

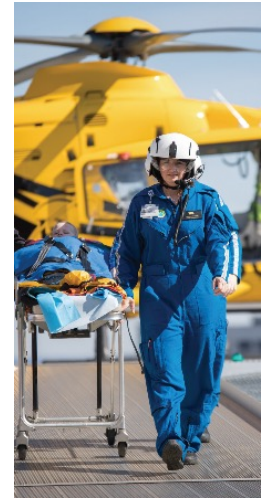
# Career Planning and Professional Development for UK Healthcare Nurses

presented by:

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UK Healthcare Career Center

# Why Should I Plan My Own Nursing Career?

- Times keeps ticking away...
- If you don't have a plan...then how will you get there?
- Decide what's next in your life and strategize how to get it!!
- Utilize all of your UK Resources to help develop a plan



# Goal Setting

- What do you want to accomplish in 1 year? 5 years?
- Five years seems like the distant future, but 5 years is really.....  
260 weeks.....1,825 days.....  
2,333,000 minutes!!
- Start planning for the future now!!

# In 5 years....

## What Can You Accomplish??

- In 5 years Columbus opened up a whole new world by discovering the Bahamas, Cuba, Hispaniola and N. and S. Americas
- In just under 5 years, Michelangelo painted the Sistine Chapel



# In 5 years.....

## What Can You Accomplish??

Where do you see yourself?

- Completing your BSN
- Bronze level RN
- Obtaining an MSN or DNP such as APRN (NP, CRNA, CNS)
- Faculty
- Administrator/Manager
- Entrepreneur?
- Informatics?



# The Importance of Career Planning

## Building Your Nursing Career

- YOU are responsible for building YOUR own career
- 9 Steps to Career Advancement



# Step 1: Education

**Never Stop Learning: Life-long learning is your keyword.**

- Accept New Challenges
- Skill Updates
- Become a Nursing Expert (i.e., IABP, IV, etc.)
- Staff Development Offerings

# Step 1: Education (cont)

- Higher Degrees (completing your BSN, going back for your MSN, DNP or Ph.D.)
- Start to Plan Educational Goals **Now**
- Specialty National Certification(s)
  - CCRN
  - CNOR
  - CEN
  - Just to name a few





# Benefits of Certification

Why become certified?

- Validation of nurse's cognitive knowledge and continued competency in their specialty area
- Improved patient outcomes
- Displays a commitment to personal and professional development
- Raises the professional standard of nursing

How does UKHC support nurses achieving their certification?

- UKHC will pay the certification examination fees
- UKHC will pay the recertification fees
- Able to earn points for the NPA Clinical Ladder (i.e., Bronze, Silver, Gold, Platinum)
- Name will be included on an annual publication to celebrate
- For certification and payment questions email Andrea Wright at [nursingpayments@uky.edu](mailto:nursingpayments@uky.edu)

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- <https://www.nursingcenter.com/career-resources/guide-to-certification>

# Certifications Available

## A Sample or “short” List of Certifications:

Addictions (CARN)

Critical Care (CCRN); mandatory for most CRNA programs before application

Emergency (CEN) – others listed on the ENA webpage

Informatics

Medical-Surgical

National Healthcare Disaster

Pain Management and many, many more (see the link below):

<https://www.nursingcenter.com/career-resources/guide-to-certification>

# Step 2: Ask, Listen And Learn

**A good listener can learn a lot.**

- Keep Your Ears and Mind Open
- Ask Questions
- Shadow, obtain a Mentor



# Step 3: Fulfill Your Current Job

**Your current job might be best place to start your career planning.**

- Expand Your Skills While Working or Volunteering
- Join a Committees, Councils, Task Forces (if they don't exist....create one!!)



