



# ***ACHIEVE!***

## **The Clinical Advancement Program®**

**MedStar Washington Hospital Center**

### **Application Guidelines**

Effective October 31, 2022 submission cycle

*This document is the most current version of the clinical advancement program (CAP) application requirements. All applications must be completed and submitted using the StaffGarden GROW online platform. Paper applications will not be accepted. All previous versions of the application are no longer valid. Please use this document as a guide/reference as you are applying for the CAP program.*



**MedStar Health**



## The Clinical Advancement Program

### Introduction

The Clinical Advancement Program (CAP) promotes professional development and lifelong learning for the professional nurse by creating a pathway for career development and progression along the continuum of competence. The CAP program categories focus on clinical expertise, leadership, evidence-based practice, and research. The clinical nurse who voluntarily participates in this program may apply annually to achieve their desired CAP level.

### Eligibility Criteria

1. National Nurses United (NNU) represented nurse.
2. No disciplinary actions initiated in the past 12 months
3. Completion of all annual mandatory requirements from previous 12 months. This includes mandatory SiTEL, live classes, Occupational Health requirements, etc.
4. Minimum of 18 months of clinical experience at MedStar Washington Hospital Center
5. To Achieve CAP Level 3, the RN must have an active nursing specialty certification

### Clinical Levels & Required Points

Each of the three levels of the CAP program demonstrates a commitment to the organization. The registered nurse earns points for the contributions they demonstrate for a year and will advance on the ladder based on points earned.

	CAP Level 1	CAP Level 2	CAP Level 3
<b>Total Required</b>	<b>35</b>	<b>55</b>	<b>75</b>
<b>Bonus Amount</b>	<b>\$3,000</b>	<b>\$4,000</b>	<b>\$5,000</b>



## The Clinical Advancement Program

### Application Process

1. Applications are reviewed quarterly by the CAP Committee. Eligible nurses must submit a completed electronic application via the StaffGarden *GROW* online platform no later than midnight on the following submission cycle deadlines:

- **January 31<sup>st</sup>**
- **April 30<sup>th</sup>**
- **July 31<sup>st</sup>**
- **October 31<sup>st</sup>**

**All application activities must be completed within the 12 months prior to the application submission cycle deadline.** *For example, for a submission deadline of January 31<sup>st</sup> 2022, all activities must have been completed between February 1, 2021 to January 31, 2022.* No exceptions will be made.

2. Applications received after the submission cycle deadline will be considered for the subsequent submission cycle. **All activities must be completed within 12 months prior to the submission cycle deadline.**

### Review Process

1. All applications are considered **final** upon receipt. All forms must be filled out completely. Forms with missing required items will not be awarded points.
2. Application documents are reviewed and approved by the Nursing Director to ensure all CAP requirements have been met.
3. All applications will be reviewed by members of the CAP Committee. The CAP Committee consists of clinical nurses and nursing leaders.
4. Each application will be reviewed within 4 weeks of the application deadline.

# **ACHIEVE!**

## **The Clinical Advancement Program**

### **Award Process and Eligibility**

1. Applicant will receive notification of their CAP achievement from the Chief Nursing Officer (CNO) and CAP Program Executive Sponsor within 30 days of the application deadline.
2. Applicants who are no longer employed at MedStar Washington Hospital Center at the time of award disbursement will not be eligible to receive the CAP bonus.

### **Completing the Application**

1. Access the online application via the StaffGaden *GROW* platform at <https://medstar.staffgarden.com/>
2. Engage in activities of choice as specified in the 5 domains of CAP, ensuring all required documents are obtained.
3. Submit the completed application to your Nursing Director via the StaffGarden *GROW* platform
4. Once your Nursing Director has reviewed and approved all activities, your final application will be submitted to the CAP Committee for review
5. All applications must be received no later than midnight on the following submission cycle deadlines: January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>, and October 31<sup>st</sup>

