## Peer Review for Clinical Advancement Process

### Portfolio Review and Leveling: Level RN1 to Level RN2

#### Professional Overview (Required):
- CV/Resume
- Letter of Intent
- Letter of Support from UD
- CE credits earned
- BLS- submit copy of card
- ACLS (unit-based)- submit copy of card
- PALS (ER only)- submit copy of card
- New Grad Day participation- successful completion with instructor sign-off
- Attend Preceptor Workshop
- Attend Charge Nurse Workshop

#### Domains of Practice:
In the following section mark any of the examples provided or add others in the blank spaces. An example from each competency in each domain is the minimal expectation to move to a level RN2. (Unless otherwise specified)

Proficiency in each can be demonstrated in one or more of the following ways (unless specified within the individual section):
- Exemplar
- Official Document
- Letter from Patient, Peer colleague, Supervisor, Physician, etc.

### Professional Practice Model Domain

<table>
<thead>
<tr>
<th>Relationships and Caring</th>
<th>Evidence-Based Practice</th>
<th>Technical Expertise</th>
<th>Critical Thinking</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate proficiency in all of the below areas required:</td>
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<tr>
<td>I have signed and have been able to meet the expectations defined in the code of conduct.</td>
<td>Poster/presentation – internal or external</td>
<td>I provide effective patient education.</td>
<td>I adopt care plans to meet changing needs of patients. (Submit a screen shot of a care plan. ER can use exemplar.)</td>
<td></td>
</tr>
<tr>
<td>I am able to maintain coaching of assistive personnel while maintaining an effective relationship.</td>
<td>EBP, PI or research project team member or leader</td>
<td>I am able and willing to help my co-workers while still completing my own work.</td>
<td>I am a committee/council member who attends my meetings regularly. (Provide evidence of attendance)</td>
<td></td>
</tr>
<tr>
<td>I am capable of collaborative interaction within my care delivery team.</td>
<td>Policy or standards development/revision</td>
<td>I use ROPH policies in care decisions.</td>
<td>I lead in conflict resolution that enhances team relationship.</td>
<td></td>
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<tr>
<td>I participate in conflict resolution that enhances team relationship. (Provide examples)</td>
<td>Manuscript/abstract submission and/or publication</td>
<td></td>
<td>I am able to delegate responsibilities effectively and consistently.</td>
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<tr>
<td>I have and show respect and sensitivity towards diverse cultures and/or vulnerable populations.</td>
<td>ROPH Grand Rounds presentation</td>
<td>Description of how you are making progress toward your annual goals.</td>
<td>Describe how you are making progress toward your annual goals.</td>
<td></td>
</tr>
</tbody>
</table>

### Portfolio Review and Leveling: Level RN2 to Level RN3

#### Professional Overview (Required):
- CV/Resume
- Letter of Intent
- Letter of Support from UD
- CE credits earned
- BLS- submit copy of card
- ACLS (unit-based)- submit copy of card
- PALS (ER only)- submit copy of card
- Attend Preceptor Workshop
- Attend Charge Nurse Workshop

#### Certification: Specialty certification as determined by your UAC is required within one year after leveling to RN3.
- If you transition to another specialty area, in order to maintain RN3 status, you must take the new area’s approved certification within 1 year of eligibility to maintain RN3 status.

#### Domains of Practice:
In the following section mark any of the examples provided or add others in the blank spaces. An example from each competency in each domain is the minimal expectation to move to a level RN3. (Unless otherwise specified)

Proficiency in each section can be demonstrated in one or more of the following ways (unless specified within the individual section)
- Exemplar
- Official Document
- Letter from Patient, Peer colleague, Supervisor, Physician, etc.
Portfolio Review and Maintenance of RN3 Status

Professional Overview (Required):

- CV/Resume
- Letter of Intent-What you’ve done in the past year and what you plan to do in the upcoming year.
- Letter of Support from UD
- CE credits earned
- BLS- submit copy of card
- ACLS (unit-based): submit copy of card
- PALS (ER only)- submit copy of card
- Attend Preceptor Workshop
- Attend Charge Nurse Workshop
- Letter of approval and/or suggestions from prior portfolio submission

Certification: Specialty certification as determined by your UAC is required within one year after leveling to RN3.

If you transition to another specialty area, in order to maintain RN3 status, you must take the new area’s approved certification within 1 year of eligibility to maintain RN3 status.

Domains of Practice:
In the following section mark any of the examples provided or add others in the blank spaces. An example from each area is the minimal expectation to maintain a Level III RN. (Unless otherwise specified)

Proficiency in each section can be demonstrated in one or more of the following ways: (unless specified within the individual section)

- Exemplar
- Official Document
- Letter from Patient, Peer colleague, Supervisor, Physician, etc.
- The examples must be current and from the past fiscal year.

Portfolio Development

Here are some examples of documents you might use to fulfill the requirements for the different categories in the clinical advancement process. Additionally, the suggestions below will help you to organize your portfolio.

### Designing your Portfolio – Tips

- **Development of Portfolio**: Begin when you get your license and continue throughout your career.
- **Present in Formal Presentation Binder**: Keep in mind-moving up the ladder means that you are already showing some evidence of proficiency at the level that you wish to move to.
- **Use your Annual Performance Evaluation Journal**: Daily track your caring and professional stories.
- **When presenting patient stories, please be careful to not describe any patient identifiers, which would violate HIPAA.**