

BJC HEALTHCARE

PROFESSIONAL NURSING DEVELOPMENT PROGRAM (PNDP)

GENERAL INFORMATION FOR NURSING STAFF

I. Philosophy

The BJC Professional Nursing Development Program (PNDP) promotes the life long pursuit of expertise of the clinical nurse.

BJC recognizes and rewards nurses who strive for excellence in the delivery of the highest quality of patient care, while demonstrating commitment to the profession of nursing.

The BJC PNDP is based on the work of Dr. Patricia Benner. Dr. Patricia Benner identifies five stages of academic knowledge applied in the nurse's clinical practice. In the BJC PNDP, the last three of Benner's levels of performance characteristics are utilized: competent (CNI) proficient (CN II) and expert (CNIII).

Evaluation of the nurse's performance is further measured by exemplars which are written illustrations of the nurse's performance. These exemplars represent the nurse's contribution to a patient's welfare and they reflect the nurse's clinical knowledge.

As part of the evaluation of the nurse's professional development, Benner's seven domains further indicate his or her competence. These competencies within each domain are evaluated as met or not met and demonstrate to the nurse and his or her manager or mentor That knowledge and clinical application for each level is present.

II. BJC Healthcare Program Objectives

1. Provide an opportunity for staff nurses to develop a career path while recognizing nurses who demonstrate excellence in practice.
2. Attract and retain high quality nursing staff resulting in improved patient outcomes.
3. Create an environment where nurses are empowered as a valued member of the healthcare team.

III. Level Definitions

Clinical Nurse I: Begins to see actions in terms of long-range goals or plans. Conscious, deliberate planning helps achieve efficiency and organization.

Clinical Nurse II: Recognizes a situation in terms of the overall picture. Has an intuitive grasp of the situation based upon a deep background understanding.

Clinical Nurse III: Has an intuitive grasp of each situation and zeros in on the accurate region of the problem without wasteful consideration of a large range of unfruitful, alternative diagnoses and solutions.

IV. Components/Criteria Identified for each of the Three Levels

The following components comprise the criteria for the PNDP:

- A. Qualifications
- B. Clinical Practice
- C. Leadership/Professional Growth and Contribution
- D. Continuing Education
- E. Performance Appraisal

The criteria for the program are outlined in detail in the Summary Requirements.

V. Eligibility

1. The PNDP is a voluntary program offered through BJC HealthCare.
2. All staff nurses whose primary role is the provision of direct patient care are eligible to participate in the Professional Nursing Development Program (PNDP). This would include jobs from certain entities in the title of charge nurse. (Lead Charge I not eligible at BJH). (S50 job grade).
3. All criteria must be met regardless of benefit status/hours worked.
4. Employees who have received a corrective action within the past 12 months and/or are on disciplinary probation are not eligible to apply.
5. Employees who receive written disciplinary action while on the PNDP will be removed from the PNDP for a period of one year.

VI. Compensation/Recognition

The PNDP compensation is distributed as a differential on hours worked (up to 2080 per year). It will appear on pay stubs as a line item each pay period.

Payment will end at one year or 2080 hours, whichever comes first.

The current full time annual compensation is:

<u>Clinical Nurse</u>	<u>Maximum</u>	<u>Hourly</u>
Level I	\$1,500	\$0.72
Level II	\$3,000	\$1.44
Level III	\$5,000	\$2.40

VII. Application Process

1. Application is initiated by employee.
2. Applicant completes required forms including documentation to validate achievement of criteria.
3. Application portfolios will be due March 1st and October 1st in the Nursing Service Office.
4. PNDP application portfolio should be reviewed by a PNDP committee member prior to application date.
5. PNDP committee meets to discuss and review application portfolios.
6. Applicant attends a panel interview.

It is the applicant's responsibility to present a complete application portfolio with all required documentation. Copies of documentation must be retained by applicant for possible future verification of achievement.