**Committee Participation****Eligibility Criteria**

- 1. Length of time in role:** Must be in role for at least 8 months
- 2. Attendance Requirement:** Must attend 75% of monthly/bi-monthly meetings or 100% of quarterly of meetings
- 3. Special Considerations:** *Nurses participating in a committee may receive additional CAP points for completing committee work. For example, you may receive points for completing audits or conducting an in-service as assigned by the committee.*

**Required Documentation**

- 1. Outcomes & Accomplishments:** Description of what the committee/council has accomplished in the past 12 months
- 2. Attendance Verification:** Complete required form to verify membership & attendance to meetings
- 3. Committee Description:** Provide committee charter **or** complete supplemental committee description form

**Point Value**

Unit Committee <i>The committee exists solely for your unit.</i>		DON Committee <i>Includes members from various departments. Nurses are the <u>ONLY</u> members.</i>		MWHC Committee <i>Includes members from various departments. Members are from multiple disciplines (not just nurses).</i>		MedStar Health Committee <i>Organized by MedStar Health Corporate. Members are from various MedStar facilities.</i>		Safety Coach <i>RN is to observe safety behaviors, provide real-time feedback and communicate vital safety information or concerns</i>
<u>Member</u>	<u>Co/Chair</u>	<u>Member</u>	<u>Co/Chair</u>	<u>Member</u>	<u>Co/Chair</u>	<u>Member</u>	<u>Co/Chair</u>	<u>Member</u>
<b>1</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>7</b>	<b>5</b>	<b>9</b>	<b>5</b>





LEADERSHIP

# Peer Interviews

## Peer Interviews

### Eligibility Criteria

RN participates in the formal interview process for potential new employees within the past 12 months and provides constructive feedback related to the qualifications of the applicant.

### Required Documentation

- 1. Name of Candidate
- 2. Candidate Role (RN, PCT, US, Nursing Director, etc...)
- 3. Date of Interview

### Point Value

**1** *per interview*

*Maximum 5 points*



**Resource Nurse- Triage- Team Lead****Eligibility Criteria**

- 1. Resource Nurse:** All duties assigned in the resource nurse policy must be completed during the time functioning as resource nurse. The Resource Nurse must have served resource RN for at least 6 months and for 25% of worked shifts.
- 2. Labor & Delivery Triage:** Serves as a triage nurse 25% of shifts worked. Triage nurses must have Labor & Delivery nursing expertise, have served triage RN for at least 6 months, and must complete a triage-specific educational program and competency to be able to practice in this role.
- 3. ED Team Lead:** Must have at least 1 year of nursing experience in the ED, served as Team Lead for at least 6 months and function in the role 25% of worked shifts.
- 4. ED Triage:** Serves as a triage nurse 25% of shifts worked. In accordance with Emergency Nurses Association triage standards, triage nurses must have emergency nursing expertise and must complete a triage-specific educational program and competency to be able to practice in this role. Triage RNs must have served in role for at least 6 months.

**Required Documentation**

- 1. Training Verification:** Complete required form to verify formal training was received to serve in role  
**Resource Nurse Class Exemption-** *Nurses hired before July 1, 2014 will not have to provide evidence of attending resource class. Please complete EXEMPTION letter in place of transcript*
- 2. Verification from Leader:** Provide required verification letter from leader confirming participating in role

**Point Value**

Resource Nurse	L&D Triage RN	ED Team Lead	ED Triage RN
<b>9</b>	<b>7</b>	<b>5</b>	<b>7</b>



QUALITY & SAFETY

# Policy & Procedure Development

## Eligibility Criteria

Develops or contributes to the editing and development of a policy or procedure delegated by unit leadership.

## Required Documentation

- 1. **Copy of Policy**
- 2. **Verification from Clinical Specialist-** Provide verification letter from clinical specialist or unit leader confirming participation in policy development or updating.

## Point Value

**3** *per policy*  
**Maximum 6 points**



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QUALITY & SAFETY

PI Audits

Eligibility Criteria

Performs routine audits in the clinical setting to measure the effectiveness of practice standards to improve quality of care and patient outcomes.

