

Kaiser Permanente Northwest 2015 RN Career Ladder Instructions

Mandatory Goal Components
<ol style="list-style-type: none">1. RN <u>Professional Nursing</u> Goal2. Personal Thrive Goal
<p>Your professional goal must be designed and worked in partnership with your manager as well as <u>signed by your manager</u>. When renewing, it is important to provide information regarding the outcome of your previous goal. Briefly describe what measures you took to achieve your goal. What challenges or obstacles you encountered that derailed your goal or provided an unexpected outcome. If your Goal changed during the year, provide an explanation to acknowledge the change(s), as well as the subsequent learning as a result. In addition, please explain the “new goal” you chose including a description regarding its outcome.</p>
<p style="text-align: center;">Elements of a Goal Specific / Measurable / Realistic / Objective / Time-phased</p> <p>In order to bring the career ladder process into alignment with the healthy workforce concept we ask that you also include a personal health and fitness goal. For ideas check your Total Health Assessment tool (KP.org/tha).</p>
<p style="text-align: center;">If you disagree with the review committee’s decision</p> <p>Please contact us at KPNW.RNCL@kp.org to request a second review of your application within 30 days of receiving your notification e mail. At least two of us will re-examine the application to address your specific question or challenge. We will notify you of our findings within 2 weeks of meeting to review. Given the time required we are only able to accommodate one second review per denied application, all decisions are then final.</p> <p>Because we don’t work where the applications are stored, we cannot guarantee a timeframe to review your file. Please know that we will do so as soon as we can, and should the decision be changed in your favor the pay increase can be back dated to the original review date. There will also be a wait for payroll to process the change and the possible back pay.</p>
<p style="text-align: center;">You are strongly encouraged to contact a RN Career Ladder Committee Member to review your packet prior to submission.</p>

Level 1

All Kaiser Permanente Northwest RNs (ONA & OFNHP) receive wages according to their contract. The RN must have been employed for 6 months and successfully completed their probationary period.

Level 2

Attainment

RNs at level 2 have satisfied advancement requirements as defined by the RN Career Ladder Review Committee. For initial application to the RN Career Ladder, the RN must earn 20 points, as described in the RN Career Ladder power point presentation found on the Kaiser Permanente Intranet and in the RN Career Ladder point tool. The 20 points must have been earned within the 12 months immediately prior to the application date. The RN at Level 2 receives a base pay increase of 3% and must remain at Level 2 for one year prior to advancing to Level 3.

Goal

Written documentation must be submitted, worked in partnership with, and signed by your Manager. A recommended format is described in the point tool. A progress report on your previous goal needs to be submitted with your new goal at the time of each maintenance application.

Maintenance

At the RNs anniversary date he or she must reapply with the required 15 points, as described in the RN Career Ladder power point presentation found on the Kaiser Permanente Intranet and in the RN Career Ladder point tool. The RN at Level 2 maintenance will continue to receive a base pay increase of 3%. If the RN fails to submit or fails to submit with enough points he or she will return to Level 1.

Goal

Written documentation must be submitted, worked in partnership with, and signed by your Manager. A recommended format is described in the point tool. A progress report on your previous goal needs to be submitted with your new goal at the time of each maintenance application.

Level 3

Attainment

RNs at Level 3 have satisfied advanced requirements as defined by the RN Career Ladder Review Committee. For initial application to the RN Career Ladder, the RN must earn 25 points with their points coming from at least 5 out of the 12 categories, as described in the RN Career Ladder power point presentation found on the Kaiser Permanente Intranet and in the RN Career Ladder point tool. The 25 points must have been earned within the 12 months immediately prior to the application date. The RN at Level 3 receives a base pay increase of 4% and must remain at Level 3 for one year prior to advancing to Level 4.

Goal

Written documentation must be submitted, worked in partnership with, and signed by your Manager. A recommended format is described in the point tool. A progress report on your previous goal needs to be submitted with your new goal at the time of each maintenance application.

Maintenance

At the RNs anniversary date he or she must reapply with the required 20 points with their points coming from at least 5 out of the 12 categories, as described in the RN Career Ladder power point presentation found on the Kaiser Permanente Intranet and in the RN Career Ladder point tool. The RN at Level 2 maintenance will continue to receive a base pay increase of 4%. If the RN fails to submit he or she will return to level 1. If the RN fails to submit with enough points to maintain Level 3 but submits with enough points to maintain Level 2 the RN Career Ladder review committee will automatically place the RN at Level 2 maintenance.

Goal

Written documentation must be submitted, worked in partnership with, and signed by your Manager. A recommended format is described in the point tool. A progress report on your previous goal needs to be submitted with your new goal at the time of each maintenance application.

