

Nursing Professional Advancement: Steps To Create The Perfect Portfolio And Climb The Nursing Clinical Ladder

Shawnda Osborne, BSN, OCN, NCTTP
NPA Committee Facilitator
Shawnda.Osborne@uky.edu

Crystal Justice, MSN, RN, PCCN
Chair, Professional Development Council
Crystal.justice1@uky.edu



Professional development in nursing is the process of improving your practice through continued education and training.

Opportunities for professional growth

- Join a Council
- NPA
- Get a national certification
- Leaders in Training program (LIT)

Council Involvement

Join a Council!!!

- Have a voice in improving nursing practice on your unit
- There are a wide variety of Councils and Committees available to you
- If there is not a Council or Committee in your area...
CREATE ONE!!!
- Are you aware that all of the various Journal Clubs were started by our RNs?

UK HealthCare Shared Governance

- Unit-based Councils
- Enterprise-wide Councils
- Management Councils

Join a Council

Professional Development Council

- Enterprise-wide Council
- Our goal is to increase professional development across the UK HealthCare Enterprise by offering unique opportunities to improve professional growth and promote continued learning
- We also recognize outstanding nurses and Nursing Care Technicians with the annual Clinical Excellence Award. The winners will be celebrated with an awards presentation and dinner during Nurse's Week



Get Nationally Certified

Specialty certifications will enhance your professional presence and increase your marketability across the Enterprise. It demonstrates that you personally are dedicated to improving your practice.

Many specialty areas have specific national certification exams, such as:

- Medical-Surgical Nursing Certification
 - Progressive Care Certified Nurse Exam
 - Critical Care Registered Nurse Exam
 - Cardiac Vascular Nursing Certification
 - Trauma Certified Registered Nurse
-
- Here is a link to help you get started with searching for a National Certification: <https://ukhealthcare.uky.edu/doctors-providers/nursing/nursing-professional-practice/certifications>
 - ***Fees for certification and recertification*** may be paid in advance at the time of registration, or reimbursed by UK HealthCare upon successful completion of the examination or recertification. Contact Andrea Wright at andrea.wright@uky.edu for more information about the policy and procedure for Nursing Certification Reimbursement.

Nurse Professional Advancement How to get Started

Shawnda Osborne, BSN, OCN, NCTTP
NPA Committee Facilitator
Shawnda.Osborne@uky.edu

Crystal Justice, MSN, RN, PCCN
Chair, Professional Development Council
Crystal.justice1@uky.edu



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. Dollar 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 - \$1.00/hr. 16 hours external PL. No conference money
- Silver - \$1.25/hr. 24 hours external PL. \$750 for conference attendance.*
- Gold - \$1.75/hr. 32 hours external PL. \$1,000 for conference attendance.*
- Platinum - \$2.00/hr. 40 hours external PL. \$1,500 for conference attendance.*
- You do not have to apply for them in order.

*Contact Andrea Wright at andrea.wright@uky.edu for more information on using conference money.

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.
 - PLEASE NOTE: UK IT is talking about migrating many of the SharePoint sites off of Care Web, as early as November 1, 2023; so stay tuned for more communication in the Loop or via email.*
- 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 before you submit 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 11:59 pm the last day of each 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 and determine its status.
- Information for all passing portfolios will be sent to Nursing Payroll.
- Any portfolio that does not meet all criteria will be returned with notes for revision.
 - Returned portfolios may be resubmitted, 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.
- Portfolios are required to be renewed yearly to maintain your standing.
- Consult with an NPA representative if you need assistance.

How to Access the NPA Sharepoint

Go to The Loop. Click on Careweb



In the searchbar, type "nurs"

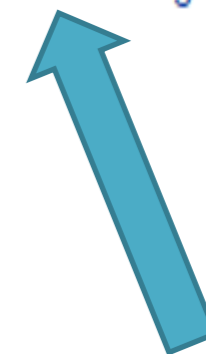
Search CareWeb links



nurs|

Scroll to Unit Sharepoint Sites and locate Nursing Professional Advancement Program. Click on that to go to the Sharepoint site.

- Unit SharePoint Sites - Nurse Residency
- Unit SharePoint Sites - Nursing Leadership
- Unit SharePoint Sites - Nursing Professional Advancement Program
- Unit SharePoint Sites - Nursing Recruitment
- Unit SharePoint Sites - Nursing Staff Development



PLEASE NOTE: UK IT is talking about migrating many of the SharePoint sites off of Care Web, as early as November 1, 2023; so stay tuned for more communication in the Loop or via email.

