



 **RIVERSIDE HEALTHCARE**

Nursing Career Ladder Application

LAST REVISED MARCH 9, 2022

Riverside Healthcare Nursing Career Ladder Application

Completed applications and all associated documentation must be received in the ODL Office or via NEFapps@rhc.net no later than 4/30/22 or 10/31/22 to be considered for participation in the ladder program.

Directions for Completion: Please review the Nursing Career Ladder Program Guidebook and then complete all sections of the entire application. If any item is incomplete, the application will be returned to you unapproved.

Note: The IRS requires Riverside Medical Center/Healthcare to report any annual employee funding (scholarships, tuition reimbursement, and Nursing Excellence Fund) in excess of \$5250 cumulatively as taxable income. The amount in excess of \$5250 will be included in the employee's W2 form that is distributed to the Riverside employee.

Section I: Personal Information

Name _____ Previous Name _____

Address _____

City, State, Zip _____ Phone (_____) _____

Riverside Email _____

Current Degree(s) Held (ex: ADN, BSN): _____

Current National Certifications (click [here](#) for list of Magnet Recognized Certifications):

Section II: Employment History and Background (must work at Riverside for a minimum of 6 months before the date of this application as an Hourly/Non-Exempt Registered Nurse)

RMC Hire Date _____ Current FTE Status (0.5 or above) _____

Current RMC Department _____ Cost Center # _____

of Years in Nursing _____ - _____

Month/Year

Month/Year

List all nursing employment, up to and including your Riverside employment.

Employer

City/State

Dates

Employer	City/State	Dates

Section III: Written Statement

Please attach a **maximum one-page type-written statement** that includes information you believe the Professional Development Council should know as they consider your application. Please include your responses to the following questions in your written statement:

1. Why did you choose to participate in the ladder?
2. How does your ladder participation improve your professional practice and/or the care you provide?
3. Please describe your gratitude to donors and Riverside Foundation Board of Directors for the funding that supports the Nursing Career Ladder.

Section IV: Application Level

Please check the one box below that represents the career ladder rung for which you are applying:

- CN I (\$500) - Requires **10-19 points across two categories** on the Nursing Career Ladder Grid.
- CN II (\$1000) - Requires **20-29 points across three categories** on the Nursing Career Ladder Grid.
- CN III (\$1500) - Requires **30-39 points across four categories** on the Nursing Career Ladder Grid. Minimum BSN or higher Nursing degree **or** national certification required.
- CN IV (\$2000) - Requires **greater than 40 points across all five categories** on the Nursing Career Ladder Grid. Minimum BSN or higher Nursing degree **and** national certification required.

Section V: Application Completion Agreement

Applicant Checklist: *(Please check that each item is completed. If any item is incomplete, the application will be returned to you unapproved).*

___ I meet the eligibility criteria outlined in the Nursing Career Ladder Program Guidebook.

___ Written statement is attached.

___ Sections I. through IV. are complete.

___ Authorization Review section is complete and signed by applicant.

___ Application has been signed by your leader (manager and director).

___ Riverside Healthcare RN Career Ladder Activity Grid Worksheet is complete and included with this application, noting the total number of points earned that correspond with the application level in Section IV.

___ All associated documentation per the Career Ladder Evidence Requirements outline in the Nursing Career Ladder Program Guidebook are included with this application.

Authorization and Statement of Intent:

Please check all of the boxes below that apply:

- By signing this application form, I attest the information provided on this application and all associated documentation is true and accurate. I hereby authorize the review of all information in order that my eligibility for the ladder to be determined.
- I understand I may be asked to participate in any award ceremonies /publicity as requested.
- I understand that my written statement will be shared with the Riverside Foundation.
- Falsification of any documentation of achievements shall result in corrective action, up to and including termination.

Print Applicant Name

Signature of Applicant

Date Signed

APPLICANT: Please meet with your leader and to discuss your application and/or obtain approval.