# Step 3: Fulfill Your Current Job

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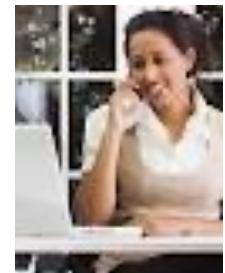
- Valued Employees Strengthen their Unit, Floor, Organization
- Example – One of My RN's that wants to be a PCM....is assisting with budgeting, scheduling, shadowing, etc.



# Step 4: Keep Building Your Network

**Your next career step might be right under your nose in your network.**

- Network
- Build Your Contacts
- Shadow
- Informational Interviews
- Alumnus/Former Faculty
- Utilize the Career Center



# Step 5: Identify Your Current Job

**Your current job should be identified, not assumed.**

- Make sure you don't work with tasks you assume are important. This is waste of time and talent.
- Schedule regular 1:1 meetings; have a list of goals; ask for clarification, etc.



# Step 5: Identify Your Current Job

(continued)

- Clarify Role
- Ask for additional responsibilities including joining a Council, working on your NPA, Precepting, Charge, Be part of the solution, not the problem, etc.
- Set Goals
- 1:1 Meetings, Evaluations, etc.





# Professional Development for Nurses

**Professional development is** the process of improving nursing practice by continuing education and training. It **can** also involve attending continuing education opportunities that bring us up to date on the latest technology, techniques, and ways to practice. ...

# Common Professional Development Goals for Nurses

**Some of the more common professional development goals that nurses set for themselves are:**

- Acquire advanced technology **skills**.
- Maintain continuing education unit (CEU) requirements.
- Get involved in Evidence based research.
- Improve job performance; increase duties and responsibilities.
- Refine interpersonal **skills**.
- Hone specific skill set to mastery/expert level (i.e., Super User)
- Obtain leadership roles (i.e., Chair, Precepting, Unit Charge, Committees, Councils, etc).
- 18. • Obtain **professional** certifications.

# Opportunities for Professional Development: UK Nursing Professional Advancement (NPA) Core Requirements

Bronze Level \* \$1.00 hour \* 16 hours external PL \* No conference money

- Core Requirements Distribution of Points
- Nursing Experience + Nursing Education (Tool #1):
  - 3 years RN experience + Diploma
  - 3 years RN experience + ADN
  - 2 years RN experience + BSN
  - 2 years RN experience + MSN or BSN + MHA, MPH, MSOM or MBA
  - 2 years RN experience + DNP
  - 2 years RN experience + BSN+ PhD in Nursing, Business Administration, Public Health or Education
- Note: 3+ years of LPN experience can be used in lieu of 1 year of RN experience. Please see Glossary of Terms for more details.
- Professional Contribution (Tool #2):
  - Current involvement on at least one (1) unit, service line, hospital, or enterprise level council or committee
- Minimum of 5 points Efficiency: 1 point Quality and Safety: 1 point Service Excellence: 1 point Professional Development: 1 point Additional point(s) from any category listed above: 1 point

# Nursing Professional Advancement (NPA)

For more information including the Bronze Packet/application:

<https://spwww.ukhc.org/nursing/default.aspx>

For more information or if you have ?s, contact the NPA Council Chair, Shawnda Osborne, RN - [shawnda.osborne@uky.edu](mailto:shawnda.osborne@uky.edu)

# Step 6: Identify Your Next Job

**Your dream job must be identified.**



- Articulate What Is Needed to achieve your Dream Job? Is it more education? Is it advanced skills? Is it credentials?

# Step 6: Identify Your Next Job

(continued)

- What Is Your Next Career Move?
  - Managing People?
  - Staff Development?
  - Nurse Educator?
  - Advanced Practice?
  - Shadowing and Experience Needed?
  - Volunteering?
- Articulate Goals



# Step 7: Prepare Yourself

Your dream might show up tomorrow.  
Be prepared.



- Update your Resume now, and annually.
- If you don't know how to write a resume, or how to describe yourself, start learning it now.



