you will receive a reminder e-mail when it is time to renew
    - If you miss your renewal date, you will not be permitted to submit a portfolio for a 6-month waiting period
- If you obtain a new level vs. a renewal, you are paid out at your **new** level (one time only)
- You may only submit **one** application or renewal in a 12-month period

Professional Nursing Pathway
Committee Members

We appreciate the dedication of the committee members who work hard to assure our nurses have professional development opportunities and are celebrated for their achievements.

Chairperson:

Ashley Haugstatter, Manager of Nursing Relations and Retention

Members:

Lynne Shopiro, Interim Chief Nursing Officer

Elizabeth Michiel, Cardiac Services

Kathleen Steinmann, Director of Education and Professional Practice

Todd Olrich, Med/Surg Clinical Nurse Specialist

Emily Seabrook, Med/Surg Clinical Nurse Specialist

Barbara Lyke, Registered Nurse, OB Float Pool

Hilary Reeves, Nurse Manager, Emergency Department

Samantha Cuda, Clinical Supervisor, Critical Care

Karla Piazza, Registered Nurse, NICU

Jennifer Arrao, Nurse Manager, Surgical Services

Karen Grant, Charge Nurse, Cardiac Services

Professional Nursing Pathway
Committee Charter

I.   The committee will be called the Professional Nursing Pathway Committee

II.   **Purposes**: the committee is created for the purpose of receiving and reviewing all submissions of portfolios to the Professional Nursing Pathway at Crouse Health. The specific purposes of the committee may include the following responsibilities:

    a. Receive and review forms and portfolios submitted by Registered Nurses
    b. Determine if the applicant has met the criterion for the level they applied for
    c. Provide guidance and feedback to the Registered Nurse related to portfolio or application completeness
    d. Provide information and raise awareness for the Professional Nursing Pathway program to employees
    e. Communicate submission results to the Registered Nurse
    f. Determine, manage, and communicate any changes deemed necessary in the Pathway or Pathway process
    g. Celebrate those who have achieved Pathway levels

III.   **Membership:**

    a. Composition – the committee will be representative of all nursing divisions within the organization (Med/Surg, Women/ Infants, Surgical Services, Critical Care and Emergency Services)
    b. The committee will be comprised of:
        i. Committee Chair – Manager of Nursing Relations and Retention
        ii. Chief Nursing Officer
        iii. 1-3 Nursing Directors
        iv. 1-3 Nurse Managers/ Clinical Supervisors
        v. 1-3 Clinical Nurse Specialists
        vi. 2-4 Staff/ Charge Nurses
        vii. Human Resources Liaison: Director and one Recruitment/ Retention Coordinator

IV.   **Procedural Rules**

    a. Meetings – The committee will meet quarterly. Event invitations will be emailed to members at least ten days prior to meeting start. Meeting length and agenda will be determined by the number of portfolios received.

b. Celebrations – The committee will be notified of all celebrations for Pathway Level fulfillment.
c. Minutes – Minutes of each meeting will be kept and copies will be emailed to committee members within two weeks of the meeting.

V. **Application Review Process:** Portfolios will be prepared to present prior to the meeting starting. The following must be verified for completeness/ relevance and agreed upon by a **majority** of members present:
a. All required documentation is present, complete and accurate
b. All minimum requirements are met for the level applying: years' experience, academic/ certification/ leadership requirements and additional activity requirements
c. Evidence/ exemplar for activities are reviewed and approved
d. Registered Nurse is in good standing and matches the competency descriptors for the level which they applied

VI. **Active Suspensions/ Disciplines:** If the registered nurse has an active discipline (written)/ suspension on file, they will be ineligible to (re)apply for a period of three months. When they do (re)apply, they will need to provide the following to accompany their application and portfolio:
a. Written account of the impact of the incident on their peers and the organization

VII. **Committee Communication:** Committee results will be communicated to the registered nurse as soon as possible, and within 4 weeks of the quarterly committee review date. Communication will include details on how to appeal if the committee does not award a level.

VIII. **Appeal Sub-Committee:** The appeal sub-committee will consist of the Chairperson, Chief Nursing Officer and 2 sub-committee members. Sub-committee members will be dependent on the Nursing Division of the registered nurse appealing. The specific purposes of the sub-committee may include the following responsibilities:
a. Review all missing and/or unclear documentation from the portfolio
b. Listen to and assess the nurse's presentation of an unclear exemplar or other documentation
c. Upon completion of the review, the sub-committee must come to a **unanimous** decision as to whether the appeal is successful or the original determination stands

Professional Nursing Pathway
Level Requirements and Competency Descriptors

For a quick view, visit the Professional Nursing Pathway Framework on Page 11-12

Level I

Mission Statement: The Level I nurse is able to deliver safe, competent care within the context of the Crouse Health Nursing Model.

Competency Descriptors:

- Successful completion of orientation
- Successful obtainment of licensure (applicable to all GNs)
- Demonstrated growth toward competent practice as reflected in post-orientation review

Work Experience: Successful completion of orientation

Academic/ Certification/ Leadership Requirements: None

Committee Involvement: None

Activity Requirements: None

Level II

Mission Statement: The Level II nurse is able to use critical thinking skills to identify and respond to advanced clinical issues, and begins to act as a role model in leadership and educational duties.

