

Nurse Professional Advancement: What's New

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IMPORTANT UPDATES SINCE GO-LIVE (after the Lunch and Learn)

The NPA committee met with Gwen Moreland, Chief Nurse Executive, and Patty Hughes, Chief Nursing Officer and the following changes were made to the core requirements after discussing questions asked during the Lunch and Learn :

- COMMITTEE REQUIREMENT
 - Current membership (for at least 6 months) on an active unit/clinic, service line, or enterprise committee/council/task force is REQUIRED for Bronze and Silver applicants.
 - No committee requirement for Gold and Platinum applicants.
 - The rationale for this change is that joining a committee is one of the first steps in a professional development journey. The hope is that, as you progress along the ladder continuum, you find value in being involved and continue independently with committee involvement as part of your professional development.
- Membership in a NATIONAL professional nursing organization
 - REQUIRED for Gold and Platinum applicants
 - NOT required for Bronze and Silver applicants.
- EXEMPLAR
 - ALL applicants will be considered NEW the first time they apply under the new requirements. An exemplar will be required even if you already receive NPA benefits.
 - Additionally, Gold and Platinum will ALWAYS require an exemplar and CV/Resume to be included with the application.
 - Extraordinary exemplar examples will be forwarded to CNOs for recognition and use in Magnet (given the OK from author)

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

Get Nationally Certified

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

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

- Medical-Surgical Nursing Certification
- Progressive Care Certified Nurse
- Oncology Certified Nurse
- Critical Care Registered Nurse Certification
- Cardiac Vascular Nurse Certification
- Trauma Certified Registered Nurse
- Get started with searching for a National Certification here:
<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.

What is Nurse Professional Advancement or (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 at UK can apply.
- Non-salaried (hourly) RNs who provide direct patient care at the bedside/in a clinic, or an individual who can document they meet the definition of direct patient care, who achieve advancement on the program are eligible for the following recognition:
 - Portfolio may be used to support performance evaluation
 - Level Differentials
 - Conference money and Professional Leave **OR** up to \$500 towards a national certification review course and books to support the exam.
- Salaried RNs may be eligible for the Platinum Plus or Platinum Advantage level depending on job title. They are eligible for the following recognition:
 - Portfolio may be used to support performance evaluation
 - Conference money and Professional Leave

What are the levels and core criteria?

Level	Education				Exemplar	Diff	PL hours	Conference \$\$
Platinum	BSN or higher 3 years RN experience	Resume	National Nursing Certification	Member of Professional Nursing Organization	Exemplar based on Nursing Strategic Plan, Magnet SOE, or UK HealthCare Values	\$2.00	32	\$1,500 biennially
Gold	ADN* BSN or higher 2 years RN experience	Resume	National Nursing Certification	Member of Professional Nursing Organization	Exemplar based on Nursing Strategic Plan, Magnet SOE, or UK HealthCare Values	\$1.75	32	\$1,000 biennially
Silver	ADN* BSN or higher**	Resume	Minimum of 7 points		Exemplar based on Nursing Strategic Plan, Magnet SOE, or UK HealthCare Values	\$1.25	24	\$800 biennially
Bronze	ADN or higher **	Resume	Minimum of 5 points		Exemplar based on Nursing Strategic Plan, Magnet SOE, or UK HealthCare Values	\$1.00	16	\$500 biennially
Platinum Plus (RNs in grade 11 positions that are salaried but their work impacts overall care of patients (including but not limited to: Nurse Navigator, Nurse Coordinator, Case Manager, Clinical Documentation Specialist/Quality Specialist)	BSN or higher 3 years RN experience	Resume	National Nursing Certification	Member of Professional Nursing Organization	Exemplar based on Nursing Strategic Plan, Magnet SOE, or UK HealthCare Values	None	32	\$1,500 biennially
Platinum Advantage: Nurse Manager/Nursing Operations Administrator/CNO/CNE	BSN or higher 3 years RN experience	Resume	National Nursing Certification	Member of Professional Nursing Organization	Exemplar based on Nursing Strategic Plan, Magnet SOE, or UK HealthCare Values	None	N/A	N/A

*Inpatient ADNs hired prior to January 2012. Ambulatory clinic ADNs hired prior to January 2019.