Defining EXCELLENCE  
in the way we CARE

### Job Fair

February 6, 2013  
Lexington VA Medical Center  
2250 Leestown Road  
Building 4  
Auditorium  
8:00A-4:00P



Applicants should bring:  
Resume  
Transcripts  
Two Forms of ID  
(drivers license, military, school, security, and)  
Three Letters of Recommendation  
(one from current supervisor)

**Help spread the word!**

**On-the-Spot Hiring  
CNAs & RNs!**

Questions? Contact Curtis King, Nurse Recruiter at (850) 281-3961 or  
Curtis.King@va.gov

# Step 7: Prepare Yourself

(continued)



- A Professional Resume describes YOU...your skills, abilities, qualifications, education and transferable skills!
- The UKHealthcare Career Center web page is a great place to start...many examples of cover letters and resumes

<https://ukhealthcare.uky.edu/career-center>



# Step 8: Pick The Right Tools

**Pick the tools you can handle at the right time of your life**

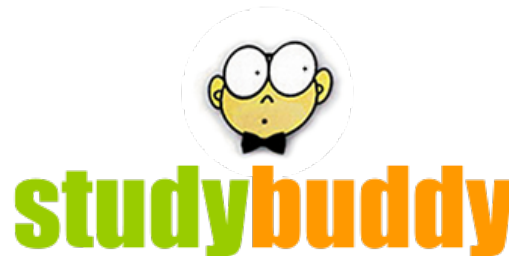
- You can build your future career using a lot of different tools. Obtaining a Certification, CEU or becoming a SUPER USER easier.
- Enrolling in a RN to BSN, MSN, DNP or Ph.D. program is more challenging.



# Step 8: Pick The Right Tools

(continued)

- Certifications, Videos, Audit a Course
- Begin a Graduate Level Course
- Don't pick something that is too challenging for you to handle! Have a “study” buddy or friend to go back to school with.



# Step 9: Realize Your Dreams

**Put your dreams into action.**

- Act Now!
- Start Back to School
- Start Building Your Skills Now!
- Lives Get Busier and Busier
- Nothing Better than the Present to Realize Your Dream!



# UKHealthcare Career Center

## Career Services Offered:

- Updating Your Resume
- Developing a CV for grad school applications
- Practice /Mock Interviews
- Developing a Cover Letter
- Job Search Assistance
- Goal Setting
- 1:1 Career Coaching



# UKHealthcare Career Center

## Career Services Offered:

- Shadowing Program
- Educational Options
- Certifications
- Lunch and Learn Workshop Series
- Handouts/Career Materials/Resources
- Interview 911



# Lunch and Learn Career Planning Workshop Series

The 3<sup>rd</sup> or 4<sup>th</sup> Thursday of each Month

Various Topics Including Speakers from Colleges, Universities and Nursing Leaders

**Location:** Waller Healthcare Annex  
115 Waller Ave.

11:30 a.m. – 12:15 p.m.

In person or via Zoom

**Past Topics:** RN to BSN programs, How to Become a CRNA, Nurse Practitioner, Midwifery Careers, Nurse Informaticist, Nurse Leader, Nurse Educator, and many more



# Thursday, August 26, 2021

## 11:30 a.m. – 12:15 p.m.

### Lunch and Learn Workshop

**Topic:** “Expanding Your Career Possibilities through the fully online RN-BSN program at the UK College of Nursing”

**Presenter(s):** Tara Grana, BSN, RN Academic Support Specialist, and Brittany Fiero, Student Affairs Officer, UK College of Nursing.

**Overview:** The speakers will discuss the fully online BSN program, new curriculum changes, 7 week block sessions, pre-requisite courses, admission requirements, the application process, deadlines and how UKHC employees can utilize the **Employee Education Program (EEP) benefits** and other scholarship options. After you attend the presentation, Ms. Grana will provide a FREE transcript evaluation.