My signature below represents I have checked this application for completion and discussed the application with my employee and that the employee is eligible to participate in the Riverside Nursing Ladder. My signature also represents my full support and recommendation of this employee for the career ladder and that this employee is in good standing at Riverside:

Signature of Riverside Manager

Date Signed

Signature of Riverside Director

Date Signed

Riverside Healthcare RN Career Ladder Grid Worksheet

People		Service		Quality		Finance		Growth	
Activity	My Points	Activity	My Points	Activity	My Points	Activity	My Points	Activity	My Points
1. Serves as a preceptor to a (select all): Student Nurse (1 point) Experienced Nurse (2 points) New Graduate Nurse (3 points)		1. DAISY (select all): Award Nominee (1 point) Award Winner (2 points)		1. Participates in the revision of an RHC policy. (1 point)		1. Meets requirements of the attendance and punctuality policy. (1 point)		1. Education (select all): Enrolled - BSN/MSN/DNP (1 point) Non-Nursing Bachelor's degree (1 point) BSN (2 points) Non-Nursing Master's degree (2 points) MSN (3 points) DNP/other terminal degree (4 points)	
2. Serves as a mentor to a new nurse. (3 points)		2. Tree-Mendous Nominee (2 points)		2. Participates in the development of a new RHC policy. (2 points)		2. Manages time well/avoids incremental overtime. (1 point)		2. Attends a conference outside of job requirements. (1 point)	
3. Validates competency of staff (i.e. Completes Annual Checklists, Master Trainer, Superuser, Champion, etc.). (1 point)		3. Nominated an RHC employee for an award (i.e. DAISY, Tree-Mendous, Butterfly Award, etc.). (1 point)		3. Informally disseminates literature/EBP/research from a CE event, professional organization, or conference at huddles, department meetings, etc. (1 point)		3. Serves as charge at least 30% shifts worked/flexes staffing to ensure fiscal responsibility. (2 points)		3. Shared Governance involvement (select one): Council Member (1 point) Chair/Co-Chair (2 points) Facilitator (3 points)	
4. Prepares and presents a health-related professional education program for RHC employees. (2 points)		4. Mentioned by name on a patient satisfaction survey for providing a remarkable healthcare experience. (2 points)		4. Actively participates in an RHC committee to improve patient care/quality outcomes (i.e. Falls Steering, unit-based councils, Sepsis, Chest Pain, Heart Failure, etc.). (1 point each; Maximum 3 points)		4. Submits narrative documenting participation in a unit-based project focused on retention with measurable outcomes. (2 points)		4. Annual Continuing Education (select one): 15 contact hours (1 points) 20 contact hours (2 points) 25 contact hours (3 points)	
5. Prepares and presents a health-related professional education program for community members. (3 points)		5. Submits narrative describing a situation where the nurse applied the Professional Practice Model to provide excellent service and care for a patient/family. (1 point)		5. Participates in an EBP or research project at RHC. (2 points)		5. Demonstrates flexibility by adjusting schedule/shifts to support unit needs. (2 points)		5. Professional organizations: Member (1 point; Maximum 3 points) Holds an office or serves on a committee (2 points)	
6. Participates in an RHC Leadership Development Program: Riverside's Young Professionals Emerging Leaders Leadership Excellence Program (3 points)		6. Volunteers at an RHC or community-sponsored event promoting health or recruitment. (1 point each; Maximum 3 points)		6. Poster or presentation at a conference outside of RHC. (3 points)		6. Participates in the Lean Certificate Program. (2 points)		6. Holds a professional certification recognized on the DDCT grid. (2 points each; Maximum 4 points)	
7. Serves as an instructor/faculty for an RHC-sponsored training program such as BLS, ACLS, PALS, NRP, CPI, etc. (2 points)		7. Years of Nursing service at RHC: 6 months - 2 years (1 point) 3 - 5 years (2 points) 6 - 10 years (3 points) 11 - 20 years (4 points) > 20 years (5 points)		7. Published in a professional journal. (3 points)		7. Presents an idea at Riverside Shark Tank. (2 points)		7. Obtains REACH Level 3. (2 points)	
8. Serves as a clinical nursing instructor/faculty for an accredited college degree program. (3 points)		8. Years of Nursing Experience: 3 - 5 years (1 point) 6 - 10 years (2 points) > 10 years (3 points)		8. Achieves and maintains current job-specific, competency-based certifications (i.e. BLS, ACLS, PALS, NRP, CPI, etc.). (1 point each; Maximum 3 points)		8. Submits narrative documenting participation in a RHC project with measurable financial outcomes. (3 points)		Attends continuing education events sponsored by Well in Mind. (1 each; Maximum 3 points)	
People Total		Service Total		Quality Total		Finance Total		Growth Total	
<i>Refer to Ladder Overview & Definitions for point values and requirements by level.</i>								Overall Total	