# Nurse Professional Advancement: It's Easier Than you Think

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# What is NPA?

- Mission Statement: To provide a structure for professional development where nurses can make career choices that will be recognized based upon achieved and sustained performance and contributions to their unit, organization and community.

- Also known as the clinical ladder

- It is a way to be recognized for things we already do, and to encourage us to seek out new activities and goals to foster our professional growth as nurses.

# Who is eligible to apply?

- Any Registered Nurse employed in a hospital unit or clinic that is a Grade Level, 9, 10, 11 or 12

- Differentials, conference money and PL available to RNs employed in a Grade 9, 10 or 11 hourly position. Amounts are based on level achieved.
  - Grade 11 hourly position must also document 50% of time spent in direct patient care as defined in the NPA packet

- Minimum 2 years of RN experience with BSN or 3 years of RN experience with ADN required to apply for Bronze. Years of experience required increase with higher levels.

- Off probation/orientation for all employees.

- On a committee for at least 6 months (attendance requirement must be met as well).

- Other core requirements to apply can be found on the NPA SharePoint under "NPA Core Requirements by Level"

# What levels can be achieved?

- Bronze
- Silver
- Gold
- Platinum
- You do not have to apply for them in order.
- As of 08/19/2020, the total number of RNs currently advanced throughout the enterprise is 369.

| Level | Number of Nurses |
|---|---|
| Bronze | 44 |
| Silver | 164 |
| Gold | 51 |
| Platinum | 110 |

data current as of 08/19/2020

# How to get Started

○ DO NOT print out the whole packet.  Seeing all the tools can be overwhelming.

○ Find a level you can apply for based on the core requirements.

○ Read the pages of the packet before the application that explains the NPA process of application, review and how to maintain/advance your level once you pass.

○ Find that packet on the NPA SharePoint and print out the criteria from that packet.

   ○ Pages 16 and 17 for Bronze

   ○ Pages 18 and 19 for Silver and Gold

   ○ Pages 17 and 18 for Platinum

# How to get Started (cont.)

- Use the criteria pages and the Glossary of Terms located on the NPA SharePoint to see what points you have already accomplished.

  - For new applications, activities can go back for 18 months

  - If these activities were at another facility prior to your employment at UK, you can still use them! You just have to make sure you have the required documentation included in the portfolio.

  - Use the Glossary of Terms to help you get ideas on how to obtain any points you lack.

- At least ONE MONTH prior to when you plan to turn in your portfolio, contact an NPA representative to set up a meeting.  There is a list of all representatives on the NPA SharePoint. https://spwww.ukhc.org/nursing/NPA%20Representatives/Forms/AllItems.aspx

# How to get Started (cont.)

- The NPA representative will meet with you, briefly review your portfolio for the most common errors and explain the review process to you. You will then have plenty of time to correct any errors the representative found.
  - This is not a guarantee that the portfolio will pass the formal review.
- An NPA rep MUST sign your portfolio for it to be accepted for consideration.
- Once you are ready to apply, you will turn the portfolio in to the bin marked "NPA" in Capacity Command at either Chandler or Good Samaritan.
- The deadline to turn in the portfolio is midnight the night BEFORE the first business day of the month.
  - The NPA vice-chair will pick up the portfolios the first business day of the month.
  - Any portfolios received after the deadline will be reviewed the following month.

# What Happens after I Apply?

- The NPA committee meets the 2nd Tuesday of each month.

- Two reviewers review each portfolio.

- Information for all passing portfolios will be sent to Nursing Payroll.

  - If applicable, the differential will be processed within1 to 2 pay periods after the meeting

- Any portfolio that does not meet all criteria will be returned with notes for revision.

  - Returned portfolios may be returned, with revisions, to be reviewed at the next meeting (based on when you turn it in again) as soon as they are complete.  There is no waiting period.

  - Consult with an NPA representative if you need assistance.

# How to Access the NPA SharePoint

Go to Careweb and click on "Nurses" located on the menu on the left-side

Once you've clicked Nurses, scroll to Unit SharePoint Sites and find Nurse Professional Advancement Program

Pro-tip: Once you click on "Nurses", you can also search "Nursing" in the search box at the top right to find the NPA link

# NEED HELP?

- It's as easy as contacting an NPA representative.
- There is a list of all representatives on the NPA Sharepoint and their email contact information
  - You can find your unit's representative there
  - If your unit does not have a representative, it may be easier to identify the representative closest to your unit, but you may contact any of the representatives on the list via email.
  - https://spwww.ukhc.org/nursing/NPA%20Representatives/Forms/AllItems.aspx

# QUESTIONS?

If you've been an RN for 2 years (BSN) or 3 years (ADN), you should give it a chance!