Competency Descriptors:

- Demonstrates accountable, competent practice
- Works independently, practicing as coordinator of patient care through appropriate delegation and supervision
- Demonstrates patient advocacy; ability to serve as orientor/preceptor; recognizes knowledge deficit and seeks appropriate resources for assistance
- Identifies personal and professional goals and shows a commitment to growth and engagement

Work Experience: 1+ years' experience

Academic/ Certification/ Leadership Requirements: Any nursing degree, no certification required

Committee Involvement: Must actively serve on at least (1) unit/hospital based committee

Activity Requirements: Must complete (1) activity across (3) categories (see Framework for details)

Level III

Mission Statement: The Level III nurse is able to act as a resource, recommend change based upon evidence-based practice, and is viewed as a reliable mentor.

Competency Descriptors:

- Demonstrates proficient practice and active leadership; participates in professional practice activities
- Works independently, practicing as coordinator of patient care through appropriate delegation and supervision
- Demonstrates patient advocacy; ability to serve as orientor/preceptor; recognizes knowledge deficit and seeks appropriate resources for assistance
- Identifies personal and professional goals and shows a commitment to growth and engagement

Work Experience: 2+ years' experience

Academic/ Certification/ Leadership Requirements: Diploma or ADN and Charge Nurse/ Preceptor for 2+ years *-OR-* Diploma, ADN, or BSN/MSN in progress with national specialty certification *-OR-* BSN/MSN completed, no certification required

Committee Involvement: Must lead (1) or actively serve on (2) unit/hospital based committee(s)

Activity Requirements: Must complete (2) activities across (3) categories (see Framework for details)

Level IV

Mission Statement: The Level IV nurse is able to demonstrate professional growth and exemplary outcomes through a combination of education, research and commitment to the organization.

Competency Descriptors:

- Demonstrates expert practice, is self-directed, and contributes to organizational leadership
- Role –models in national professional practice standards, participates in professional practice activities
- Works independently, practicing as coordinator of patient care through appropriate delegation and supervision
- Demonstrates patient advocacy; ability to serve as orientor/preceptor; recognizes knowledge deficit and seeks appropriate resources for assistance
- Identifies personal and professional goals and shows a commitment to growth and engagement

Work Experience: 3+ years' experience

Academic/ Certification/ Leadership Requirements: Diploma or ADN and Charge Nurse/ Preceptor for 5+ years *-OR-* BSN completed *-OR-* MSN in progress/ completed; specialty certification required regardless of education level

Committee Involvement: Must lead (1) or actively serve on (2) unit/hospital based committee(s)

Activity Requirements: Must complete (2) activities across (4) categories (see Framework for details)

PNP Framework	Level I	Level II	Level III	Level IV
Years' Experience *All RNs must complete their 90-day probationary period to be eligible for any level*	Successful completion of orientation	1+ Years' RN Experience	2+ Years' RN Experience	3+ Years' RN Experience
Academic, Certification and Leadership Minimum Requirements	Any nursing degree No certification required	Any nursing degree No certification required	Diploma or ADN and Charge Nurse/ Preceptor for 2+ years *-OR-* Diploma, ADN, or BSN/MSN in progress with national specialty certification *-OR-* BSN/MSN completed, no certification required	Diploma or ADN and Charge Nurse/ Preceptor for 5+ years *-OR-* BSN completed *-OR-* MSN in progress/ completed Specialty certification required regardless of education level
Committee Involvement (Must have attended **at least** 4 meetings in the last 6 months)	None required	Actively serves on (1) unit based or hospital wide committee	Actively leads (1) or serves on (2) unit based or hospital wide committee(s)	Actively leads (1) or serves on (2) unit based or hospital wide committee(s)
Additional Requirements	None required	Must complete at least (1) activity across (3) categories below	Must complete (2) activities across (3) categories below	Must complete (2) activities across (4) categories below

1. Leadership	2. Quality/ Performance Improvement	3. Professional Development	4. Service to the Community/ Hospital	5. Nurse as Preceptor/ Mentor/ Educator
Serves as a resource for nursing staff as observed by nurse manager and/or charge nurses	Creates a poster/display as resource for new process or equipment	Active member of a professional organization	Volunteered time to facilitate/implement health and wellness in the community (Red Cross, etc.)	Create and present a nursing focused in-service (unit level)
Serves in the charge nurse role (if not needed for minimum requirements)	Actively serves on Unit Based Council (beyond minimum requirement)	Reads evidence based research literature to enhance nursing knowledge and writes a reflection	Serves as a board member of an external organization	Serve as resource person during a change initiative implementation to peers on unit (Ex: Train the trainer)