Required Documentation

- 1. Type of Audit
- 2. Date of Audits  
*Audits must occur for at least 8 consecutive months (can not skip months)*
- 3. Number of Audits completed for every month
- 4. Description of issues/opportunities for improvement identified during audit process

Point Value

5

**EBP & Research Project****Eligibility Criteria**

**Prior to starting, the project must be approved by unit leadership.**

1. RN assesses current practices and determines potential obstacles in delivering care, develops and writes a plan to change an aspect of care based on evidence
2. Use a conceptual model/framework to guide the EBP project. The model must be comprehensive of content, logical, clear, relevant and applicable to practice
3. Frame and state the question using the PICOT format. Include clinical and process outcomes. State how the outcomes will be measured. Map out the practice you want to change
4. Form the team and assign roles
5. Conduct a literature review
6. Collect, appraise and synthesize the data; make conclusions. Use a critical appraisal tool to appraise evidence
7. Apply the evidence to practice – by using a step-by-step process
8. Evaluate clinical and process outcome measure – compare the EBP project results with the outcomes identified in the
9. PICOT to determine if desired outcomes were met

**Required Documentation**

1. Project Title
2. Framework
3. List of team members & roles (can not exceed 5 participants)
4. Key Stakeholders
5. Knowledge/problem focused triggers
6. Clinical question
7. Significance of problem (include literature review information)
8. State PICOT question
9. Complete Summary questions of Organizational Impact (*listed on actual application*)

**NRP Project Extension-** EBP project completed during Residency Program is not eligible for the Clinical Advancement Program, unless applicant demonstrates the project has been sustained or expanded within 6 months post residency and can provide evidence of continued data tracking and synthesizing of information to benefit clinical practice.

**Point Value**

EBP/Research	EBP Extension
<b>10</b>	<b>7</b>



QUALITY & SAFETY

Research: Design/Coordinator & Assistant/Data Collector

Eligibility Criteria

- 1. Research study must clearly list the RN applicant as the Coordinator/Principal Investigator or Assistant/Collector.
- 2. Data collection should be in progress at the time of application review

Required Documentation

- 1. Completed IRB Proposal
- 2. IRB notice of approval
- 3. Written plan for initiation of research

Point Value

Design/Coordinator, Principal Investigator	Assistant, Data Collector
24	7



## Quality Improvement Project

### Eligibility Criteria

**Prior to starting, the project must be approved by unit leadership.**

1. RN assesses current practice/process that requires improvement and develops and writes a plan that will lead to measurable improvement
2. Use a model/framework to guide the QI project. The framework must be comprehensive of content, logical, clear, relevant and applicable to practice
3. Frame the problem statement. Ask questions such as: What is the problem? Who is affected? When does It happen? Try to align the problem with at least one of the Institute of Medicine's (IOM's) six domains of quality healthcare (safe, effective, patient-centered, timely, efficient, equitable). If applicable, state your current and target performance measures
4. Form the team and assign roles
5. Conduct a literature review
6. Collect the data (examine the current process and assess potential causes). Analyze the data (identify the root cause). Select the best solution (develop a plan for implementation). Examine cause and effect by using a quality tool such as the fish bone diagram, 5 Whys, pareto chart, control chart or histogram
7. Implement the change and Measure results – review the results of the implemented change
8. Acting on what is learned. Reflect on the plan and outcomes. Did the intervention result in success? Standardize improvement?

### Required Documentation

1. Project Title
2. Framework
3. List of team members & toles (can not exceed 5 participants)
4. Key Stakeholders
5. Specific problem/process identified focused triggers
6. Significance of problem (include literature review information)
7. Complete Summary questions of Organizational Impact (*listed on actual application*)

### Point Value

**10**

**Author/Publication****Eligibility Criteria**

- 1. Author of Journal Publication:** The nurse is primary (1<sup>st</sup> author) or contributing (non-1<sup>st</sup> author) in a peer reviewed journal. Examples include: American Journal of Nursing Critical Care Nurse, Med/Surg Nurse, etc.
- 2. Author of Newsletter Publication:** The nurse is primary or contributing author in a local or regional newsletter. Example: Local chapter of a national organization's newsletter, Center Nurse, etc.

