Professional Advancement Model

Eligibility and Requirements

While the hospital recognizes the contributions of nursing across the spectrum of healthcare, the Professional Advancement Model (PAM) was developed to provide recognition and retention of the nurse in a clinical setting. Therefore, basic eligibility criteria to apply for include:

- Staff RN in a clinical setting (inpatient or SRH outpatient) at Self Regional.
- 1040 hours (0.5 FTE) of actual time worked in a clinical setting in the past rolling year.
- Be in good standing; free of disciplinary action above a Record of Conversation.
- Letter of recommendation from direct supervisor

For further details, please refer to the "**Criteria for Professional Advancement Model**"

Continuing Education Requirement

Applicants must have a minimum of 15 Professional Continuing Education credits. Continuing Education must be within the 12 months before the application deadline.

Courses that are approved by the State Board of Nursing or the Continuing Medical Education (CME) shall be applicable. ACLS/PALS/NRP are only applicable if not required for your position. Do not include UKG Learning modules, unless they are approved courses with Continuing Education Credits.

Photocopies of CE's, CME's, college credit certification, need to be included in the portfolio when the application is submitted.

SELF REGIONAL
H E A L T H C A R E

Criteria for Professional Advancement Model

All candidates must have **worked** hours of 1040 hours (0.5 FTE) in the application year to qualify.

Professional Advancement Level	Basic Requirements	Points Required
PAM One	• RN Licensure	All new hires start here
PAM Two	• RN Licensure • 1year of current nursing experience (candidates can apply prior to the 1 year) • 1 year of employment as RN at SRH • Certification in Specialty or BSN	+ 75 Criteria Points
PAM Three	• RN Licensure • 1 year of current nursing experience • 1 year of employment as RN at SRH • BSN • Certification in Specialty	+100 Criteria Points At least one from 25 point category
PAM Four	• RN Licensure • 1 year of current nursing experience • 1 year of employment as RN at SRH • MSN • Certification in Specialty	+125 Criteria Points At least one from 50 point category

Application Process for

Professional Advancement Model

The applicant must:

1. Meet the Eligibility Requirements (as described on the Eligibility Requirements page)

2. Meet the Criteria for the Level being sought.

3. Meet the Continuing Education Requirements.

4. Submit a Completed Application Form and Portfolio (See Portfolio Instructions) containing the following:

   - **All applicants:**
     o Evidence of meeting criteria level (diploma, certification, etc.)
     o Evidence for each of the criteria points
     o Evidence of Continuing Education
     o Resumé
     o 2 Letters of Recommendation (See template)
       ▪ Direct Supervisor
       ▪ RN/clinical peer familiar with your practice

5. Participate in a professional interview conducted by the Steering Committee
   - Applicants will be notified of interview dates/times by the steering committee.
   - During the interview candidates will be asked to answer questions about any aspect of the portfolio contents in a clear, knowledgeable, and succinct fashion.

.

Role of the Mentor

All applicants **are highly encouraged** to select and work closely with a mentor or member of the steering committee. The role of the mentor is to guide you through the entire application process and to review your application portfolio for completeness before it is submitted to the committee. It is your responsibility to engage this valuable resource in providing constructive feedback to improve your application portfolio, answer questions, provide professional guidance, support, and counsel you in preparing for the interview portion of your application process.

Apart from the professional rewards of being a mentor, the PAM Steering Committee recognizes this valuable contribution and awards PAM points to mentors.

For the first year, members of the Professional Advancement Model Steering Committee will function as PAM mentors. After the first year, nurses that advance onto the model will be trained as mentors if they choose to participate.

PAM Compensation
Will be added to base pay:

Level 2: $2
Level 3: $4
Level 4: $7

If at any time it has been determined that a recipient/applicant has violated any policies or performance standards during the award period, the hospital in its discretion, may remove the recipient/applicant from the program such that the recipient/applicant does not earn any compensation or award.

The Hospital reserves the right to deny compensation. In exercising its discretion to deny compensation, the Hospital may consider, among other things, whether a recipient/applicant has received any written warning. If a recipient/applicant is placed in the Performance Improvement Process at Written Warning or above, the PAM designation and financial incentive will be forfeited.

