



Registered Nurse Clinical Advancement Program – RN-CAP APPLICATION

Purpose: To reward and recognize exemplary professional nursing practice, to provide the Registered Professional Nurse the opportunity for growth and advancement, and to acknowledge clinical expertise at the bedside/clinical setting.

Objectives:

- To enhance patient care through clinical excellence.
- To improve job satisfaction, encourage recruitment, aid retention efforts, and to improve the nurse's engagement to the institution.
- To provide opportunities to enhance professional development and encourage the development of clinical expertise.
- To provide an outcomes-based model that accurately demonstrates the expertise of the bedside nurse.

Components:

1. Transformational Leadership
2. Structural Empowerment
3. Exemplary Professional Practice
4. New Knowledge, Innovation, and Improvements
5. Clinical Practice Exemplars

There are a minimum amount of points in each section that must be obtained – see below

CLINICAL ADVANCEMENT CRITERIA

LEVEL II Mandatory Requirements

- 1+ years of clinical experience
- BSN in progress*
- Must obtain a **minimum** of 3 points in each of the 5 Components.
- A **Total** of **20** points needed to obtain Level II

Level III Mandatory Requirements

- 3 + years of clinical experience
- BSN*
- Must obtain a **minimum** of 6 points in each of the 5 Components.
- A **Total** of **35** points needed to obtain Level III

Level IV Mandatory Requirements

- Greater than 5 years of clinical experience
- Nationally Certified
- MSN*
- Must obtain a **minimum** of 9 points in each of the 5 Components.
- A **Total** of **50** points needed to obtain Level IV

***Note: Current team members on a clinical ladder programs prior to May 2020: Current education and experience will be recognized to maintain your current ladder level as long as you meet all the other requirements for the ladder. Those team members will not be able to move up unless the new education and experience requirements are met for the next level.**

Registered Nurse Clinical Advancement Program – RN-CAP APPLICATION DIRECTIONS



Applications must be typed. Handwritten applications will be returned.

Applications must be submitted in the following order:

1. Cover Page.
2. Leader Endorsement Form
3. Resume
4. Proof of degree or degree in progress/Proof of previous Clinical Ladder level
5. Proof of National Certification (Level IV)
6. Explanation/description of and proof of activities in each of the following components as per the attached rubric:
 1. Transformational Leadership
 2. Structural Empowerment
 3. Exemplary Professional Practice
 4. New Knowledge, Innovation, and Improvements

Points are awarded once for each item at the highest level achieved.

7. Clinical Practice Exemplar
8. Do not submit copies of articles, packs of education materials, copies of meeting minutes, school papers, etc.
9. Do not use 3 ring binders, sheet protectors or submit original documents except as indicated by individual campuses.
10. Do not submit original documents.
11. Make and keep a copy of your application. Applications will not be returned.

Submit your completed application to:

- BMC:** Nursing Office – Second Floor
- HUMC:** Medical Library
- JFK:** Nursing Administration Office
- JSUMC:** Mehandru 2 – Nursing Office
- OMC:** Same Day Surgery
- RB-OB:** Nursing Office, MAB Building
- RB-PA:** Nursing Office, Brown 3
- SOMC:** Professional Development
- RMC:** 6th Floor, South Wing, Nursing Administration - Attention: Lisa Yasuk

Registered Nurse Clinical Advancement Program – RN-CAP Portfolio Cover Sheet

This application is: **New/Advancement** **3 year Renewal**



Hackensack
Meridian Health

Name: _____

Credentials:

Name Change (If applicable)

People Soft ID #:

Hospital: _____

Unit: _____

Date of Hire:

Leader name:

Telephone: Main: _____

Work:

Current Clinical Recognition Level: _____ No. of Years at this Level:

Level of Application: II III IV

National Nursing Specialty Certifications Held:

(Does not include BLS, ACLS)

Highest Nursing Degree: Diploma Associates Bachelors Masters Doctorate

No. of Years as a Registered Nurse:

No. of Years working with current patient population:

Registered Nurse Clinical Advancement Program – RN-CAP Leader Endorsement for Advancement

Directions: Complete and submit this form to your Leader (NM/ANM)

Name: _____

PS ID #:



Hospital: _____

Unit: _____

Current RN-CAP Level:

Level of Application:

Applicant's Signature: _____ Date: _____

To be completed by the Leader: (Please complete and return to applicant)

- 1. Satisfactory Performance Review Score at last Review: Yes No
- 2. Has employee had any Gross (Level II) infractions/disciplinary notices over the past year? Yes No
- 3. Acts as shift leader/charge nurse Yes No
- 4. Acts as the primary shift leader/charge nurse Yes No
- 5. Acts as preceptor/mentor for at least one individual Yes No
- 6. Acts as preceptor/mentor for more than one individual Yes No
- 7. I have been given the opportunity to review this portfolio and I support this employee's application Yes No

If no, give rationale for non-support: _____

Other comments: _____

Leader Signature

Date:

Print Name _____

Use this template to report your role

ACTIVITY TEMPLATE

(Must be within the past 3 years)

Name: _____ Date:

Name or Title of the activity:



Hackensack
Meridian Health

Activity Purpose: (What is the purpose of this activity?)