**When:** *Thursday, August 26, 2021*

**Where:** Live via Zoom or In person at the Waller Healthcare Annex

**Registration:** email Sue H. Strup at [sue.strup@uky.edu](mailto:sue.strup@uky.edu)

# Career Planning Exercise

- **Identify one professional goal**  
(e.g., Review your job desc, update your resume, LIT, etc.)
- **One educational goal**  
(e.g., Begin exploring educational programs (RN to BSN, MSN, DNP, etc.), attend a Lunch and Learn, Staff Development Course, etc.)
- **One professional activity goal**  
(e.g., Bronze level, Journal Club, Committee, Task Force, Volunteer, etc.)
- **One professional career planning goal**  
(e.g., Obtain letters for graduate school, develop a Portfolio or “Brag” Book, etc.)





# Professional Goal Examples:

- To complete orientation
- To obtain and review my job description with my Patient Care Manager or Assistant Patient Care Manager
- To meet with Sue Strup in the UKHealthcare Career Center to update my resume or cover letter or to develop a Curriculum Vitae (CV) for graduate school applications
- Meet with the UK Writing Specialist (Whitney Kurtz-Ogilvie) to develop a Personal Statement for graduate school applications
- To participate in the Leaders in Training Seminar Series. Kathy Isaacs, RN, Ph.D. (kathy.isaacs@uky.edu) applications July 2021
- To begin exploring various Nursing Certifications and to begin working toward completion (i.e., CCRN, CEN, etc.)
- Obtain advanced credentialing such as PALS, ACLS, ECMO, BCLS, etc.
- Other?

# Educational Goal Examples:

- To pass the EKG class
- Complete ECCOs
- To begin exploring various RN-BSN, MSN or DNP/Ph.D. nursing programs and the various UK Tuition options including Employee Education Program (EEP) or the Nursing Tuition Contract
- Attend the next UKHC Nursing Education Fair November 5, 2020 at 11 a.m – 2 p.m. PAV A where you can meet 20+ nursing programs including MSN, BSN, DNP and Ph.D.
- Attend and record Staff development offerings
- Shadow an APRN, Nurse Educator, Nurse Midwife, Clinical Nurse Specialist (CNS), Nurse Informaticist, Nurse Leader, Platinum RN, etc.
- Find out if you will need to take the GRE or MAT for graduate school
- Apply to various nursing graduate programs or to RN to BSN programs
- Other?

# Professional Activity Goal

## Examples:

- Work one week of night shift
- Explore obtaining the bronze, silver, gold or platinum level professional development
- Join or start a Journal Club on your unit/floor; or take the lead on one of the Monthly Journal Articles and Discussions
- Join a Committee, Task Force, etc.
- Precept a new RN or a Nursing Student; take the Preceptor Class
- Participate in a community volunteer activity such as Mission Lexington, Surgery on Sunday or Refuge Clinic, to name a few
- Take your Residency Project and write and get a paper published or conference abstract submitted
- Develop a research project and submit an abstract for Nursing Research Day
- Develop a Patient Education Tool
- Other?

# Professional Career Planning Goal Examples:

- Challenge yourself by improving a weakness such as public speaking, presentations, computer skills, Zoom, etc. by taking a class or joining a Club such as Toast Masters (for public speaking)
- Begin thinking about whom you would ask to write letters of recommendation for a promotion, graduate school, etc.
- Start collecting your letters of support from patients, mentors, PCM's, etc. that mention your nursing abilities for your ***Professional Portfolio***
- Collect any awards, recognitions, etc.
- Other ideas?

# Q & A



# For more information or to make an appointment:

Sue H. Strup, MSEd., MSN, Senior Career Consultant  
UK Healthcare Career Center

- Waller Health Care Annex
- 115 Waller Avenue, Room 108

Email is BEST: [sue.strup@uky.edu](mailto:sue.strup@uky.edu)

O: #859.323.3169

<https://ukhealthcare.uky.edu/career-center>