**Required Documentation**

- 1. Date of publication**
- 2. Name of publication**
- 3. Name of Journal/newsletter with publication**
- 4. Correspondence confirming submission and/or acceptance of an article or a copy of the published article**

**Point Value**

Journal Publication		Newsletter	
<u>1<sup>st</sup> Author</u>	<u>Non-1<sup>st</sup> Author</u>	<u>1<sup>st</sup> Author</u>	<u>Non-1<sup>st</sup> Author</u>
<b>20</b>	<b>10</b>	<b>10</b>	<b>7</b>



## Professional Presentations

### Eligibility Criteria

1. **Local/National Presentation:** Presents a formal oral presentation at a local or national professional organization conference.
2. **MWHC Nursing Grand Rounds:** Presents a topic at Nursing Grand Rounds at MWHC using the presentation template and grade system for articles.
3. **Local/National Poster:** Submits and is accepted for a poster for presentation at local or national conference or event.

### Required Documentation

1. Date of publication
2. Title of Presentation
3. Correspondence confirming acceptance of an abstract related to the poster or presentation

### Point Value

Local/National Presentation	MWHC Grand Rounds	Local National Poster
15	10	10



## Awards & Recognition Patient/Family

### Eligibility Criteria

- 1. Patient/family Letter-** Recipient of personal letter(s) of commendation from patients or families to recognize RN for exceptional care delivery. (Examples- card or center star).
- 2. Leadership notes-** Recipient of notes from leadership specifically mentioning recognition from patients or families received for a nurse. (Examples- recognition during leadership rounds or discharge phone calls).

*Recognition from associates and notes related to unit activities and engagement are not eligible for CAP points. Recognition must be specific to the individual nurse, not a group/team.*

### Required Documentation

- 1. Date Award/recognition was received**
- 2. DATED Copy of patient/family letter or note from leadership specifically mentioning recognition from a patient or family**  
*Letters/Notes MUST include the date and Name of RN*

### Point Value

Patient/Family Letter	Note from Leader
<b>5</b> <i>Maximum 25 points</i>	<b>3</b> <i>Maximum 9 points</i>



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PROFESSIONAL DEVELOPMENT

## Award & Recognition

### National, MedStar, Division, Unit

#### Eligibility Criteria

- 1. Local/National Award:** Recipient of a local, regional, or national award for contribution to nursing, patient care, leadership, etc.
- 2. MWHC or MedStar Award:** Recipient of a Washington Hospital Center or Medstar award for employee excellence, such as Super Star, ad hoc hospital, or CEN award.
- 3. Division Level Award:** Recipient of an award recognized by a specific division with the Department of Nursing. Award **MUST** identify the Name of the nursing division.
- 4. Unit or Committee Level Award:** Recipient of an award recognized by a specific unit or committee at MWHC. Award **MUST** identify the Name of the unit or committee.

**Note:** Recognition must be specific to the individual nurse, not a group/team.

#### Required Documentation

- 1. Date Award/recognition was received**
- 2. Copy of award with RN name or picture of the award with RN**

#### Point Value

Local/National	MWHC or MedStar	Division	Unit or Committee
<b>7</b>	<b>5</b>	<b>2</b> <i>Maximum 4 points</i>	<b>1</b> <i>Maximum 2 points</i>





## Community Outreach

### Eligibility Criteria

- 1. Coordinator:** Coordinates a non-hospital based community outreach event or program.  
MUST provide documentation/correspondence (email or letter) regarding the RN's role as the coordinator.
- 2. Participant:** Participates in a non-hospital based community outreach event or program.  
MUST complete Community Outreach Participant Verification form.

*Community outreach/volunteer activities are only considered if the nurse volunteers their time without any financial compensation. Philanthropic activities (i.e- heart walk, breast cancer walk) are not eligible for CAP points.*

### Required Documentation

- 1. Name of event**
- 2. Date of event**
- 3. Detailed plan of event or program**
- 4. Verification/correspondence verifying RN role as coordinator or participant**

### Point Value

Coordinator	Participant
<b>11</b> <i>per coordinated event</i> <b>Maximum 44 points</b>	<b>5</b> <i>per volunteer activity</i> <b>Maximum 20 points</b>





## PROFESSIONAL DEVELOPMENT

## Professional Nursing Organization Official Position

### Eligibility Criteria

1. **National Official Position:** Active official position at the national level within a professional organization.
2. **Local Official Position:** Active official position in a local chapter.