Tips for Success

- Start early, be organized and save everything!
- Read through the application packet so that you understand what is expected.
- Review the criteria of a completed application portfolio.
- Don't wait till the last minute to get signatures. Have your mentor start reviewing your in-progress portfolio, gather evidence, obtain your letters of recommendation), work on your resume, and start completing your portfolio.
- Save a copy of your in-progress application in another location/computer, so that you always have a back-up.
- Put together a **resume** and have it in an electronic format so that you can easily update it periodically.
- Continually be on the lookout for people that can write you a **letter of recommendation**. When the opportune moment presents itself (ie: the person is commending you for something you did, etc), ask for a recommendation right then and there and when they write you one, stick it in your folder.
- Gather **evidence** for points you will be claiming and stick the evidence in a folder throughout the year. If you are not sure if you will need a particular piece of paper, stick it in your folder anyways so that it is readily available if you should need it.
  - **How to gather evidence** throughout the year:
    - Make several copies of the Verification of Participation Form and take a copy with you when you attend volunteer events/committee meetings/etc. so that the Chair/Co-Chair/Organizer can sign your certificate right then and there, while your contributions are fresh in their mind, instead of trying to find the person several months later.
    - Make a copy of presentations, letters of commendation, award certificates, etc. and stick them in your folder.
    - Emails may also be used as sources of evidence. Print them and stick them in your folder.
- **CEU's –** Every time you get a CEU certificate, put it in your folder. Also take a few minutes right then, to enter the CEU information on your CEU grid.
- **Volunteer Criteria –** Candidate must demonstrate how the volunteer work benefits the wellness of the community.

Binder/Portfolio Instructions

- Use a good quality three-ring binder, identifying your name and professional advancement model application level.
- Submitted documents must be typewritten.
- Use label dividers to designate sections (Examples: CEUs, Evidence, Letter of Recommendations, etc). Each activity should have its own labeled divider.
- Arrange the portfolio in a way that makes it easy for you and your reviewers to read the evidence you submitted.
- Proofread your documentation. Be sure to use spell and grammar check.

Instructions on completing the Criteria Points (See Attachment)

1. Attachment provides examples on how to obtain points.

2. All points need evidence.

3. Use the included templates as applicable.

4. Place table detailing points breakdown at beginning of section.

5. Activity not detailed in attachment can be submitted to the steering committee for consideration and points designation.

Guidelines for the Letters of Recommendation

Part of the application process requires that applicants submit letters of recommendation from peers, supervisors/managers, and other healthcare team members familiar with the applicant's practice over the past year.

Letters should be legible, be brief, and indicate the nature and dates of your association. Please submit a letter of recommendation from each of the following parties who are familiar with your practice over the last year. All letters must be dated within 12 months of the application deadline.

- Direct Supervisor
- RN peer familiar with your practice or another health team member (MD, PT, Case Manager, etc.)

Required components of this document include:

- Name of recommender
- Name of applicant
- Date of recommendation
- Relationship to applicant
- Why candidate should be promoted on PAM

Appeal Process

Any candidate that is denied an interview or interviews with the steering committee and is not promoted on the Professional Advancement Model, is able to appeal the decision of the steering committee. Written notice of request to appeal must be received by the CNO within 14 days of the decision.

Any nurse that is removed from the Professional Advancement Model due to being placed in the Performance Improvement Process, can appeal removal from the PAM. Written notice of request to appeal must be received by the CNO and Director of HR within 14 days of the decision.

SELF REGIONAL
HEALTHCARE

Interview Panel/Steering Committee

The Steering Committee is comprised of: Cynthia Kinney, Nanci Dixon, Holly Sowko, Larry Middleton, Debra Hill, Amanda Smith, Sherri Gordon

Intent to Apply/Obtain Mentor

Intent to apply can be submitted at any time (Follow Link or Scan QR Code). We will assign you a mentor at this time if requested.

https://forms.office.com/r/vRSWdP2hYw

Professional Advancement Model Application

Submission Deadline/Interview Dates

All portfolios must be submitted by October 16, 2024 by midnight to Taylor Botts (nursing admin) or to the House Supervisor's office if after hours.

Interviews in front of the Steering Committee will be conducted the weeks of November 4th and November 11th 2024.