Activity Team Members: (names of anyone else involved in the activity)

Your role in the activity: (What did you do?)

Question or Problem: (What is the question to be answered? What was the problem to be resolved?)

Methodology: (How did you determine the outcome of this activity?)

Data Analysis: (How was the information analyzed ?)

Summary of results: (What were the results? How were they applied? What was the final outcome? If activity is ongoing, what are the results to date?)

Bibliography: (What references were used, articles, policies, etc.)

Was this activity presented?

Unit meeting Hospital/System meeting/conference

Local/Regional/National Meeting

Leader Signature: _____

Print Name: _____



RN Clinical Advancement Program

RN-CAP

CHECK THE HIGHEST LEVEL ITEMS INCLUDED IN YOUR PORTFOLIO

	Level II	Level III	Level IV
Transformational Leadership	Competent (1 point each)	Proficient (2 points each)	Expert (3 points each)
<ul style="list-style-type: none"> ● Aligned with nursing mission, vision, and values. ● Advocates for resources. ● Influences change. ● Support ongoing leadership/professional development. 	Attended shift leader/charge nurse educational activity (show proof of one- time attendance)	Acts as shift leader/charge nurse (attestation from nurse manager)	Acts as the primary shift leader/charge nurse (attestation from nurse manager)
	Attended preceptor/mentor educational activities	Acts as preceptor/mentor for at least one individual	Acts as preceptor/mentor for more than one individual(s)
	Unit-based committee member	Unit-based committee chair or co-chair Campus-based committee member	Campus-based committee chair or co-chair Regional/Network-based committee member
	Unit-based taskforce participation	Unit-based taskforce lead or Campus-based taskforce participation	Campus-based taskforce lead
	Campus-based award/honor		Network or external award/honor
	Nursing and/or professional organization membership	Nursing and/or professional organization participation	Nursing and/or professional organization leadership
	Identifies need for additional resource(s) (unit-based or higher)	Assists in proposal development for additional resource(s) (unit-based or higher)	Participates in the allocation of at least 1 new resource (unit-based or higher)
	Other:	Other:	Other:
MINIMUM SCORE	3	6	9



RN Clinical Advancement Program

RN-CAP

CHECK THE HIGHEST LEVEL ITEMS INCLUDED IN YOUR PORTFOLIO

	Level II	Level III	Level IV
Structural Empowerment	Competent (1 point each)	Proficient (2 points each)	Expert (3 points each)
<ul style="list-style-type: none"> ● Involvement in interprofessional decision-making groups. ● Participates in local, regional, national, international professional organizations ● Participates in professional development activities. ● Engaged in professional development. ● Contributes to strategic priorities. 	Develops/presents unit-based education	Develops/presents campus-based education	Develops/presents regional/network/external education
	Designs a unit-based story board/poster.	Designs and disseminates a unit-based story board/poster and presents at a campus/system conference	Designs and Disseminates a story board/poster at State/Regional or National Conference
	Member of a journal club	Participates in the preparation of a journal club presentation	Leader of a journal club; Presents article at journal club
	Campus-based involvement in community healthcare outreach/awareness	Local involvement in community healthcare outreach/awareness	Regional or higher involvement in community healthcare outreach
		Attended at least one local or regional conference	Attends at least 1 state or national conference
			Participates in a medical mission
		Progression in an academic or specialty educational program	Completion of an academic or specialty educational program
	Member of a Professional Organization		Officer or Committee Member of a Professional Organization
	Other:	Other:	Other:
MINIMUM SCORE	3	6	9



RN Clinical Advancement Program

RN-CAP

CHECK THE HIGHEST LEVEL ITEMS INCLUDED IN YOUR PORTFOLIO

	Level II	Level III	Level IV
Exemplary Professional Practice	Competent (1 point each)	Proficient (2 points each)	Expert (3 points each)
<ul style="list-style-type: none"> ● Participation in recruitment and retention activities. ● Collaborate with interprofessional activities to improve quality of care and patient safety. ● Engage in performance review activities. ● Work to full autonomy and potential within scope of practice. ● Utilizes resources for ethical issues. ● Promotes workplace safety. ● Focused on proactive risk assessment and error management. ● Participates in activities to improve/maintain nurse-sensitive clinical indicators. ● Participates in activities to improve/maintain patient satisfaction. 	Participates in peer review process	Participates on clinical ladder committee	Lead peer review process
	Provides unit-based expertise for clinical/quality issues (ex- unit auditor)	Provides campus-based expertise for clinical/quality issues	Provides regional/network-based expertise for clinical/quality issues
		Participates in a unit-level or higher project for clinical indicators/patient safety/patient satisfaction (QI/PI)	Lead in a unit-level or higher project for clinical indicators/patient safety/patient satisfaction
	Participates in unit-based recruitment/retention activities	Participates in organizational-based recruitment/retention activities	Participates in regional/network-based recruitment/retention activities. OR Leads in unit-based recruitment/retention activities
	Identifies workplace safety concerns	Participates in a unit-level or higher project for workplace safety initiative	Lead in a unit-level or higher project for workplace safety initiative
	Attends an educational activity on ethical /cultural issues	Shares knowledge learned at ethical/cultural educational activities at the unit-level	Supports activities/resources at unit-level or higher for ethical/cultural issues
	Other:	Other:	Other:
MINIMUM SCORE	3	6	9



