UNIVERSITY MEDICAL CENTER

NURSING ADMINISTRATION POLICY AND/OR PROCEDURE Policy # 124.1

TITLE: UMC LVN Career Ladder

APPROVED BY:

EFFECTIVE DATE: September 1, 2008
REVISED DATE: August 30, 2009, 2/12/10, 5/18/10, 8/16/10, 9/2/11

Revision by: Tammy Williams, RN, MSN

STATEMENT OF PURPOSE: The University Medical Center LVN Career Ladder for Licensed Vocational Nurses (LVN) is a voluntary program that recognizes and rewards LVN’s for developing their skills and contributing to improved patient care. The ladder has been designed to engage nursing in the support of the UMC mission.

TEXT:

SPECIAL NOTE:

- LVN employees are eligible for the career ladder after 1 year of continuous service at UMC.
- Minimum of 12 months between application processes to advance the ladder
- If criteria point is part of normal job description, it will not be accepted for career ladder.
- Criteria components must be accomplished within the past 12 months with supportive documentation of current validation.
- Employees must submit an application and portfolio annually with current information to stay on the Career Ladder.
- Each item can only be used once for criteria components.
- Employees are not eligible for Career Ladder if they have given termination notice.
- Academic course work excluded
- Work with students is not accepted for Career Ladder because it is part of the UMC Mission.

Goal:

Enhance the art and science of nursing practice and promote high quality care and to advance professional practice.

Objectives:

1. Provide opportunity for advancement in the practice setting
2. Recognize highly qualified nurses
3. Utilize experienced nurses to be the catalyst that initiates, drives and sustains a multidisciplinary approach for achieving a delivery model that is efficient, customer focused and cost effective.
4. Develop strategies that facilitate evidence based nursing practice.

The LVN Career Ladder consists of 2 levels. In order for the LVN to advance through the career ladder he/she must meet and submit evidence that they have met the requirements for each level. The two levels are:
LVN I

Requirements:
- Licensed as a LVN in the state of Texas (Compact recognized) for minimum of 12 months
- Minimum of 1 year LVN working experience
- Submit application
- Completed Nurse Director Checklist
- Active participation in current UMC Service is our Passion initiatives (examples: D/C phone calls, patient rounding, physician rounding, joint service recovery, service recovery, thank you notes, greeting, AIDET, etc….)
- Interview with Career Ladder Review Board if required
- No probation or suspension within the past 12 months
- Part time or Full time status
- Required to meet and provide supportive documentation of accomplishment of three components from the criteria.

Incentive:
- Full Time - Lump sum bonus of $500.00 after approval by Career Ladder Review Board
- Part Time / Resource Pool – Lump sum bonus of $250.00 after approval by Career Ladder Review Board

LVN II

Requirements:
- Licensed as a LVN in the state of Texas (Compact recognized) for minimum of 12 months
- Minimum of 2 years licensed nurse experience
- Submit application
- Completed Nurse Director Checklist
- Active participation in current UMC Service is our Passion initiatives (examples: D/C phone calls, patient rounding, physician rounding, joint service recovery, service recovery, thank you notes, greeting, AIDET, etc….)
- Interview with Career Ladder Review Board if required
- No probation or suspension within the past 12 months
- Part time or Full time status
- Required to meet and provide supportive documentation of accomplishment of six components from the criteria.

Incentive:
- Full Time - Lump sum bonus of $1,000.00 after approval by Career Ladder Review Board
- Part Time / Resource Pool – Lump sum bonus of $500.00 after approval by Career Ladder Review Board

Criteria:
1. Active participation in external community health affiliated project – a total of 20 hours must be documented **BE SPECIFIC** – individual hours must be listed per date on Participation Guide - (American Red Cross, March of Dimes, Relay for Life, Heart Walk, Car Seat Safety, Bicycle Safety, Diabetes Walk, Habitat for Humanity, etc….)
2. Active participation in a UMC project – a total of 20 hours must be documented **BE SPECIFIC** – individual hours must be listed per date on Participation Guide - (Children’s Miracle Network, Spirit Team, Thirty Minute Club, Administer Employee TB tests (**maximum of 2 hours**), TB Fit Mask Team (**maximum of 2 hours**), employee flu shot administer (**maximum of 2 hours**) (TB, flu shot must be signed off by Director, TB fit mask team must be signed off by Employee Health), UMC approved translator (**maximum of 2 hours and must attach approved translator form**), NODA (**NODA Committee member signature per event**), Peer Interviews (**maximum of 30 minutes per interview and director signature required**), IT Super User (**signature nursing IT required per event**). *Monetary donations excluded.

3. Professional national certification (NFLPN) (must provide copy of card).

4. Membership in a recognized professional nursing organization (card required).

5. Presents individual professional / health related publication – as evidenced by summary of project or Power Point and completed roster with objectives. Poster presentations to department to enhance nursing knowledge – as evidenced by completed “Poster Guideline Form” and picture of poster and completed roster.

6. Serves as unit preceptor (for employees only) – 48 hours documented in past 12 months. Proof from Lawson or KRONOS, also documentation of preceptor class during employment at UMC.

7. Instructor of a specialty training program (BLS, etc.). (Required to teach 2 classes per 12 month period, documentation required).

8. Serves on professional growth related active unit-based committee or hospital-based committee. (Must provide documentation on individual education record, minutes or participate guide with dates of attendance at 4 meetings per year. Credit given for only 1 committee).

9. Participates in formal speaking presentation outside your department as evidenced by summary of project or PowerPoint AND completed roster with objectives. Individual work must be identified.

10. Conducts return on investment in nursing practice and identify savings in clinical practice (SAW committee approval required).

11. Identify and initiates process changes that minimized human error factor and promotes patient safety (approval by Director and documentation – provide old process and new process with changes) or Life Saver approved idea (letter required for approval and description of idea).

12. Speak or poster presentation at regional or national conference for Medical Professionals (Documentation Required), published article/abstract in peer reviewed journal. (Provide conference material, PowerPoint, or picture of poster and Poster Guideline form). Individual work must be identified.

13. Serves as an active (submit 2 complete monthly agendas) mentor per policy, must show attendance at 2 quarterly meetings per year (Education record or minutes), and signature on Participation Guide from Nurse Recruitment.

14. **Assist in educational activity that enhances nursing practice that is recognized by the Nursing Education Department (teach preceptor class, teach charge nurse class, teach mentor class, teach portion of annual competency or at competency fair (**minimum of 2 hours and must be signed off on participation guide by Educator**), Super User who teaches classes (**signature of Nursing IT required**), etc…)

15. Serves as an active member of Alcohol Intervention Team. Must show attendance at 2 quarterly meetings per year (minutes required with name present or documented on Education Record) and show documentation of 4 interventions in past 12 months.

Original signed by
Sr. Vice President of Patient Care Services