VIII. Annual Renewal or Request for Level Change

1. The Committee will send renewal letters to current participants two months prior to expiration of current status.
 2. The applicant completes required forms including documentation that all criteria are met for the designated level and submits the forms.
 3. Re-application portfolios will be due March 1st and October 1st accordingly based on the original achievement date.
 4. PNDP re-application portfolio should be reviewed by a PNDP committee member prior to application date.
 5. The PNDP committee meets to review and discuss re-application.
 6. The PNDP committee will determine if the applicant meets the criteria, award achievement and notify applicant by letter.
- **Note: If re-applying and are promoting to a higher level you are required to meet the criteria of an initial applicant.**

IX. Role and Composition of the PNDP Committee

1. The Committee is comprised of management, staff nurses, leadership and education members.
2. To review and act upon all submitted portfolios.
3. To provide consultation to staff nurses and manager about the PNDP.
4. To serve as an appeal board.
5. To notify the applicant by letter of achievement.
6. Compliance with criteria (e.g., no corrective action) is monitored by manager.
7. Notify new members of ongoing rules and regulations.
8. The committee will be responsible for problem solving issues that arise within the PNDP.
9. The committee will be responsible for follow-up on employee issues/concerns.

X. Appeals Process

1. The staff nurse shall first discuss the situation with the manager of their department.
2. The staff nurse shall then submit the concern, in writing to the Review Committee Chair.
3. If the issue is not resolved in Step Two, the staff nurse shall submit the concern in writing to the Vice President of Patient Care Services within 10 calendar days from the date letter received from the Professional Nursing Development Program Committee.
4. The Vice President of Patient Care Services will investigate, consult with the PNDP Committee, and provide a written response which will include their understanding of the problem and the action to be taken, if any. The response of the Vice President of Patient Care Services shall be in the mail within 10 days.

XI. Inter and Intra Department Transfers

In the event of a transfer, the nurse will relinquish his/her PDNP status until completion of one year of service in the new department. At that time, they would be eligible to reapply.

XII. Written Discipline

If an RN in the PNDP program receives a written warning, the nurse will immediately be removed from the program and all PNDP payments will be suspended. The RN will be eligible one year from the receipt of the written warning, pending any further written discipline.

BJC Healthcare
Professional Nursing Development Program
SUMMARY REQUIREMENTS

	Clinical Nurse I	Clinical Nurse II	Clinical Nurse III
QUALIFICATIONS Length of Service @ Entity Years as a Professional Nurse Years in specialty area	<input type="checkbox"/> RN licensure <input type="checkbox"/> 1 year <input type="checkbox"/> Greater/equal to 1 year <input type="checkbox"/> Greater/equal to 1 year	<input type="checkbox"/> RN licensure <u>Starting in January 2008. Must have</u> <input type="checkbox"/> BSN or enrolled in the clinical courses for BSN <input type="checkbox"/> 1 year <input type="checkbox"/> Greater/equal to 3 years <input type="checkbox"/> Greater/equal to 3 year	<input type="checkbox"/> RN licensure <input type="checkbox"/> BSN <input type="checkbox"/> 1 year <input type="checkbox"/> Greater/equal to 5 years <input type="checkbox"/> Greater/equal to 5 years <input type="checkbox"/> member of professional nursing organization
CLINICAL PRACTICE	<input type="checkbox"/> Competent <input type="checkbox"/> 1 Exemplar <input type="checkbox"/> Clinical Evaluation by Manager	<input type="checkbox"/> Proficient <input type="checkbox"/> 2 Exemplars <input type="checkbox"/> Clinical Evaluation by Manager	<input type="checkbox"/> Expert <input type="checkbox"/> 3 Exemplars <input type="checkbox"/> Clinical Evaluation by Manager
LEADERSHIP/ PROFESSIONAL GROWTH & CONTRIBUTION	<input type="checkbox"/> Obtains <u>15</u> PNDP points annually from 2 categories	<input type="checkbox"/> Obtains <u>30</u> PNDP points annually from 3 categories	<input type="checkbox"/> Obtains <u>45</u> PNDP points annually from 4 categories
CONTINUING EDUCATION *1 Contact Hour = 0.1 CEU*	<input type="checkbox"/> Completes annual competencies <input type="checkbox"/> 4 Contact hours annually (above department requirements)	<input type="checkbox"/> Completes annual competencies <input type="checkbox"/> 8 Contact hours annually (above department requirements)	<input type="checkbox"/> Completes annual competencies <input type="checkbox"/> 12 Contact hours annually (above department requirements)
PERFORMANCE APPRAISAL	<input type="checkbox"/> Overall Score: 3	<input type="checkbox"/> Overall Score: 3.2	<input type="checkbox"/> Overall Score: 3.4

