AAMC’s Clinical Ladder
## Clinical Ladder Requirements

(Revised May 2013)

<table>
<thead>
<tr>
<th></th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FTE Status/Hours worked per pay period as CPT</strong></td>
<td>0.5 or above</td>
<td>0.5 or above</td>
<td>0.5 or above</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>1 years RN</td>
<td>2 years RN</td>
<td>3 years RN</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>Diploma/ADN required</td>
<td>BSN preferred</td>
<td>BSN required/MSN preferred</td>
</tr>
<tr>
<td><strong>Certification</strong></td>
<td>Preferred</td>
<td>Preferred</td>
<td>Required</td>
</tr>
<tr>
<td><strong>Approved CE Credits</strong></td>
<td>15 per year</td>
<td>40 over 2 years*</td>
<td>50 over 2 years*</td>
</tr>
<tr>
<td><strong>Magnet Criteria</strong></td>
<td>10 (no less than 1 from each category)</td>
<td>15 (no less than 2 from each category)</td>
<td>20 (no less than 4 from each category)</td>
</tr>
<tr>
<td><strong>Renewal Requirement</strong></td>
<td>Yearly</td>
<td><strong>Every 2 years board review</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>at one year mark submit:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) <em>Clinical Ladder Renew Form</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) <em>one page outline of how criteria is met</em></td>
<td></td>
</tr>
<tr>
<td><strong>Validation</strong></td>
<td>Application</td>
<td>Portfolio</td>
<td>Portfolio</td>
</tr>
<tr>
<td></td>
<td>Resume</td>
<td>Interview with Clinical ladder board</td>
<td>Interview with Clinical ladder board</td>
</tr>
<tr>
<td></td>
<td>One page outline of how criteria is met</td>
<td>(refer to level 2 table of contents)</td>
<td>(refer to level 3 table of contents)</td>
</tr>
<tr>
<td></td>
<td>Validation of Contact hours</td>
<td>(reference level 1 table of contents)</td>
<td></td>
</tr>
<tr>
<td><strong>Ladder Compensation Pay</strong></td>
<td>$1000</td>
<td>$2000</td>
<td>$3000</td>
</tr>
</tbody>
</table>

*Applicants applying for the first time or advancing to a higher level will only be required to have 20 contact hours for level 2 and 25 contact hours for level 3 at initial board review.

**Approved Contact Hour (CE) Credits must fall within 13 months of board review. **

### Equivalencies:
- 1 Contact Hour (CE) = 60 minutes
- 1 Continuing Education Unit (CEU) = 10 Contact Hours (CE)
- 1 Academic Quarter Hour = 12.5 Contact hours
- 1 Contact Hour = 0.1 CEU
- 1 Academic Semester Hour = 15 Contact hours
- 1 CME = 60 minutes = 1 contact hour
Clinical Ladder Application

Level I - Return form to your Clinical Director

Level II and III - Return this form to the Department of Clinical Education and Professional Development

Applicant: ________________________________________ Phone Number: _______________
Best time to call: __________
Date: ________________________________ Unit:  ______________________________
Circle level applying for:  Level I   Level II   Level III
FTE Status: __________________________
Experience:  # years as RN: ________   # years on Unit: ________
Education: ____________________________________________________________________
Certification: __________________________________________________________________
Number of Approved Continuing Education Credits: _____________________________________

(Approved CE Credits and criteria must fall within 13 months of board review.)

**This document verifies that the applicant has completed and maintained the proper requirements in his/her area of nursing and reflects the qualities of a well-balanced professional nurse.

EDUCATOR

My signature verifies the applicant has completed and maintained the required competencies, certifications, and in-services for their area of expertise.

Unit Educator Signature: ____________________________________________ Date ____________

DIRECTOR/MANAGER

By initialing I verify that the applicant has:

_____ in the last 12 months received a performance review that reflects the makings of a well-balanced professional nurse.