Participates in peer interview process (at least 3 interviews completed)	Serve as unit representative on QI/ PI subcommittee (beyond minimum requirement)	Obtain certification in specialty area (if not needed for minimum requirements)	Serve as community education instructor (parenting/ childbirth classes, EMT, life guard, babysitter classes)	Presents information from a conference or continuing education course to unit
Facilitates a Critical Event debriefing	Serve as unit champion for quality measures (i.e. skin champion)	Attend a local nursing conference/ event and write a brief reflection	Presents at career day event to outside agency (schools, YMCA, etc.)	Precept a nursing student for their capstone experience
Chair or organize professional conference/ teaching day/ lunch and learn	Identify potential areas of investigation and search for evidence for a potential QI/PI initiative	Attend a national nursing conference/ event and write a brief reflection	Active in your college's nursing alumni organization, participating in events/ outreach, etc.	Review, update and present an overview of a unit based policy
Leads an organizational committee (beyond minimum requirement)	Collect and analyze data for potential QI/ PI initiative	Enrolled in nursing Bachelor's degree program (if not needed for minimum requirements)	Participates in a unit/ nursing/ hospital fundraiser or item drive	Present current relevant EBP article review at a unit meeting and lead discussion
Serves in a leadership role/ board member of a professional nursing organization	Implement of a QI/ PI project or initiative	Enrolled in nursing Master's degree program (if not needed for minimum requirements)	Participates in community based fundraising activity or item drive	Skills validation (unit/department level) Ex: drills, new equipment etc.
Creates/ implements or reinforces a peer recognition initiative as observed by manager	Evaluation of a QI/PI project or initiative	Attend an online nursing workshop or class worth at least 2 CE credits	Participates in tutoring or mentoring of nursing students (outside of paid work hours)	Serve as a Nurse Orientor/Preceptor (if not needed for minimum requirements)
Creates/ implements or reinforces team building initiative on unit or between units	Assist in performing a QI/PI audit (documentation, gel in /gel out, skin rounds, etc.)	Research and develop nationally recognized display of clinical practice (i.e. poster presentation at national conference)	Serves as vaccination nurse at influenza/ COVID vaccine clinics	Maintains instructor certification in addition to staff nurse role (Ex: CPR, NRP)
Participates in a nursing leadership course from Educational Services or outside the organization	Hold evidence-based practice workshop on unit	Write an article to be submitted to a nursing publication (does not need to be published yet)	Lead a public health awareness campaign for the hospital/ community	Adjunct faculty in addition to staff RN role

*An **exemplar** may be written in any of the above categories to count as (1) activity per category.

Application Process

Step 1: Determine whether you meet the basic eligibility requirements:

> 1) Work in a direct-care nursing role at Crouse Health as a registered nurse or nurse practitioner
> 2) Successful completion of 90-day probationary period
> 3) Have no active suspension/ discipline above a written on file in the last 3 months

If met, read and understand the different levels of the Professional Nursing Pathway (See Page 11-12). Determine which level you will be eligible for/ applying to, and decide if you are ready to commit to this level of professional development.

Step 2: Complete the Statement of Intent (Page 25). This is the form that indicates you intend to begin the Pathway process this year and indicates endorsement by your manager. Bring this form to Human Resources where it will be date stamped. Human Resources will keep one copy and another will be given to you to place in your portfolio. Once you have declared your intention to join the Pathway, you will have one (1) year to complete the requirements and submit your portfolio. All activities being submitted must be completed within the year.

Step 3: Create or update a Professional Portfolio – this can be in a printed or digital format. Your portfolio will contain all of the appropriate documentation to demonstrate your completion of Pathway requirements. More information on building a portfolio is on page 19.

Required Documentation for <u>all</u> portfolios includes:

- Statement of Intent (stamped by HR) – See Page 25
- Checklist for Level you are applying to – See Pages 26-28
- Copy of Updated Resume
- Copy of most recent Performance Review

- Personal Statement/ Statement of Progress – See Page 21
- Letter of Recommendation (from nurse peer, charge nurse or manager) – See Page 21
- Copy of Current Nursing License
- Copy of Nursing Degree(s)/ Certification(s)
- Verification Form for each category you are applying with, with supporting documentation as stated – See Pages 29-38

May also include:

- Future Career Goals
- Thank you Letters
- Meaningful patient moments or other reflections
- Anything else that "tells your story"
- Examples of your work: a paper you've written that you're proud of, etc.

Step 4: Submit your Portfolio. Portfolios should be brought to Human Resources (8 Memorial) or emailed to professionalnursingpathway@crouse.org. Portfolios are reviewed on a quarterly basis by the Professional Nursing Pathway Committee and recipients who achieve their level are notified via e-mail and celebrated within the following month.

Due dates for 2021:

August 20th

November 12th

Due dates for 2022:

January 3rd

April 4th

July 5th

October 3rd

Frequently Asked Questions

1. Is it mandatory that I participate in the Professional Nursing Pathway?

Participation in the PNP is voluntary. However, it is the expectation that every nurse at Crouse Health demonstrates continual professional growth and development as part of their job description. The Professional Nursing Pathway allows you the opportunity to showcase and celebrate your achievements as a nurse. Your manager/supervisor will discuss your professional growth and goals with you at your annual performance review. Together you can discuss your readiness to participate in the PNP, and they will need to approve and endorse your Statement of Intent.

2. Where do I begin?

All nurses at Crouse Health who are in good standing are considered to be at Level I on the Professional Nursing Pathway following successful completion of orientation. No documentation is required for Level I as this is considered the novice, entry level beginning to every nurse's career. Advancing to a higher level on the Pathway requires at least one year of nursing experience, but during this first year, you can get started on constructing your portfolio and planning to complete professional development activities. If you have one year or greater experience, follow the application process above to advance through the Pathway and celebrate your professional development.

3. How do I progress from one level to the next?

As nurses continue to acquire years of experience, pursue continuing education and participate in committees and other professional development activities, they will be eligible for advanced pathway levels. When evaluating the Professional Nursing Pathway requirements, you can look to see what you qualify for at the current time, and make a plan for progressing to the next level by setting professional goals. You are permitted to submit **one** Professional Nursing Pathway application and portfolio each year, so please keep this in mind when thinking about which level to apply to or renew.

4. What is a professional portfolio and what is required to create one?

A professional portfolio is a collection of documents that tells the viewer about your accomplishments as a registered nurse. It reflects the progression of your practice in terms of education, certification, committee involvement and professional development

activities and achievements. It is a concrete, measurable way to track your growth and development as a nurse, and allows you to tell your nursing story in a visual format!