### Required Documentation

1. Name of organization
2. Official position/title
3. Date elected to position
4. Documentation/evidence of RN role in official position

### Point Value

National Position	Local Position
14	9



PROFESSIONAL DEVELOPMENT

Professional Nursing Organization  
Member

Eligibility Criteria

Current membership(s) in a professional nursing organization.

Required Documentation

1. Name of organization
2. Date of membership
3. Copy of membership card (dated to show active member status).

Point Value

**3** *per membership*

**Maximum 9 points**

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PROFESSIONAL DEVELOPMENT

## Professional Nursing Organization Participant

### Eligibility Criteria

Participates in local or national chapter meetings. Must provide documentation of minimum 60% attendance at meetings.

### Required Documentation

1. Name of organization
2. Documentation describing RN's participation and/or attendance at meetings.

### Point Value

5



PROFESSIONAL DEVELOPMENT

MWHC HR Recruitment

Eligibility Criteria

Participates in an approved MWHC or MSH HR recruitment activity outside of the hospital.

Required Documentation

- 1. Name of recruitment event/activity
- 2. Date of event/activity
- 3. Upload required verification letter describing the recruitment activity, including hours spent; signed by HR leader

Point Value

5



## Specialty Certification

### Eligibility Criteria

#### What qualifies as a certification?

**YES-** You scheduled a test date, then took a board certification exam at a testing center.

**YES-** Your certification requires ongoing CEUs each year to maintain the certification

**NO-** After taking a class, you immediately take a proctored examination that tested content or skills that you just learned (*i.e.- BLS, ACLS, PALS, CRRT, NIHSS, TNCC, NRP, etc.*)

- 1. Initial Certification-** Obtains initial certification in a nursing specialty from a professional nursing organization within the last 12 months.
- 2. Maintenance Certification-** Maintenance of certification from a professional nursing organization that was obtained more than 12 months ago. Certification is still active but, has not yet been renewed.
- 3. Certification Renewal:** Renewal/re-certification (by CE requirement or re-testing) from a professional nursing organization within the last 12 months.

### Required Documentation

- 1. Name/type of certification**
- 2. Date of achievement**
- 3. Copy of certification with date of achievement, preferably correspondence from credentialing agency indicating date RN passed the exam**

### Point Value

Initial Certification	Maintenance	Renewal
14	3	9





LIFE-LONG LEARNING

## Academic Degrees

### Eligibility Criteria

1. All degrees must be obtained within the past 12 months
2. All degrees must have a focus in nursing, education, management, or a healthcare related field.
  - PhD/DNs/DNP/EdD
  - Master's Degree
  - Post Graduate Academic Certificate
  - BSN

### Required Documentation

1. Date of degree attainment
2. Copy of diploma, certification, or letter on official school letterhead conferring the degree

### Point Value

Doctoral Degree	Master's Degree	Post Graduate Certificate	BSN
20	15	15	10

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LIFE-LONG LEARNING

## NED Course Instructor

### Eligibility Criteria

Present already developed content for a Nursing Education Department course that is part of nursing orientation, bridge, or ongoing education curriculum.

### Required Documentation

1. Transcript or verification letter from NED leader describing RN's role in presenting content
2. Roster of participants who received the education with dates

### Point Value

**3**





LIFE-LONG LEARNING

# Conference Coordination

## Eligibility Criteria

Serve as a coordinator for a conference for a national organization’s chapter within past 12 months.

## Required Documentation

- 1. Name of conference
- 2. Date of conference
- 3. Correspondence describing RN’s role as conference coordinator

## Point Value

14



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LIFE-LONG LEARNING

## Certified Instructor

### Eligibility Criteria

Serves as instructor for the following healthcare related activities, including but not limited to ACLS, BLS, PALS, NRP. Must provide curriculum, roster with dates.