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>

Want to Get Involved?

- **Professional Development Council**
 - Mission: To promote continuing professional growth of nurses at UK HealthCare by providing unique educational opportunities that enhance nursing practice. This Council meets monthly.
 - Currently recruiting new members. Contact Crystal Justice for information on joining this Council at crystal.justice1@uky.edu
- **Nursing Professional Advancement Committee**
 - Currently recruiting new members from areas without representation.
 - You must be advanced and current on the ladder to be a member.
 - Complete application on the NPA SharePoint and email to the chairperson. The current chairperson is Naomi North at naomi.north@uky.edu. (current as of October 2023)

Questions?

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

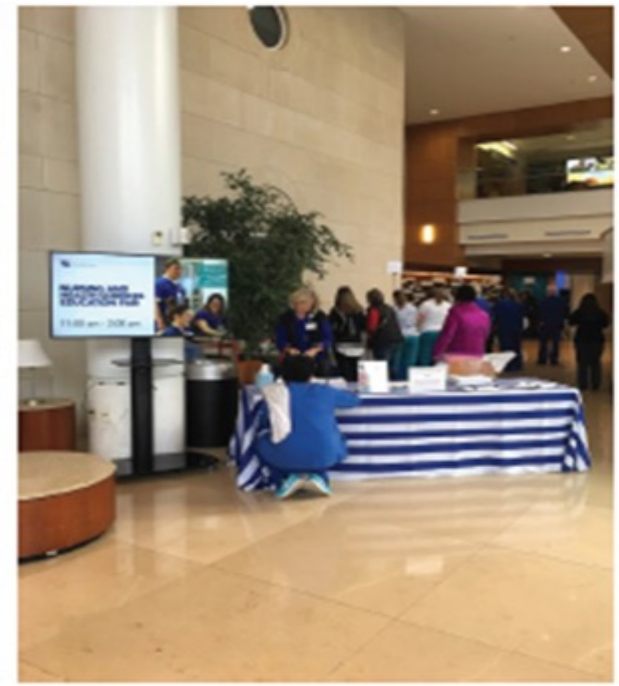


NURSING AND HEALTH SCIENCES EDUCATION FAIR

THURSDAY, NOVEMBER 9, 2023 ~11 A.M. - 2 P.M.

UK CHANDLER HOSPITAL, PAVILION A, GROUND FLOOR

Representatives from 25+ nursing and health science schools will be in person to discuss undergraduate and graduate programs, curriculum options, prerequisites, requirements, how UK HealthCare will pay for employee tuition, and much more. Registration is **NOT REQUIRED**. All UK HealthCare employees (RNs, NCTs, LPNs, OT, PT, SLP, Respiratory Therapists, X-Ray Techs, healthcare administrative professionals), UK College of Nursing students and clinical nursing students are encouraged to attend! For more information visit www.ukhealthcare.uky.edu/career-center.



The following educational programs will be in attendance: LPN, ADN, RN to BSN, Accelerated BSN, MSN, MSN/MBA, DNP, Ph.D. and post-Master's certificate programs, health sciences programs including AAS in Respiratory Therapy, AAS in Radiologic Technology, BS in Health Information Management, BS in Healthcare Administration, BS in Clinical Leadership & Mgmt, Doctorate of Physical Therapy, Doctorate of Occupational Therapy, and graduate programs including CRNA, Midwifery, Nurse Practitioner, Informatics, Public Health, Physician Assistant, and many more will be attending. **This event only happens once a year, so please plan to join us!**



UK HealthCare Career Center

Career Center Hours and Days of Operation:

8:00 a.m. – 4:00 p.m. M, Tues, Wed and Thurs

Individual appointments available for all UK RNs and licensed healthcare professionals only

Certificate of Lunch and Learn Participation; email Kristen Arflack at kristen.arflack@uky.edu



Check out the UK Career Center Web Page for experienced nursing resume and cover letter examples, and interview tips:

<http://www.ukhealthcare.uky.edu/career-center/>

Location and Contact:

UK HealthCare Waller Healthcare Annex – Suite 108

Sue H. Strup, MSEd., MSN

Senior Career Consultant #859.323.3169 or sue.strup@uky.edu

To Schedule a 1:1 Career Coaching appointment with Sue H. Strup, MSEd, MSN click here:

<https://calendly.com/shstru2>