It can also be used as a tool to guide and promote lifelong learning – a value embedded in nursing practice. For the Professional Nursing Pathway, your portfolio will be utilized as supportive evidence in evaluating whether you meet the level you are applying for. Once you initially create the portfolio, you'll be able to build on your accomplishments and either renew your current level or advance on the Pathway each year.

Portfolios can be submitted digitally or in a printed format. Both will require collecting your professional documents including:

- Statement of Intent (stamped by HR) – See Page 25
- Checklist for Level you are applying to – See Pages 26-28
- Copy of Updated Resume
- Copy of Current Nursing License
- Copy of Nursing Degree(s)/ Certification(s)
- Copy of most recent Performance Review
- Personal Statement/ Statement of Progress – See Page 21
- Letter of Recommendation (from nurse peer, charge nurse or manager) – See Page 21
- Verification Form for each category you are applying with, with supporting documentation as stated – See Pages 29-38

If you are creating a digital portfolio, you will use the website www.LiveBinders.com to build your portfolio and keep your documents all in one place. Please see our example portfolio at https://www.livebinders.com/b/2818383, key: CrouseNursing. A LiveBinders tutorial is available at www.crouse.org/professionalnursingpathway.

If you are creating a printed portfolio, you will purchase a 3-ring binder to hold these documents. It is recommended that you utilize sheet protectors to hold your documents to maintain their integrity. You may use divider tabs to keep the different sections organized. A sample portfolio is available in Human Resources.

In both cases, please feel free to add a personal touch to your portfolios to include photos or colors/ design that resonates with you. Please see "Constructing Your Portfolio" on page 19 for further instructions.

5. Who can assist me with creating my portfolio if I need help?

The Committee Chair is available to assist with questions and guidance in creating a portfolio. Please reach out to professionalnursingpathway@crouse.org to request a time to meet, and come prepared with questions and any materials you would like assistance with.

6. When and where do I submit my portfolio? How will I find out my results?

Portfolios are reviewed on a quarterly basis, due dates for each quarter in 2021 and 2022 are listed in the Application Process section above. You can submit your portfolio at any time throughout the year, but keep in mind that it will be reviewed at the **next** quarterly meeting after submission. Printed portfolios are submitted to Human Resources (8 Memorial), links to digital portfolios on LiveBinders should be sent to professionalnursingpathway@crouse.org with the subject "Submission Level X, First Name, Last Name". Please be sure to make your portfolio "public" and include the "key" created with the link. The committee has 4 weeks from the quarterly due date to notify applicants of their results, applicants will be notified via their Crouse Health e-mail.

7. What if I do not agree with the committee's decision?

An Appeal Sub-Committee, comprised of the Committee Chairperson, CNO, and 2 other committee members, will be available to review any disputed decisions made by the Committee during initial review. The registered nurse will be given the opportunity to re-submit and/or present any missing or unclear documentation from their portfolios. After reviewing these items, the subcommittee will vote on whether to advance the RN to the next level. If the original decisions stands, additional feedback will be provided to the nurse and they will be able to re-submit a portfolio in the next quarter to try again.

8. How do I maintain/renew my current level?

Each registered nurse on the Pathway needs to submit a renewal **each year** if they intend to remain on the Pathway and receive an additional financial reward. The same process is used for initial submission and renewals. You will submit an updated portfolio with a new statement of intent, checklist, and verification that you are maintaining your professional development activities. Instead of a Personal Statement, you will submit a Statement of Progress (see Page 21 for more information). Renewals and initial submissions are reviewed at the same quarterly meeting, and results are emailed at the same time.

9. How do I know when I will need to renew?

Your pathway Level II-IV achievement will be loaded into GPS with the appropriate renewal date for the following year. Depending on the quarterly due dates for the following year, this may greater than 12 months from date of achievement (it will never be less). You will receive reminder emails from GPS when it is time to renew, similar to a certification.

10. What if I no longer qualify when it is time to renew?

If you no longer meet the requirements for a level in order to renew, you will not submit a portfolio or receive a financial incentive. You will need to wait **6 months** from the time that you miss your renewal to re-apply for renewal or a new level. It is important that maintenance of professional development activities are ongoing throughout the year so that you are able to renew when the time comes.

11. What if I miss my renewal date?

If your renewal date is missed, you will need to wait 6 months to re-apply for renewal or a new level.

12. When will I receive my financial reward?

Financial rewards will be distributed in your paycheck following official committee decisions. You will be notified of the committee's decision within 4 weeks of the quarterly application due date, and will be able to appeal as appropriate, with guidance being given to each nurse. Please allow 6-8 weeks processing time for your financial reward to arrive.

13. Who can I contact for additional questions/ resources?

If you have additional questions or require additional resources, please e-mail professionalnursingpathway@crouse.org and your inquiry will be responded to as soon as possible.

Constructing Your Portfolio

A professional portfolio is a collection of documents that tells the viewer about your accomplishments as a registered nurse. It reflects the progression of your practice in terms of education, certification, committee involvement and professional development activities and achievements. It is a concrete, measurable way to track your growth and development as a nurse, and allows you to tell your nursing story in a visual format!

It can also be used as a tool to guide and promote lifelong learning – a value embedded in nursing practice. For the Professional Nursing Pathway, your portfolio will be utilized as supportive evidence in evaluating whether you meet the level you are applying for. Once you initially create the portfolio, you'll be able to build on your accomplishments and either renew your current level or advance on the Pathway each year. You can submit your portfolio one of two ways: in a printed format or in a digital format.

In both cases, please feel free to add a personal touch to your portfolios to include photos or colors/ design that resonates with you.