Professional Nurse Development Program Points

The *Points Program* allows credit for time and expertise in precepting, giving in-services or presentations, publishing original materials, obtaining specialty certification or recertification, and participation in various leadership activities. Points are broken down into six categories for ease in determining your points. A log is included to help keep track of your points.

Points required for Promotions / Recertification:

- From a Staff Nurse to a Clinical Nurse I: must have 15 Points for the prior calendar year. Minimum of 2 categories.
- To maintain a Clinical Nurse I: must maintain 15 Points per year. Minimum of 2 categories.
- From a Clinical Nurse I to a Clinical Nurse II: must have 30 Points for the prior calendar year. Minimum of 3 categories.
- To maintain a Clinical Nurse II: must maintain 30 Points per year. Minimum of 3 categories.
- From a Clinical Nurse II to a Clinical Nurse III: must have 45 Points for the prior calendar year. Minimum of 4 categories.
- To maintain a Clinical Nurse III: must maintain 45 Points per year. Minimum of 4 categories.

POINTS

Category A: Academic Credit Courses

Description of Activities

This category encompasses academic courses offered by an accredited college or university. These courses should address the bio-psychosocial knowledge base of professional human services. It is not essential that the course content be patient focused.

Examples include psychology, sociology, philosophy, social or cultural anthropology, research, education statistics, chemistry, biology, human anatomy and physiology, medical Spanish, health care management. College credits earned through challenge exams are acceptable.

Examples of courses that **ARE NOT** acceptable include but are not limited to: history, math, art, music, and English.

Points Awarded

One three hour semester course = 3 points

Limits

Maximum of six (6) points per year

Acceptable Proof for Points

Copy of grade report from the school, grade “C” or better

Category B: Professional Publications

Description of Activities

Encompasses professional healthcare publications. The RNs responsibility in the publication may be authorship, co-authorship, or editorial. The item to be published may be a book, chapter in a book, paper, article, abstract, book review, etc. This item may be published in a book, journal, professional organization’s national or local newsletter, etc. Professionally authored multimedia aids are acceptable.

Number of Points Awarded

Editorial in a journal (healthcare related)	5
Article in a local newsletter	2
Editor for local newsletter	2 per issue, max 6 points
Writing a pamphlet (Pt teaching) tool	5, unit = 2
Original research article (Primary author-10; co-author-5)	10
Textbook Editor	15
Chapter in a book	15
Professionally authored multimedia aids, web	15
Journal article	10
Journal Reviewer (review of articles or book chapter)	3
Book Reviews, published	5
Evidence based policy writing	3 new/1 revised

Limits = 15 points

Acceptable Proof for Points

Copy of publication is to be submitted. Publisher’s notice of acceptance for publication should be submitted if points are to be granted before printing.

Category C: Professional Presentations

Description of Activities

Encompasses the RN's participation as an instructor delivering content to nurses, other health care professionals or the public. The presentation must be delivered within a structured framework of teaching/learning. This includes presentations given to the public to improve the image of nursing (e.g., career fair at a middle school).

A presentation includes a seminar, in-service, clinical conference, patient/family educational program, consumer education program, Basic Cardiac Life Support, Pediatric Advanced Life Support, Professional organization chapter educational activities, and/or presenting an original paper or poster presentations.

The participation may be as primary instructor, guest lecturer, panel participant, skills day instructor.