**New graduates must have completed residency program.

***There may be other nursing job titles within the organization that are eligible for advancement

Get Started – One packet for ALL levels



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Application for Advancement

Bronze Silver Gold Platinum Platinum Plus Platinum Advantage

New Maintenance Change in Level _____
Old Level

Name: _____ Employee ID#: _____ Date: _____
Job Title: _____ Cost Center #: _____ FTE: _____

I am: An hourly paid employee A salaried employee

Points Requirement:

- Bronze: 5 points
- Silver: 7 points
- Gold: None (must meet all requirements on grid)
- Platinum: None (must meet all requirements on grid)
- Platinum Plus: None (must meet all requirements on grid)
- Platinum Advantage: None (must meet all requirements on grid)

Application Components: (check items included with application)

REQUIRED – (for all)

- Nurse Manager/Direct Supervisor Support Form;
- NPA Representative recommendation;
- Professional Resume (for new and change in level applications);
- Exemplar (for new and change in level)

REQUIRED (Gold, Platinum, Platinum Plus, Platinum Advantage) –

- Proof of National Nursing Certification
- Proof of Membership in Professional Nursing Organization

I have met with the applicant and discussed this application.

NPA Representative: _____

Get Started – Point Categories are GONE!

Point(s)

- | | | | |
|---|---|---|---|
| 1 | <input type="checkbox"/> Enterprise Longevity (tool # 3) | | |
| 2 | <input type="checkbox"/> Task Force, Committee, Council Membership (tool #2) | | |
| 1 | <input type="checkbox"/> Cross Training in ≥ 2 distinct areas | | |
| 1 | <input type="checkbox"/> Cost Containment Project with Evaluation (tool # 4) | 1 | <input type="checkbox"/> Interculturally Sensitive Care (tool # 15) |
| 1 | <input type="checkbox"/> Process Improvement Project with Evaluation (tool # 5) | 2 | <input type="checkbox"/> Council Chair, Co-Chair or Secretary (tool #16) |
| 1 | <input type="checkbox"/> Research/Evidence-Based Practice Project with Evaluation (tool # 6) | 1 | <input type="checkbox"/> Journal Club Participant (tool #17) |
| 1 | <input type="checkbox"/> Nursing Sensitive Indicator Project with Evaluation (tool # 7) | 2 | <input type="checkbox"/> Journal Club Facilitator/Organizer (tool #18) |
| 1 | <input type="checkbox"/> Current Super User (tool # 8) | 1 | <input type="checkbox"/> Certified Instructor (tool # 19) |
| 1 | <input type="checkbox"/> Present Literature Review (tool # 9) | 2 | <input type="checkbox"/> Enrolled in nursing program to advance degree |
| 1 | <input type="checkbox"/> Informal Teaching with Evaluation (tool # 10) | 1 | <input type="checkbox"/> 30 CEU's |
| 1 | <input type="checkbox"/> Formal Abstract submitted to a professional organization or journal (tool #11) | 1 | <input type="checkbox"/> Enrichment Class (tool #20) |
| 1 | <input type="checkbox"/> Formal Poster Presentation (tool #12) | 1 | <input type="checkbox"/> Precept nursing, SNAP, Synthesis or other healthcare students (tool #21) |
| 2 | <input type="checkbox"/> National Podium Presentation within the past 24 months | 1 | <input type="checkbox"/> Precept a new employee (tool #22) |
| 1 | <input type="checkbox"/> Local/Regional Podium Presentation within past 24 months | 2 | <input type="checkbox"/> Currently hold an office at the regional level in a professional nursing organization |
| 2 | <input type="checkbox"/> Research Article published in the past 12 months | 1 | <input type="checkbox"/> Currently hold an office at the state level in a professional nursing organization |
| 1 | <input type="checkbox"/> Research Article published within past 60 months | 3 | <input type="checkbox"/> Currently hold an office at the national level in a professional nursing organization UK |
| 1 | <input type="checkbox"/> Individual Acknowledgments/Positive Press Ganey mention (must have 3) | 1 | <input type="checkbox"/> HealthCare Leaders in Training or Other Leadership Development Program (Tool #23) |
| 1 | <input type="checkbox"/> Community Service: Health Related (tool #13) | 1 | <input type="checkbox"/> Social Determinants (Drivers) of health (SDOH) project (tool #24) |
| 1 | <input type="checkbox"/> Community Service: Non-Health Related (tool # 14) | | |
| 2 | <input type="checkbox"/> Received Nursing Specialty Award within past 12 months | | |
| 1 | <input type="checkbox"/> Received Nursing Specialty Award > 12 months | | |