Printed Format

If you will be submitting a printed format for your portfolio, you will purchase a 3-ring binder that fits typical 8.5x11 printer paper.

- Placing your documents in sheet protectors is recommended to maintain their integrity
- You can complete the required forms by printing them and completing them by hand, or you can utilize one of the fillable PDF forms available and print them
- Forms that require them **must** have written signatures, no electronic signing is permitted
- Documents such as degree, license, etc. should be copied and placed in portfolio – keep original copies somewhere safe!
- An example of a printed portfolio is available to view in Human Resources

Digital Format

If you prefer a digital format for your portfolio, you can use the online tool Live Binders to create it. This is a digital binder that will allow you to keep all of your documents online.

- To begin, visit www.LiveBinders.com and create a free account
- Please see our example portfolio at https://www.livebinders.com/b/2818383, key: CrouseNursing. A LiveBinders tutorial is available at www.crouse.org/professionalnursingpathway
- Additional resources can be found at https://www.livebinders.com/b/2619790

If you would like additional assistance putting together your portfolio, please reach out to professionalnursingpathway@crouse.org.

Contents Required for Both Formats

1. Statement of Intent (stamped by HR) – See Page 25

A statement of intent is required whether you are submitting an initial portfolio or a renewal. Your statement of intent complete with signatures must be submitted to Human Resources (8 Memorial) and date-stamped. Human Resources will keep a copy, and you will get a copy – this should be the 1st document in your portfolio.

2. Checklist for Appropriate Level – See Pages 26-28

Depending on the Level you are applying to, you will find and complete the appropriate checklist. Please make sure all information is filled in and clear.

3. Copy of Updated Resume

A copy of an updated resume should be included. Please be sure that the following information is available on the resume: education, professional experience, licenses and certifications.

4. Copy of Current Nursing License

A copy of your current NYS nursing license should be included. If you have licenses from other states, you may include those, but it is not required.

5. Copy of Nursing Degree(s)/ Certification(s)

A copy of all nursing degrees received should be included. If applicable, proof of certification in the form of a "pass" letter or certificate should be included.

6. Copy of Most Recent Performance Review

A copy of your most recent performance review (within the previous 12 months) should be included. This can be found in GPS.

7. Personal Statement/ Statement of Progress

If an applicant is submitting an initial portfolio, a personal statement is required. If an applicant is submitting a renewal portfolio, a statement of progress is required.

The *personal statement* is a written narrative **at least** 2 paragraphs in length, and answers one or more of the prompts below:

1. Why did you choose to become a nurse?
2. What does nursing mean to you?
3. What is the greatest lesson nursing has taught you?
4. What sets you apart in your nursing abilities/ what do you feel you excel at in the nursing field?
5. Describe a clinical situation that left an impression on you.

The *statement of progress* is a written narrative **at least** 2 paragraphs in length, and states how the applicant has grown professionally over the previous year and how they feel they contributed to the hospital/ profession, as well as their career goals for the next 12 months.

8. Letter of Recommendation

Each applicant must include at least one letter of recommendation. This letter can be from a nursing peer, a charge nurse, manager, clinical nurse specialist, educator, etc. Any individual who can speak to the applicant's positive characteristics, professional contributions and engagement within the organization may write the letter. This should be written and dated within the previous 12 months.

9. Verification Form for each category you are applying with – See Pages 29-38

One part of the requirements for the Pathway are professional development activities completed within the five categories: Leadership, Quality/ Performance Improvement, Professional Development, Service to the Community/ Hospital, and Nurse as Preceptor/ Mentor/ Educator. There are 5 verification forms that correspond with these categories. Depending on the categories you will be applying to, you will complete the appropriate

verification forms by filling in your name and department across the top, then checking the appropriate boxes for the activities you've completed. If the activity requires a signature or additional information, you will complete that column on the left to provide evidence for the activity.

You will notice some activities require signatures from a manager or another designee. These signatures **must** be written and legible.

10. Supporting documentation as stated – See Pages 29-38

Each verification form has a column that states the necessary supporting documentation for the activity you are applying with. Some activities require a signature on the verification form, while others require additional documentation (proof of attendance, write-up etc.). Please look this over carefully and be sure that you have provided the appropriate evidence to support your completion of the activity you are applying with.

For each category, there is an option to submit an exemplar. See below for details if you are thinking of using this option.

Exemplars

An exemplar is a "story" describing something that has helped you to grow as a nurse in one of the 5 categories of development, but may not exactly fit into the activities included in that category. It could be a story of how you have handled a particularly challenging situation, coordinated care for a complex patient, or implemented a change in your practice area or work area that has improved patient care/ satisfaction or staff development/ satisfaction. This may include a situation that did not have a good outcome but has taught you something that will help you with a similar situation in the future.

Exemplars are an opportunity to learn through deep reflection. They can provide you with insight or recognition of competencies gained.

What to include in your Exemplar:

- The category of development that your exemplar fits best in – please clearly title the page with "'Category' Exemplar" when placing in your portfolio
- A detailed description of the event, situation, etc. – date, time, place (tell the story!)
- Your thoughts on the situation – what made you feel this story was important?

- How this situation helped you grow as a nurse
- How your practice has or will change because of it

Examples of Exemplars:

Leadership

- Describe how you implemented a plan of care for a patient using the interdisciplinary approach to patient care, and show how you led the process
- Explain how other members of the health care team have been positively impacted by a decision that you made at your level of practice
- Describe what leadership means to you – how have you used your leadership skills to embody that in your daily practice, and who is impacted by your leadership?

