

STAFF NURSE CLINICAL PERFORMANCE CRITERIA

The following are examples of activities to meet the SN III or IV Leadership Requirements. This is **not** an exhaustive list of activities. Additional activities may be approved through the Nurse Manager.

1. Preceptor and/or Orientation and/or Mentorship.
Plan, Assess, Evaluate, Discuss with Manager/Instructor and Document. (Participants may include but are not limited to new grads, NA's, interns, RN new hires, senior practitioners, travelers, physicians and nursing/medical students.) Staff nurse needs to keep track of date, name of student and number of hours.
2. Hospital unit based committee/task force:
 - Research Council
 - Communications Rep Committee
 - Hospital Audit Committee
 - Retention Committee
 - Patient Safety
 - CCT Committee
 - Nurse Week
 - Ethics Committee
 - Nurse Practice Committee
 - Materials Management Council
 - Clinical Practice Committee
3. Active participation in a professional Nursing Organization. Regular attendance at local chapter meetings, committee or board membership. Staff Nurse is able to discuss his/her participation in addition to just attending meetings.
4. Teach ACLS, BLS, PALS, NRP
5. Community Service
 - American Heart Association Blood Pressure Checks.
 - Any activity that involves community health teaching or disaster preparedness.
 - Any activities that promote nursing as a career (i.e. career fairs, schools, community hospitals), partnering with high school students.
 - Assist with health related screenings in schools and community centers.
 - Charitable Fund Raising (Stanford/LPCH sponsored).
 - Stanford/LPCH sponsored health fairs
 - Pro Bono Health Care Organizations (i.e. Roto-Care Clinic, Doctors Without Borders, Suicide Hotlines, Interplast)
 - Providing first aid at an organized community event
 - Teaching health/nursing related topics (schools, colleges, universities)
 - *** Depending on length of time may count as 2 credits

6. Educational Program.
- Provide an inservice to staff (may include posttest/CEU credit).
 - Publish professional article. Peer reviewed journals include but are not limited to Advances in Neonatal Care, Journal of Pediatric Nursing, and American Journal of Nursing
 - Teaching health/nursing related topics (schools, colleges, and universities).

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT THE STAFF NURSE CRITERIA

Q1: Why do we have a Clinical Ladder?

A1: We developed the clinical ladder in order to recognize professional development as well as clinical expertise. The clinical ladder allows you to direct your own professional growth, thereby increasing personal satisfaction along with increased monetary recognition.

Q2. Where do I find information about the criteria?

A2: Ask your NM/ANM for a copy of the Staff Nurse Clinical Performance Criteria Orientation Module.

Q3: I want to go up a Staff Nurse level. How do I do this?

A3: At either an interim evaluation or your regular evaluation, discuss your manager that you would like to develop a plan that would allow you enable you to advance staff nurse level. Discuss with your manager the resources, support and expected time frame in which to meet these goals. A staff nurse may request up to 2 interim evaluations within a 12 month period..

Q4: How soon can I reach a Staff Nurse IV level?

A4: Time frames may vary for achieving a SN IV depending on your level of experience. A staff nurse IV exemplifies leadership /clinical expertise. Consistent demonstration of meeting staff nurse IV performance appraisal guidelines will qualify you as a candidate. Achieving Staff Nurse IV level requires an ongoing assessment of performance by your manager and peers.

Q5: I did not set goals to advance a Staff Nurse level at my last evaluation but I am doing activities that meet a higher Staff Nurse Level. How do I get promoted?

A5: If you are performing satisfactorily at a higher level and meet all other requirements, contact your nurse manager to discuss promotion goal setting.

Q6: Where do I get the correct forms and what do I need to do?

A6: Ask your NM/ANM for the appropriate forms. A Staff Nurse III and IV will have to complete the Objective for Achieving SN 3 and SN 4 Status. You will need to do a Goal Worksheet for Staff III and IV. If increasing a staff level, you may be asked to do the Staff Nurse Performance Appraisal Form as well.

Q7: Can I use floating on my criteria?

A.7: If you cross train and/or volunteer to float to a unit outside your region, you can use it for one credit. You can use it for two credits if you volunteer to float first within the region (unless your skills are needed on home unit). These credits are given because the person who frequently floats develops a wide clinical knowledge base and skills.