Kaiser Permanente Northwest RN Career Ladder Point Accrual Information

Nursing Experience		Maximum of 3 points
Description:	Years of Registered Nursing Experience.	
Example	Years of Nursing Practice	
Required Documentation	Provide a copy of your RN licensure record from the State Board of Nursing which first issued you your RN License and one from your current state of practice (if they are different). This document shows the date you were first issued an RN License. This can be printed from the State Board of Nursing websites.	

Professional Nursing Certifications		Maximum of 6 points
Description:	Nursing specialty certification by a professional nursing association or organization.	
Example	Certified Nurse of the Operating Room (CNOR) Certified Nurse of Orthopedics Certified Nurse of Infusion Therapy	
Required Documentation	Copy of certificates which must include your name and date showing your active certification.	

Professional Nursing Memberships		Maximum of 3 points
Description:	Active membership in a professional nursing association or organization.	
Example	Association of Operating Room Nurses (AORN). Association of Home Health Nurses Association of Orthopedic Nurses	
Required Documentation	One (1) copy of your membership card or written verification (i.e. letter) from the association or organization, (2) verification of your participation in the association or organization meetings and or activities, and or (3) verification of your attendance of their conference.	

Academic Achievements		Maximum of 12 points
Description:	<p>Academic courses offered by an accredited university or college.</p> <p>College credits earned through challenge exams and internet courses are acceptable.</p> <p>Must have a health care or nursing related focus or be prerequisites for obtaining a BSN, MSN, PhD, DNS, ND, other health care related degrees or a degree that can be used by a healthcare corporation.</p>	
Example	<p>Courses in psychology, sociology, chemistry, anatomy, biology, languages, health care management, statistics, business, and research.</p>	
Required Documentation	<p>Photo copy of final transcript indicating course completion, credit hours and or a degree earned.</p>	

Professional Continuing Education		Maximum of 10 points
Description:	<p>Educational programs that address board areas of health care and or nursing planned to meet the individual RNs potential for professional growth.</p> <p>Online CEU courses.</p>	
Example	<p>Courses or programs in any or the following examples:</p> <p>Leadership, public policy, health care management, health care economics, publishing, research, physical assessment, issues pertaining to patient care, health science, pharmacology, and treatment modalities.</p> <p>BLS, ACLS, PALS, EKG interpretation and diagnostic test interpretation.</p>	
Required Documentation	<p>Photo copies of Continuing Nursing Education (CEU) certificates.</p> <p>If the program did not formally award contact hours, please submit in writing verification of participation (i.e. certificate), including your name, date(s), title of program, who presented the program and the total number of hours of participation.</p>	

Leadership		Maximum of 10 points
Description:	Activities that extend beyond the expectations of the RN's job description. Leadership activities can be described as opportunities that enhance, promote and create change in the advancement and growth of the nursing profession and contribute to positive outcomes for Kaiser Permanente members and or the Labor Management Partnership.	
Example	Being a clinical instructor of students, precept a peer nurse, membership on a Kaiser Permanente committee and educational planning,	
Required Documentation	Write a brief paragraph stating the program, projects and purpose of the committee you serve on. Manager or chair / co-chair signature with written verification of active participation on committee is required. A copy of your pay slip showing cumulative precepting hours.	

Professional Presentations		Maximum of 12 points
Description:	<p>Acting as a primary instructor, member of a team, guest lecturer, or panel participant delivering healthcare content to other healthcare providers or to the public.</p> <p>Making something publicly available by printing (handout or poster board display) or broadcasting an idea or process that you improve upon, expand, enlarge or refine.</p> <p>Presentations must be delivered within a structured framework of teaching and learning.</p> <p>Presentations that are an expectation of the applicant's current job <i>will be excluded</i> from consideration for points earned.</p>	
Example	Health seminars, Clinical conferences, Patient and or Family educational programs, Consumer educational programs, Delivery of an original paper, development of an In-service, teaching a professional in-service etc.	
Required Documentation	Detailed description of the topic, content of the presentation and your role in the presentation. Additionally, you will require a letter of acknowledgement from the group who you provided the presentation to and or your manager's signature and a copy of the sign in sheet. .	

Innovation / Special Projects		Maximum of 6 points
Description:	The development and or creation a totally new healthcare product or participating in a KP Regional project.	
Example	New product or device Conversion from “Blue wrap to Ridged Instrument Containers” Systems streamline or improvement Development of a Disease Alga-rhythm Creation of a New or expansion of a Nursing Diagnosis	
Required Documentation	Written description of the project or product including expected outcome and completion time line. In addition, this document must be signed by the Project leader and or your Manager.	