Quality/ Performance Improvement

- Describe a specific patient care situation where you integrated an element of the ANA Code of Ethics for Nurses or the Patient's Bill of Rights into your practice; include how this intervention was received by the patient
- Describe an outcome of a new quality improvement project you implemented at Crouse and include how it has influenced patient care
- Describe how you perceive nurses to impact quality and the actions you take each shift to ensure that your patients receive quality care

Professional Development

- Complete an evaluation of yourself and your practice; identify areas of strength as well as areas in which you have opportunities to improve and set a goal to help you do so
- Describe how something you learned by your involvement in a professional organization has benefitted Crouse nursing practice at the unit or organizational level

Service to the Community/ Hospital

- Explain how your involvement in a community organization has benefitted your practice as well as the patient experience at Crouse
- Explain how your involvement in the community as a Crouse nurse has set a positive example for nursing at Crouse

Nurse as Preceptor/ Mentor/ Education

- Describe a situation in which you learned something from a student, preceptee or mentee that influenced you to change your practice and how you will mentor in the future
- Describe a patient education initiative that you implemented with a patient and evaluate how it worked – did it improve the patient outcome?
- What do you believe needs to change in nursing education? What actions have you taken in working with nursing students to be the change you wish to see?

Other Optional Contents for Portfolios

These items are not required, but give you the opportunity to provide further supporting documentation and help you in reflecting on your career and accomplishments.

1. **Future Career Goals**
2. **Thank you Letters**
3. **Meaningful patient moments or other reflections**
4. **Anything else that "tells your story"**
5. **Examples of your work: a paper you've written that you're proud of, etc.**

Statement of Intent: Professional Nursing Pathway

By submitting this letter, I _____ am stating my intent to apply to the Professional Nursing Pathway. I am a Registered Nurse in good standing in the _____ department, and have endorsement from my manager per the signature below.

I have read the competency descriptors for the 4 levels and understand the requirements and activities that these levels entail. After reviewing the 4 levels, I will be actively working to achieve:

RN Level 2	**Initial**	**Renewal**
RN Level 3	**Initial**	**Renewal**
RN Level 4	**Initial**	**Renewal**

I understand that I will have **1 year** from the date this form is submitted to complete the requirement for the level checked above (all activities must be completed within the last 12 months). When completed, I will submit my portfolio to Human Resources (8 Memorial) and understand that it will be reviewed per the quarterly due dates in this manual.

_____   _____
Candidate's Signature   Date

_____   _____
Manager Signature   Date

- -

DATE SUBMITTED TO HR

CROUSE HEALTH
Affiliate of **Northwell** Health®

Checklist Level II: Professional Nursing Pathway

Basic Information

Name: _____   *Employee ID#:* _____

Department: _____   *Date of Hire:* _____

Years' Experience as a Registered Nurse (1 Year Required): _____

Academic, Certification & Leadership Requirements

Highest Degree Completed: Diploma   Associates   Bachelors   Masters   Doctorate

Specialty Certification Completed (if applicable): _____

Years of Charge/ Preceptor Experience (if applicable):

Charge   Years: _____   Preceptor   Years: _____

Committee Involvement

Committee Name: _____

Role: Member   Chair/Co-Chair

*Signature of Designee Certifying Attendance at **at least** four meetings in the last six months:*

_____
Signature   Date

Additional Requirements (Must complete 1 activity across 3 categories)

Please check/ circle the categories you will be applying with.

Leadership

Quality/Performance Improvement

Professional Development

Service to the Community/ Hospital

Nurse as Preceptor/ Mentor/ Educator

Checklist Level III: Professional Nursing Pathway

Basic Information

Name: _____   *Employee ID#:* _____

Department: _____   *Date of Hire:* _____

Years' Experience as a Registered Nurse (2 Years Required): _____

Academic, Certification & Leadership Requirements

Highest Degree Completed: Diploma   Associates   Bachelors   Masters   Doctorate

Specialty Certification Completed (if applicable): _____

Years of Charge/ Preceptor Experience (if applicable): Charge – Years: ____ Preceptor – Years: ____

Committee Involvement

Committee Name(s): _____

Role: Member   Chair/Co-Chair

*Signature of Designee Certifying Attendance at **at least** four meetings in the last six months:*

_____

Signature   Date

*Signature of Designee Certifying Attendance at **at least** four meetings in the last six months:*

_____

Signature   Date

Additional Requirements (Must complete 2 activities across 3 categories)
Please check/circle the categories you will be applying with:

Leadership

Quality/Performance Improvement

Professional Development

Service to the Community/ Hospital

Nurse as Preceptor/ Mentor/ Educator

Checklist Level IV: Professional Nursing Pathway

Basic Information

Name: _____   *Employee ID#:* _____

Department: _____   *Date of Hire:* _____

Years' Experience as a Registered Nurse (3 Years Required): _____

Academic, Certification & Leadership Requirements

Highest Degree Completed: Diploma   Associates   Bachelors   Masters   Doctorate

Specialty Certification Completed: _____

Years of Charge/ Preceptor Experience (if applicable): Charge – Years: _____   Preceptor – Years: _____

Committee Involvement

*Committee Name(s):*_____

Role: Member   Chair/Co-Chair

*Signature of Designee Certifying Attendance at **at least** four meetings in the last six months:*

_____

Signature   Date

*Signature of Designee Certifying Attendance at **at least** four meetings in the last six months:*

_____

Signature   Date

Additional Requirements (Must complete 2 activities across 4 categories)
Please check/circle the categories you will be applying with:

Leadership

Quality/Performance Improvement

Professional Development

Service to the Community/ Hospital

Nurse as Preceptor/ Mentor/ Educator

Leadership Verification Form

CROUSE HEALTH
Affiliate of **Northwell Health**

Please check the box of the activity you are applying with and include the supporting documentation.