Get Started – Bronze and Silver

- Use the Points page 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 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 N100 Administration Offices at Chandler and the DCN/HOA office at GSH.
- 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.

Get Started – Gold and Platinum

- Print out the Application for Advancement, Nurse Manager/Direct Supervisor Support page, Tool #2, and your resume. Complete with appropriate signatures.
- Obtain proof of membership in a professional nursing organization and national nursing certification.
- Compile and meet with an NPA representative.
- Once you are ready to apply, turn the portfolio in to the bin marked “NPA” in N100 Administration Offices at Chandler and the DCN/HOA office at GSH.
- YOU ARE DONE!
- 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.

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 with preference to staff nurses. 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)

FAQs from the presentation

- If I was current on the ladder prior to this, will I have to do an exemplar?
 - YES. ALL applicants will be considered NEW the first time they apply under the new requirements and will require an exemplar, even if you already receive NPA benefits.
- How can I encourage my nurses to participate?
 - Be the example. Submit your own application and talk about how easy it was.
 - Consider a challenge between your unit/clinic and another unit/clinic with a prize for the unit/clinic that has the most RNs that advance in a certain timeframe.
 - Host an in-service showing them the information and the benefits they will gain from advancement. Ask nurse already on the ladder to do so. Informal teaching is a point for someone that will apply for Bronze/Silver. Workshops should only be done by an NPA rep, but anyone on the ladder can informally teach!
- For nurses who have previous RN experience before joining UKHC, will they still need to complete the residency program?
 - If you have less than one year of RN experience prior to UKHC employment,

FAQs from the presentation

- What is the grace period for those due during the period NPA review was frozen?
 - If you were due during the black-out period (February 2024-September 2024), you will have until 2359 (11:59pm) on December 31st to turn in your portfolio for January 2025 review. Payroll will begin removing differentials on February 1st, 2025, for those due during the black-out period who do not pass by January 2025.
- When I was hired, my LPN experience boosted my RN pay because I had been one for so long. Does this increase my years of experience as well?
 - Payroll algorithm and NPA are separate. LPN experience does not count as RN experience for NPA.
- Questions about what conference money pays for and when am I eligible to use it again?
 - Andrea Wright and Wendy Brown in UK HealthCare Fiscal Affairs have a 24/7 monitored email, they can answer any questions regarding conference money and national certification payments. Their email is: nursingpayments@uky.edu
- Nurse Residency questions: Email the coordinator; janine.lindgreen1@uky.edu

FAQs from the presentation

- How do you plan to compensate people who haven't been able to climb the ladder for the last several months while it was being worked on, and have been unable to earn more?
 - Those who were already on the ladder received their differential at the level they were at while frozen. If you were not already on the ladder or wanted to advance a level, there would be no compensation or additional compensation.
- If you do not have anyone on your unit designated to help RNs new to the ladder, who do you reach out to?
 - If your unit does not have an NPA rep, reach out to anyone on the list of reps on SharePoint. We recommend someone who works close to your unit.
- Will you remind us to submit our maintenance portfolios?
 - You will not receive a reminder from the committee when it is time to renew. Part of professionalism is keeping track of deadlines.
- Where do I find information?
 - The Loop: search NPA. <https://theloop.ukhc.org/page/16130?SearchId=2128299>
 - There is also a link under “More Information” on the Loop page for more information that is not on The Loop page.



Questions?



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>