Number of Points Awarded

In-service, orientation lectures	2 points, max 3 a year, various topics
Local Conference	10
Nursing Grand Rounds	5
National Conference	15
Poster Presentation	National- 10 (primary author- 5 co-author-5) Local professional chapter conference-3, unit-3
PALS, ACLS, BLS, TNCC, LEO, RBC (Certified instructor and teach 2 times year)	5

Limits = 15 points

Acceptable Proof of Points

Evidence of participation in the presentation (i.e., brochure, announcement, or written statement.) Include learning objective, sign-in list and outline of presentation.

Category D: National Certification/Recertification

Number of Points Awarded

Four (4) points granted for certification in area of specialty.

Limits = 8 points

Acceptable Proof for Points

Copy of letter from certifying body

Category E: Preceptorship/ Mentorship/Charge Nurse

Number of Points Awarded

* Precepting of students, externs and nurses

RN Refreshers	1 point for each 36 hours (10 points max)
Unit charge nurse	1 point for each 36 hours (10 points max)

**Mentorship

5 points per mentee

(Mentoring is a long term commitment through a formal organization based program, at this time MBMC does not have this in place)

Limits = 10 points

Maximum of ten (10) points per year

- **Should have attended the MHA Preceptor Academy (contact Jan Baggett, 314-996-5814 or your unit educator for information)**

Acceptable Proof of Points: *It is the responsibility of the applicant to keep track of specific dates, times and names of individuals precepted. It is the responsibility of the applicant to keep track of specific dates, times of when you were assigned as a charge nurse.*

- Letter from Manager or Educator verifying preceptored names and dates.
- Letter from Manager verifying shifts assigned as charge nurse.

Category F: Leadership

Description of Activities

Encompasses activities that demonstrate a commitment to improve the care delivery environment through participation in departmental or housewide committees or as a division charge nurse. This may include hospital committees formed to organize community service/volunteer activities.

Number of Points Awarded

Department Based Committee Chair	5
Member, professional organization	2 (officer = 5)
Member, Hospital-wide Nursing Council	2 (chair = 5)
Nurse Liaison (infection control, S/W/O)	2
Resource nurse: Flu vaccine, PPD, fit testing	2
Quality Improvement Council Representative	2 (chair = 5)
National professional committee member	2
Adjunct faculty	5/semester (online or classroom) 10 max
Six sigma Project Team Member	2
Yellow Belt Leader	5 (Pt eligible after completion of projects)

Limits = 12 points

Acceptable Proof of Points

Completed committee participation evaluation. Committee must meet at least 4 times/year. Applicant must have attended at least 75% of meetings scheduled. Copy of membership card for Professional Organization. Validation of adjunct faculty status and semesters taught by school's clinical coordinator.

Category G: Advanced Clinical Skills (above what is required for position) as approved by BJC Nursing Steering Committee

Number of points awarded

ACLS	1
TNCC	1
PALS	1
MTS	2
PICC line insertion	2
Chemotherapy	2
Vascular access (PICC / Midline placement)	2
DECON	2

Limits = 5 points

Category H: Community Service

Description of Activities

Encompasses RN's participation as a volunteer in health or medical related community service. This does not include community service for non-health related activities such as Girl Scouts, Boy Scouts or school activities unless health related. This could be compensated or uncompensated volunteer activity that has occurred within the past year.

Number of points awarded

Health Fair	1 (organizer=3points)
Health fund raising events (MS Walk, Heart Walk)	1
Recruitment Fair	1
Career Fair	1
Health Literacy event	1 (organizer=3 points)
Medical Mission trip	1 point/day (organizer=5)
Support Group	1 point/day (chair=5)
Health care camp (Heart Camp, CF Camp, etc.)	1 point/day
Health Care Legislative Advocacy (Participation in Advocacy Days)	1
Other health related community service activities	1 point/day
Serving on a Board/taskforce for an agency (Cancer Society, Heart Association)	2 points/year

Limits

Maximum of 8 points per year.

Acceptable Proof for Points

A brochure from the event listing you as a participant or organizer, signature of the event organizer verifying your participation or verification from the sponsor recognizing you as the organizer of the event.

Category I: Nursing Degree

Completion of BSN or MSN:	3 points (max)
Verification: Copy of diploma	