### Required Documentation

1. Course instructor card
2. Dates of classes with roster of attendees

### Point Value

**5**

*Maximum 20 points*

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LIFE-LONG LEARNING

## Primary Clinical Coach

### Eligibility Criteria

1. The clinical coach utilizes orientation tools and competency paperwork for verification of the work with the orientee. The nurse must be the primary preceptor for 75% of the orientation.
2. **Special Considerations for orientees who are termed before final evaluation:**  
*Correspondence/ letter of explanation from department leader will be required, including RNs' name, projected/planned orientation dates, and date of termination. Coach must have oriented nurse for at least 75% of the projected/planned orientation. If less than 75%, points will only be awarded as secondary coaching.*

***All applicants must attend coach class- no exception will be made***

### Required Documentation

1. Orientee Name
2. Coaching Start and End dates
3. SiTEL transcript documenting clinical coach class attendance
4. Complete required primary coach verification form
5. Provide official final evaluation form of orientee OR supplement verification document for incomplete orientation with no final evaluation

### Point Value

**10**



LIFE-LONG LEARNING

# Secondary Clinical Coach

## Eligibility Criteria

The clinical coach utilizes orientation tools and competency paperwork for verification of the work with the orientee. The nurse must be the secondary preceptor for 25% of the orientation.

*All applicants must attend coach class- no exception will be made*

## Required Documentation

- 1. Orientee Name
- 2. Coaching Start and End dates
- 3. SiTEL transcript documenting clinical coach class attendance
- 4. Complete required secondary coach verification form

## Point Value

5



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**ACHIEVE!**

LIFE-LONG LEARNING

**Emergency Department  
Primary Coach****Eligibility Criteria**

The Emergency Department clinical coach utilizes tools and competency paperwork for verification of the work with the orientee. The Emergency Department Primary Coach must be the preceptor for 50% of the orientation.

*All applicants must attend coach class- no exception will be made*

**Required Documentation**

1. Orientee Name
2. Coaching Start and End dates
3. SiTEL transcript documenting clinical coach class attendance
4. Complete required ED primary coach verification form
5. Provide official midpoint or final evaluation form of orientee with signatures

**Point Value****7**



LIFE-LONG LEARNING

## Senior Nursing Student/SNE Practicum Preceptor

### Eligibility Criteria

Serves as a nursing student or SNE preceptor for all clinical time of the practicum or externship within the past 12 months.

### Required Documentation

1. Student Name
2. Precepting Start and End dates
3. Complete required senior nursing student preceptor verification form

### Point Value

3

**ACHIEVE!**

LIFE-LONG LEARNING

**Clinical Education Reflection****Eligibility Criteria****Attend your choice of courses from the Nursing Education Department.**

- Effective Communication in Clinical Nursing Practice
- Code Blue & CPR in Clinical Practice
- Audit of Moderate Sedation Simulation
- OR Surgical Skin Prep
- WIS Refresher
- SCOPE RN Series
- 12-Lead EKG Interpretation
- IV Catheter Insertion Concepts & Techniques
- Hi-Fidelity Simulation – Assessing the Changing Patient
- NICHE Online Learning Modules
- Care for the Caregiver
- Audit of Basic Dysrhythmia Recognition & Interpretation
- Ultrasound-Guided Peripheral IV Insertion (Critical Care/ED)
- Audit of Basic Mechanical Ventilation
- Critical Care Refresher Course
- Implicit Bias Awareness

*Only courses listed will be admissible for CAP consideration. Any division of Nursing Mandatory classes listed below that are part of the nurse's mandatory education is not eligible for CAP points.*

**Required Documentation**

- 1. Name of Course**
- 2. Date of Course**
- 3. Transcript demonstrating attendance to class**
- 4. Complete required course reflection questions** *(provided on actual application)*