_____ has no disciplinary actions (excluding verbal warnings) against them in the past year

_____ meets time and attendance requirement per policy number HR 8.3.06 Absence from work.

_____ The applicant does not meet current clinical ladder renewal criterion.

Director/Manager Signature:________________________________________  Date:____________
Professional Nurse Level I

Table of Contents

Content                                                                                                                                   Section

Application Signed off by Director/Manager and Educator                                            1
Resume                                      2

Please include a copy of current resume that should include the following components:
- Demographic Information
- Education Background
- Certifications
- Employment History

Approved Continuing Education Record                                      3
*Contact hours or CEU (continuing education units) must be awarded from a nationally recognize continuing education credentialing center or approved affiliate

One page outline supporting how you have met the Clinical Ladder Magnet criteria: (total of 10 criteria-no less than 1 criteria from each of the following categories)

- New Knowledge, Innovations, and Improvements
- Exemplary Professional Practice
- Transformational Leadership
- Structural Empowerment

Other Supporting Documents 4
# Professional Nursing Portfolio Levels II and III

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<th>Section</th>
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</tr>
<tr>
<td>Statement of Personal Goals</td>
<td>2</td>
</tr>
<tr>
<td>Statement of Professional Goals</td>
<td>2</td>
</tr>
<tr>
<td>Resume</td>
<td>3</td>
</tr>
<tr>
<td>Please include a copy of current resume including the following components:</td>
<td></td>
</tr>
<tr>
<td>- Demographic Information</td>
<td></td>
</tr>
<tr>
<td>- Education Background</td>
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<td>- Certifications</td>
<td></td>
</tr>
<tr>
<td>- Employment History</td>
<td></td>
</tr>
<tr>
<td>Approved Continuing Education Record</td>
<td>4</td>
</tr>
<tr>
<td>- Contact hours or CEU (continuing education units) must be awarded</td>
<td></td>
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<tr>
<td>from a nationally recognized continuing education credentialing</td>
<td></td>
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<tr>
<td>center or approved affiliate</td>
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</tr>
<tr>
<td>Clinical Ladder Criteria Support</td>
<td></td>
</tr>
<tr>
<td>- For the next four sections, select the number of criteria required for the</td>
<td></td>
</tr>
<tr>
<td>Level for which you are applying and provide supporting documents.</td>
<td></td>
</tr>
<tr>
<td>Please use the Clinical Ladder Criteria as a guide for supporting documents</td>
<td></td>
</tr>
<tr>
<td>New Knowledge, Innovations, and Improvements</td>
<td>5</td>
</tr>
<tr>
<td>Transformational Leadership</td>
<td>6</td>
</tr>
<tr>
<td>Exemplary Professional Practice</td>
<td>7</td>
</tr>
<tr>
<td>Structural Empowerment</td>
<td>8</td>
</tr>
<tr>
<td>Other Supporting Documents</td>
<td>9</td>
</tr>
</tbody>
</table>
Committee Participation Verification Form

Complete one form for each committee

Applicant: __________________________________________________

Committee: ________________________________________________

Please Check:  Unit-Based ________ Hospital-Based ________ Service Line_______

Length of time participated on committee: ______________________________

(Attendance Requirements=at least 6 months on committee and at least 75% attendance at meetings)

Please provide a brief description of the committee and how you contributed to the committee.

I verify that the applicant has actively participated in and met attendance requirements for this unit-based or hospital-based committee during the last year.

Signature of Chairperson: ________________________________ Date: ________
Preceptor Verification Form

Applicants Name: __________________________________________________

Unit: __________________________________________________________

_I declare that I have been an active preceptor to new employees for the last 12 months._

Applicants Signature: _____________________________________________

The applicant attended the AAMC Preceptor Workshop on   ________________

(Date)

_I verify that the applicant has met the standards established for a preceptor._

Unit Educator Signature: __________________________________________ Date: ____________
Charge Nurse Verification Form

Applicant: ___________________________________________________________

Unit: _______________________________________________________________

This is to verify that the applicant provides leadership on the stated unit by performing in the role of charge nurse.

Manager/Director Signature: ________________________________________ Date: ________
Magnet Criteria

New Knowledge, Innovations, and Improvements
(Research and Quality Improvement: Quality of Care, Research, and Evidence Based Practice)

1. Participates in unit initiative to promote a change in practice supported by Evidence Based Practice (EBP) (i.e. participation in change/implementation in policy, product, or procedure, presentation of an implementation plan & teaching schedule)
2. Participation/ Staff Education of new Clinical Technology (i.e. Super User/ Unit Champion for new technology and equipment)
3. Chair of implementation taskforce to promote change in practice supported by EBP (i.e. scheduling meetings, meeting minutes, and implementation plan) (counts as meeting 2 criteria from this category)
4. Co-chair of implementation taskforce to promote change in practice supported by EBP (i.e. scheduling meetings, meeting minutes, and implementation plan)
5. Leads/ Co-leads content review for clinical practice model
6. Research clinical issue and develop presentation for staff (i.e. bulletin board, power point presentation, poster presentation)
7. Performance Improvement/ Core Measures: Assist in collection of data that improves quality of care (i.e. chart audits, collecting data, monitoring nurse sensitive indicators, modify safety procedures)
8. Publish internal article (i.e. nursing website, unit newsletter, nursing newsletter)
9. Publish External article (i.e. national, local, newspaper)
10. Nursing Research Proposal/Implementation: Develop or assist in initiating/obtaining Internal Review Board (IRB) approval for research/investigation study
11. Unit, Hospital, State or National recognition award pertaining to Nursing Research or Performance Improvement (i.e. Nursing Spectrum Award)