Applicant Name: _____ *Applicant Department:* _____

1. Serves as a resource for nursing staff as observed by nurse manager and/or charge nurses		Please attach separate page with a one-paragraph statement from charge nurse/ manager detailing evidence of leadership behaviors. Manager/Charge Nurse Signature/ Date: _____ Signature Date
2. Serves in the charge nurse role (if not needed for minimum requirements)		Dates of Service: Manager Signature: _____ Signature Date
3. Participates in peer interview process (at least 3 interviews completed)		Dates of Peer Interviews: 1- 2- 3- Manager Signature: _____ Signature Date
4. Facilitates a Critical Event debriefing		Date of Critical Event Debriefing: Manager Signature: _____ Signature Date
5. Chair or organize professional conference/ teaching day/ lunch and learn		Date of Event: Please attach separate page with a one-paragraph statement detailing the topic and outcomes of event as well as number of individuals who attended.

6. Leads an organizational committee (beyond minimum requirement)		Name of Committee: Role: Dates of Service: Designee Signature: _____ Signature Date
7. Serves in a leadership role/ board member of a professional nursing organization		Organization Name: Role: Dates of Service: Designee Signature: _____ Signature Date
8. Creates/ implements or reinforces a peer recognition initiative as observed by manager		Please include a separate page with a detailed description of initiative and any supporting photos. Manager Signature: _____ Signature Date
9. Creates/ implements or reinforces team building initiative on unit or between units		Please include a separate page with a detailed description of initiative and any supporting photos. Manager Signature: _____ Signature Date
10. Participates in a nursing leadership course from Educational Services or outside the organization		Name of Course: Name of Organization Offering Course: Date Course Taken: Please attach Certificate of Completion, CE credit, etc.
11. Exemplar		Please attach exemplar with heading: Leadership Exemplar. An exemplar is a story describing something that has helped you grow as a nurse. Please see page 22 on Exemplars for more detailed information.

Quality/ Performance Improvement Verification Form

CROUSE HEALTH
Affiliate of **Northwell** Health®

Please check the box of the activity you are applying with and include the supporting documentation.

Applicant Name: _____   *Applicant Department:* _____

1. **Creates a poster/display as resource for new process or equipment**		Please include a separate page with a detailed description of new process/ equipment and any supporting photos of poster/ display. Manager Signature: _____ Signature Date
2. **Actively serves on Unit Based Council (beyond minimum requirement)**		Dates of Service: Designee Signature: _____ Signature Date
3. **Serve as unit representative on QI/ PI subcommittee (beyond minimum requirement)**		Dates of Service: Designee Signature: _____ Signature Date
4. **Serve as unit champion for quality measures (i.e. skin champion)**		Manager Signature: _____ Signature Date
5. **Identify potential areas of investigation and search for evidence for a potential QI/PI initiative**		QI/ PI Initiative Name: Please attach list of potential areas of investigation and search results.

6. Collect and analyze data for potential QI/ PI initiative		QI/ PI Initiative Name: Please attach evidence of data collection and analysis.
7. Implementation of a QI/ PI project or initiative		QI/ PI Initiative Name: Please attach a separate page detailing implementation measures.
8. Evaluation of a QI/PI project or initiative		QI/ PI Initiative Name: Please attach a separate page detailing the evaluation of the QI/PI initiative.
9. Assist in performing a QI/PI audit (documentation, gel in /gel out, skin rounds, etc.)		Date of Audit: Designee Signature: _____ Signature Date
10. Hold evidence-based practice workshop on unit		Date of Event: Manager Signature: _____ Signature Date Please attach separate page with a one-paragraph statement detailing the topic and outcomes of workshop as well as number of individuals who attended.
11. Exemplar		Please attach exemplar with heading: Quality/ Performance Improvement Exemplar. An exemplar is a story describing something that has helped you grow as a nurse. Please see page 22 on Exemplars for more detailed information.

Professional Development Verification Form

CROUSE HEALTH
Affiliate of **Northwell** Health®

Please check the box of the activity you are applying with and include the supporting documentation.

*Applicant Name:*_____   *Applicant Department:*_____

Activity		Documentation
1. **Active member of a professional organization**		Please attach copy of professional organization membership card.
2. **Reads evidence based research literature to enhance nursing knowledge and writes a reflection**		Please attach separate page with a minimum two-paragraph reflection that reviews the article name, date of publication, research topic and key takeaways.
3. **Obtain certification in specialty area (if not needed for minimum requirements)**		Please attach proof of certification: "pass" letter, certificate, etc.
4. **Attend a local nursing conference/ event and write a brief reflection**		Please attach proof of attendance (ticket, confirmation email, etc.) as well as a separate page with a one-paragraph reflection on what you learned.
5. **Attend a national nursing conference/ event and write a brief reflection**		Please attach proof of attendance (ticket, confirmation email, etc.) as well as a separate page with a one-paragraph reflection on what you learned.
6. **Enrolled in nursing Bachelor's degree program (if not needed for minimum requirements)**		Please attach proof of enrollment.