**Point Value****2**

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LIFE-LONG LEARNING

**Nurse Residency Seminar Presenter****Eligibility Criteria****Present one NRP Seminar topic three (3) times over the course of a rolling NRP cohort/session.***Additional points will be awarded for subsequent presentations on the same topic (beyond the 3 minimum requirement)*Please contact [Lauren.hinson@medstar.net](mailto:Lauren.hinson@medstar.net) for additional information**Required Documentation**

1. Seminar topic taught
2. Date of each seminar
3. Provide Nurse Resident evaluation letter
4. Provide Nurse Residency Coordinator evaluation

**Point Value**

Initial 3 Presentations	Subsequent presentations
<b>9</b>	<b>3</b> <i>per additional class</i>



**Super User/ Unit-based Champion****Eligibility Criteria**

1. Obtains formal training to assist staff with the implementation or sustainability of a clinical or non-clinical initiative. To achieve points in this category, the RN must demonstrate sharing of information with peers via an in-service or bulletin board on the unit. (Ex. Of champion/superuser: PTE, WTA, GE monitors, Zoll)
2. Points will be awarded for the initial in-service, not subsequent in-services, training, messaging of the same topic.

*Applicants cannot apply to for Superuser/UBC points and in-service/bulletin board points for the same topic*

**Required Documentation**

1. Super user/ Champion Topic
2. Documentation of formal training (SiTEL transcript, certificate of completion, or correspondence indicating “superuser or UBC” status)
3. Provide roster of participants who received the education with dates. **MUST reach at least 15 unit staff members (no exception)**

**Point Value****7**



CLINICAL EXPERTISE

## Skill Validator

### Eligibility Criteria

Serves as a qualified observer for staff competency and skill assessments as delegated by a manager, educator or clinical specialist within past 12 months. (Ex: IV insertion, infant blood glucose testing, restraint application).

*To achieve points in this category, the RN must demonstrate validating a clinical skill of peers.*

### Required Documentation

1. Skill topic
2. Copy of competency assessment tool used to as skill
3. Provide roster of associates whose skill was validated with dates. **MUST reach at least 15 unit staff members (no exception)**

### Point Value

**7**



CLINICAL EXPERTISE

## Information Systems Trainer

### Eligibility Criteria

Serves as a formal trainer to educate staff on new or improved computer systems updates (Ex. MedConnect, Peribirth, Firstnet classes, or SurgiNet). In order to receive points, the RN must serve at the primary trainer and instruction must occur in a classroom/training center (not on a unit).

*RN may receive points for each class taught (up to 4 classes). Please complete a separate form for each individual training class date.*

### Required Documentation

1. Name of computer system
2. Date of training
3. Provide documentation of formal training received to serve as a Information Systems Trainer (Ex: Transcript or Verification letter from initiative coordinator)
4. Provide roster of associates received training with class date.

### Point Value

**9**

*Maximum 36 points*



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CLINICAL EXPERTISE

## In-Service Education

### Eligibility Criteria

1. Develops and presents an in-service for the hospital, department of nursing or unit.
2. Points will be awarded for the initial in-service, not subsequent in-services of the same topic.

*Applicants cannot apply to for Superuser/UBC points and in-service/bulletin board points for the same topic*

### Required Documentation

1. In-service topic
2. Date of in-service
3. Provide roster of associates who attended in-service with dates. **MUST reach at least 15 unit staff members (no exception)**

### Point Value

**3**

*Maximum 6 points*



CLINICAL EXPERTISE

## Clinical Bulletin Board

### Eligibility Criteria

1. Develops bulletin board for unit or division. Must have a clinical, professional development, or process improvement theme
2. Date of board creation and RNs name must be visibly displayed on board

*Applicants cannot apply to for Superuser/UBC points and in-service/bulletin board points for the same topic*

### Required Documentation

1. Date of board creation
2. Photograph of board with date and RN name

### Point Value

**3**

*Maximum 6 points*



## References

### Policy

[Clinical Advancement Program Policy](#)

### General Application Questions

[sasha.l.robertson@medstar.net](mailto:sasha.l.robertson@medstar.net)

### StaffGarden Technical Support

[help@staffgarden.com](mailto:help@staffgarden.com)

800-671-3606

M-F 10a-10p