RN Clinical Advancement Program

RN-CAP

CHECK THE HIGHEST LEVEL ITEMS INCLUDED IN YOUR PORTFOLIO

	Level II	Level III	Level IV
New Knowledge, Innovations & Improvements	Competent (1 point each)	Proficient (2 points each)	Expert (3 points each)
<ul style="list-style-type: none"> ● Supports advancement of EBP/research. ● Promotes EBP/research findings. ● Supports innovation in nursing. ● Supports work flow improvements. ● Supports technological advancements for patient experience and/or nursing practice. ● Definitions <ul style="list-style-type: none"> ○ Member: Nurse actively involved in the project delivering interventions or changes in practice ○ Participates: Nurse who is part of the project/research team involved in the development of the project and/or data collection 	Attends at least one educational activity on EBP/Research per year and shares knowledge learned	Attends at least one local conference(s) on EBP/Research per year and shares knowledge learned	Attends at least one regional or national conference(s) on EBP/Research and shares knowledge learned
			Implements change from knowledge learned at educational activities and shows an improved patient outcome as a result of this change
	Conducts a literature review	Develops a PICO question	Completes critical appraisal of a research project
	Member of an EBP project	Participates in an EBP project	Lead for an EBP project
	Member of a research project	Participates in a research project	Lead for a research project (investigator or co-investigator)
	Attends Research/EBP conference at campus-level of higher	Participates in planning of Research/EBP conference at campus-level of higher	Assist with coordination of Research/EBP conference at campus-level of higher



RN Clinical Advancement Program

RN-CAP

CHECK THE HIGHEST LEVEL ITEMS INCLUDED IN YOUR PORTFOLIO

<ul style="list-style-type: none"> ○ Lead: Nurse who leads the project/research team 			
		Co-contributor for published article	Has submitted an abstract on research/EBP to a recognized conference or peer review journal
	Member of a quality improvement project	Participates in a quality improvement project	Lead for a quality improvement project with project approval from the site quality department
	Member of an innovation project	Participates in an innovation project	Lead for an innovation project
	Member of a technology project	Participates in a technology project	Lead for a technology project
	Provide proof of attendance at a poster presentation event and critiques the poster	Critique poster presentation(s) for contact hours	Critique poster presentation(s) for selection for conference or awards for Nurse Research and EBP posters (walkthrough activity with an accompanying EBP tool)
	Presents research activity/poster at unit level	Presents research activity/poster at campus level	Presents research activity/poster to hospital research council or other Nursing Council; at network level or externally
		Has been published in a campus/network wide article	Has been published in a peer review journal
			Completes education on the protection of human subjects (CITI training)
	Participation in research by completing quantitative/qualitative surveys,	Participation in research by participating in interviews or focus groups	Meaningful participation in research studies through data collection
			Group project, led by applicant, to create and disseminate nursing research/EBP to unit
	Other:	Other:	Other:
MINIMUM SCORE	3	6	9



**RN Clinical Advancement Program
RN-CAP**

CHECK THE HIGHEST LEVEL ITEMS INCLUDED IN YOUR PORTFOLIO

	Level II	Level III	Level IV
Clinical Practice Exemplars	Competent (1 point each)	Proficient (2 points each)	Expert (3 points each)
Provide narrative with peer/manager signature for verification	Demonstrates ability to recognize patterns & changes in patient status.	Discusses specific patient care situations where anticipation of the likely course of events led to independent & collaborative interventions resulting in the best possible outcome	Describes how & when other nurses or members of the interdisciplinary team have sought guidance on challenging patient care problems/issues.
	Demonstrates independent and collaborative interventions to effect positive outcomes.	Demonstrates individualized care to ensure the best outcome and implements interventions that addresses patients beliefs and values	Provides examples of situations where identification of early, unexpected or subtle changes in a patient with complex needs led to independent & collaborative interventions that improved specific outcomes. Demonstrates expert critical thinking
	Demonstrates positive outcomes based upon communication with patients and significant others	Routinely consults with the interdisciplinary team	Empowers and advocates for patients in a manner that improves patient outcomes or impacts/changes hospital systems
		Serves as a resource to others especially in area of expertise	
MINIMUM SCORE	3	6	9



Hackensack
Meridian Health

RN Clinical Advancement Program

RN-CAP

CHECK THE HIGHEST LEVEL ITEMS INCLUDED IN YOUR PORTFOLIO

TOTAL POINTS TO OBTAIN EACH LEVEL	Level II: 20	Level III: 35	Level IV: 50
--	---------------------	----------------------	---------------------