7. Enrolled in nursing Master's degree program (if not needed for minimum requirements)		Please attach proof of enrollment.
8. Attend an online nursing workshop or class worth at least 2 CE credits		Please attach proof of attendance/ completion.
9. Research and develop nationally recognized display of clinical practice (i.e. poster presentation at national conference)		Please attach photo or PDF version of display/ poster presentation.
10. Write an article to be submitted to a nursing publication (does not need to be published yet)		Please attach article and proof of submission.
11. Exemplar		Please attach exemplar with heading: Professional Development Exemplar. An exemplar is a story describing something that has helped you grow as a nurse. Please see page 22 on Exemplars for more detailed information.

Service to the Community/ Hospital Verification Form

Please check the box of the activity you are applying with and include the supporting documentation.

Applicant Name: _____   *Applicant Department:* _____

1. Volunteered time to facilitate/implement health and wellness in the community (Red Cross, etc.)		Organization Name: Dates of Service: Designee Signature: _____ Signature Date
2. Serves as a board member of an external organization		Organization Name: Dates of Service: Designee Signature: _____ Signature Date
3. Serve as community education instructor (parenting/ childbirth classes, EMT, life guard, babysitter classes)		Please attach proof of instructor certification/ course description.
4. Presents at career day event to outside agency (schools, YMCA, etc.)		Organization Name: Dates of Presentation: Designee Signature: _____ Signature Date
5. Active in your college's nursing alumni organization, participating in events/ outreach, etc.		Please attach a separate page with a 2-paragrah reflection detailing your involvement including the institution name, events participated in and the impact you had.

6. **Participates in a unit/ nursing/ hospital fundraiser or item drive**		Organization Name: Dates of Service: Designee Signature: _____ Signature Date
7. **Participates in community based fundraising activity or item drive**		Organization Name: Dates of Service: Designee Signature: _____ Signature Date
8. **Participates in tutoring or mentoring of nursing students (outside of paid work hours)**		Dates of Tutoring/ Mentorship: Designee Signature: _____ Signature Date
9. **Serves as vaccination nurse at influenza/ COVID vaccine clinics**		Organization Name: Dates of Service: Designee Signature: _____ Signature Date
10. **Lead a public health awareness campaign for the hospital/ community**		Please attach separate page with a minimum two-paragraph reflection on campaign describing the campaign and its purpose, the intended audience and the impact.
11. **Exemplar**		Please attach exemplar with heading: Service to the Community/ Hospital Exemplar. An exemplar is a story describing something that has helped you grow as a nurse. Please see page 22 on Exemplars for more detailed information.

Nurse as Preceptor/ Mentor/ Educator Verification Form

CROUSE HEALTH
Affiliate of **Northwell Health**

Please check the box of the activity you are applying with and include the supporting documentation.

*Applicant Name:*_____   *Applicant Department:*_____

Activity		Documentation
1. **Create and present a nursing focused in-service (unit level)**		Date of in-service: Topic of in-service: Manager Signature: _____ Signature Date
2. **Serve as resource person during a change initiative implementation to peers on unit (Ex: Train the trainer)**		Dates of Service: Change Initiative Title: Manager Signature: _____ Signature Date
3. **Presents information from a conference or continuing education course to unit**		Date of Presentation: Topic of Presentation: Manager Signature: _____ Signature Date
4. **Precept a nursing student for their capstone experience**		Name of Student: Dates of Capstone Experience: Manager Signature: _____ Signature Date

5. Review, update and present an overview of a unit based policy		Please attach policy with a summary of changes. Date of Presentation to Unit:
6. Present current relevant EBP article review at a unit meeting and lead discussion		Article Topic: Date of Discussion: Manager Signature: _____ Signature Date
7. Skills validation (unit/department level) Ex: drills, new equipment etc.		Date of Validation: Skills Completed: Manager Signature: _____ Signature Date
8. Serve as a Nurse Orientor/Preceptor (if not needed for minimum requirements)		Dates of Service: Manager Signature: _____ Signature Date
9. Maintains instructor certification in addition to staff nurse role (Ex: CPR, NRP)		Please attach proof of instructor certification.
10. Adjunct faculty in addition to staff RN role		Please attach proof of adjunct role: identification card, offer letter, etc.
11. Exemplar		Please attach exemplar with heading: Nurse as Preceptor/ Mentor/ Educator Exemplar. An exemplar is a story describing something that has helped you grow as a nurse. Please see page 22 on Exemplars for more detailed information.

Current Nursing Committees

Committees Reporting through the "The Hospital Experience" Meeting:

- Chemical Dependency
- Ortho-Spine Management
- Adult Acute Care
- Patient Experience
- Obstetrical Services
- Bariatric
- Cardiac Services
- Nursing Practice Council
- Neuroscience/ Stroke
- Neonatal & Pediatric Services
- Care Transitions PIC

- Radiation Safety
- Safe Patient Handling
- Infection Prevention PIC
- Surgical/ Anesthesia Services PIC
- Sepsis
- Antibiotic Stewardship
- Pharmacy & Therapeutics
- Transfusion Service PIC
- Emergency Services
- Safety

Other Committees:
- Unit Based Councils
- Resuscitation Committee
- Diabetes (Sweet Team)
- Medication Safety
- Lung Partners
- Nursing Case Review (as part of Nurse Practice Council)
- Value Analysis Teams
- Surge Capacity
- Readmission Reduction
- Professional Nursing Pathway

Kienzle Family Maternity Center Specific Committees:
- Perinatal Safety
- Peer Support Team
- NICU Admin Meeting
- NICU Infection Control
- Birth Equity Improvement
- Nursing Case Review
- OB QA
- Team STEPPS
- Breastfeeding and Safe Sleep

If you are interested in committee involvement, please see you area/department's Clinical Nurse Specialist and they can help to guide you!