Transformational Leadership
(Leadership development, communication skills, advocate for staff & patients)

1. Participates in the advancement of Nursing Strategic Plan (i.e. hospital wide communication, presentation at staff meeting)
2. Advocates for resources that are needed on the unit (i.e. staffing equipment, supplies, cost containment)
3. Provides unit leadership (i.e. shift coordinator, relief shift coordinator, unit leadership team)
4. Attends/participates in Leadership classes (i.e. Welcome to Management, LEAD Academy)
5. Previous year appointment on Clinical Ladder
6. Participates in workforce management (i.e. interviewing new employees, writing Letters of Recommendation for peers)
7. Facilitates cost saving measures
8. Unit, Hospital, State or National recognition award pertaining to Leadership
9. Serves as a mentor to those in the Clinical Ladder (i.e. portfolio development, clinical ladder coach)
10. Serve as a change agent, assisting others in understanding the importance, necessity, impact, and process of change (i.e. designing a new communication tool for staff, designing new staffing sheets)
11. Earned ten (10) approved CEU credits in leadership training/education (i.e. CE Direct, Seminars, etc)
12. Participates in shadowing experience for potential employees and provides recommendation for hire based on observations/interactions with candidate in clinical area (can only count once)
13. Participates in shadowing experience for practicum students for a minimum of four (4) hours (can only count once)
Exemplary Professional Practice
(Demonstrating admirable nursing care and interdisciplinary patient care)

1. Improves standards of care (i.e. attends Nursing Grand Rounds, non-mandatory workshops, seminars, in-services)
2. Participates in the implementation of professional practice model (i.e. leads, co-leads, educational sessions)
3. Increasing knowledge in specialty field (i.e. member of professional organization, preparing for specialty certification-by taking a formal preparation class)
4. Facilitates growth & education for others (i.e. teaching competencies & skills, leading an in-service)
5. Unit representative on a multidisciplinary team to improve practice and patient care (i.e. participates in pathway meetings, medication safety committee, code blue committee, IS rounds, safety committee, PNC, NSP, falls committee, skin care, environmental task force, cultural diversity training, moral/ social committee, R.I.E., LEAN)
6. Obtain/Maintains National Professional Certification in Specialty (Level III applicants and applicants whose job requires certification are excluded from selecting this criteria)
7. Obtains certification in specialty area outside of practice (i.e. safe nurse, perinatal loss program, lactation nurse)
8. Unit, Hospital, State or National recognition award pertaining to Professional Practice (i.e. employee of the month, Nursing excellence award, preceptor of the year)
9. Participates on Unit Based committee (i.e. scheduling task force, Professional Practice Council, Supply Committee, Quality Council)

Structural Empowerment
(Commitment to professional development, community involvement, recognition of nursing, teaching and role development)

1. Seeks additional formal nursing education (i.e. field related college credits, BSN, MS, DNP degree)
2. Participates in local, regional, and/or national professional conferences (i.e. Nurses night in Annapolis, Specialty based conferences)
3. Actively participates in organizational events (i.e. Nurses week activities, safety fair, skin fair, hands on health)
4. Demonstrates health related community involvement (i.e. blood drives, community services, church related, educating the community, mission trips, MS walk, cancer fundraisers/events, Stanton Center, Lighthouse Shelter, Sara’s House)
5. Participates in Mentorship Program
6. Preceptor to new staff members (i.e. practicum students, new grads)
7. Instructor for Certification (i.e. PALS, ACLS, BLS, telemetry class)
8. Unit, Hospital, State, or National recognition or award pertaining to Professional Development or Education (i.e. scholarship, nurse’s week award)
9. Recognized for exemplary performance (i.e. peer nomination, recognition letter)
10. School of Nursing Instructor (Clinical, lecture)