LMP / UBT		Maximum of 10 points
Description:	UBT: Member / Representative / Co-lead / Resolved projects / Sponsors LMP: Labor Partners (officer in a bargaining union)	
Example	UBT: Safety issues, recycling, work flow improvement projects, etc. LMP: Attendance in West Steward Council or teaching of LMP class.	
Required Documentation	UBT: Write a brief paragraph stating the position you hold (member or Co-lead) and the projects you lead or worked on. Include a copy of the “UBT project report”. Manager or Co-lead signature is required.	

Total Health Assessment		Maximum of 1 point
Description:	In support of KPNW and the RN Career Ladder Thrive Goal we are awarding a point for those that take the annual THA.	
Required Documentation	Provide a copy of the certificate you get upon completing the THA.	

Communication		Maximum of 4 points
Description:	A tool that educates or assist staff with day to day task or enlightens, assist or educates patients.	
Example	Informative handy instruction tool (i.e. page, flyer, booklet, etc.) Protocol, Policy and Procedure updates. Pain Scale, Diabetic logs, or how to booklets.	
Required Documentation	Write a brief paragraph telling us what you did, provide a copy of what you did and any benefits staff, KP and or our patients received as a result of this work being done. In Addition, this document requires the project leader or your Manager's signature.	

Written Publications		Maximum of 8 points
Description:	Written projects, editorials, articles, sections or complete chapters in a nursing or healthcare related journal, newsletter, or text book. The development of clinical or patient health educational aids. Communications should increase awareness of health related topics, promoting health and wellness. You are expected to check with Kaiser Corporate Communication prior to initiating any member communications.	
Example	Publishing an article in a professional publication such as AACN Viewpoint.	
Required Documentation	A copy of the published work. Pictures of clinical projects must be submitted as verification of development along with written verification of your writings.	

Research		Maximum of 6 points
Description:	Participation in research projects that relate to the field of healthcare.	
Example	Collecting data from patients for the research department.	
Required Documentation	Written description of the purpose of the research project including expected outcome and completion time line. In addition, this document must be signed by the Research project leader and or your Manager.	

Volunteer / Community Outreach		Maximum of 4 points
Description:	True donation of your time to a worthy health related cause. Volunteerism and presentations in community programs that promote the profession of nursing, health and other health care related topics.	
Example	Volunteering in Wallace Medical Concern, Parish Nursing, Race for the Cure, Medical Teams International, Kaiser community Advisory Boards, participation in volunteer surgical or medical clinics, School Career Days, or any Kaiser approved or sponsored community enrichment programs.	
Required Documentation	Written verification of participation in the activity from the sponsoring organization on their letterhead stationery. If you have completed or participated in an activity that is not listed in any of the above categories, please submit a description of this activity and estimated point value. The committee will review all submitted additional activities.	

Other		Maximum of 4 points
Description:	Anything you have done that you believe benefits your practice of Nursing, Nursing at Kaiser Permanente, Patient Care both in general and at Kaiser Permanente.	
Example	I created a way for kids to exercise while in the hospital or I created a social opportunity, every day 7-8pm, for kids while in the hospital.	
Required Documentation	Write us and tell us about it and provide documentation / proof of your work (i.e. photos, papers, etc.)	

EXAMPLE RN Career Ladder Submission

Goal	
Professional:	I will lead a collaborative project with the Rockwood Pediatric Department to develop a "Pathway of Care" for the pediatric population with asthma in hopes of decreasing the number of ED visits. Secondly, I will compare the number of asthma ED visits during an 8 month period, July 2012 – February 2013, to determine if the "Pathway of Care" approach achieved a reduction in ED visits. _____ Manager Signature
Thrive:	I will walk at least 30 minutes a day 6 days a week over the coming year.

Academic Achievement	3 points
I obtained my BSN from the University of Portland in June of 1986. <i>Please see enclosed copy</i> of my diploma.	

Professional Continuing Education	9.5 points
I have completed 95 hours of continuing education units over the past 12 months. Please <i>see the enclosed certificates</i> .	

Professional Presentations	4.25 points
I developed an informational poster board on "People with Dementia who become Lost" and provided 4 ten minute presentations to my Sunnyside 2 west colleagues. <i>Please see enclosed</i> picture of poster board, a copy of the material displayed, a brief explanation of the reason for topic selected, sign in sheet and confirmation from SNY 2 west Manager. (3.25 pts)	
I presented, 55 minutes, with an established curriculum on "KPNW RN Career Ladder" to my Sunnybrook colleagues. <i>Please see enclosed</i> copy of lecture material and confirmation from SBY ASU Manager. (1 pt)	

Leadership	9 points
UBT member (1 pt) 1 North Safety Officer (2 pts) Preceptor (6pts) <i>Please see enclosed documentation</i> and confirmation from my Manger.	

Total Points	25.75 points
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