Q.8: One of my goals was to do Resource but I am an 8-hour nurse on a unit with mostly 12-hour shifts and I am not reaching the target of 10 shifts. I have done some audits but usually it is difficult to make time to do these during my shift and I have not reached the target numbers for those either. Can I combine these two activities to use for my leadership activities?

A.8: Yes, you can combine partial credits in order to meet your goals. Please discuss with your manager.

Q.9: I went from 0.9 to Relief "A". I have been told that I can't be a Staff IV because I am Relief and am not here often enough. Is this true? Can I be demoted to a Staff II/

A.9: No, you cannot be automatically demoted, but it may be difficult to do some of the leadership activities such as precepting and Resource. You can do other activities, e.g., audits, surveys, inservices, a community activity, etc. to meet the criteria. If you do not meet the criteria, you can be demoted one Staff level per year.

Q.10: I was on a committee that did not meet this year so I did not meet that goal. Can I be demoted?

A.10: You should go to your evaluator as soon as you realize there is a problem and set a new goal. You have three months from your evaluation to meet your goals before demotion so you can set a new goal to complete your year.

Q.11: I am a Staff IV transferring to a specialty care area. Will I be able to keep my staff IV level?

A.11: Anyone transferring to a specialty area has nine months to meet the criteria in the new area. If you are not meeting the criteria at that time you will be reclassified downward to a Staff III with a corresponding decrease in salary. We recommend that you establish what you need to do to meet both the clinical and leadership criteria within 6 months of your transfer.

Performance Evaluation and Peer Review – Review 😊

1. Where practical the manager will attempt to address performance problems in advance of a formal evaluation (Section 21.1 in the contract)
2. The manager will advise the nurse thirty (30) days prior to the review date that the evaluation is due (Section 21.1). The manager can choose to give the staff nurse a performance appraisal packet or keep packets in a central file on the unit.
3. The Staff Nurse shall schedule an appointment with the manager fifteen (15) days prior to the review date (Section 21.2).
4. The Staff Nurse will provide written documentation (self evaluation) seven (7) days prior to the scheduled appointment on how the staff nurse has met/exceeded her/his current staff nurse level, or explains any failures to meet staff nurse level. Either the Nurse or the manager may ask to schedule an additional meeting prior to the review date to present additional information or to reconcile any differences (Section 21.2).
5. On units where peer (RN) evaluations are required, the supervisor will assume the responsibility for gathering such evaluations unless the individual nurse and supervisor mutually agree otherwise. It is understood that any comments solicited from non-nurse co-workers will be limited to the co-worker's assessment of the nurse's interpersonal skills and/or leadership ability in the working environment. The Nurse will be allowed to review any evaluations from peers in the form submitted by the peer to the supervisor (section 21.4).
6. Please see your CRONA contract for further information.

Activities

Examples

Resource
QI committees
Audits
Surveys
Hospital or unit
committees
Task force
Research
Community Health
related Services

Precepting
Clinical expert
Certifications

Any activity
determined by unit
needs

CLINICAL LADDER

**Staff I – Basic clinical skills with close supervision and assistance.
Cares for a limited number of lesser acuity patients**

**Staff II – Average clinical skills with general supervision.
Cares for patients with obvious as well as subtle needs.
Begins to develop leadership skills.**

**Staff III – Functions independently and manages/supervises care given by others.
Cares for patients with obvious, subtle and potential needs.
Leadership skills are demonstrated by:**

2 Activities

**Staff IV – Functions independently and supervises, teaches and is a resource/consultant to others.
Cares for patients with complex needs with a high degree of consistency.
Leadership skills are demonstrated by:**

4 Activities

Staff Nurse Performance Criteria

Tips for Professional Development

**You are accountable for your own professional growth.
Your manager does not have to push you up the ladder.**

1. Become comfortable with your unit and the clinical skills required of you.

Ahhh ... now I can think about moving up the ladder!

2. Start developing leadership skills (clinical expertise, teaching, resource).
3. Ask to meet with your manager/evaluator to discuss setting goals to go up a level.

"I'd like to orient to Resource." "I'd like to precept/mentor a student."

Ask what committees are available or whether there are specific activities the unit needs to have done. You will want to do a variety of activities, at least initially, to develop your skills and knowledge base.

4. This meeting may occur at any time. You may request up to 2 interim evaluations in a year.
5. If you are requesting an interim evaluation because you are currently doing activities which would put you at a higher level, have your documents ready.
"I noticed I have been doing Resource every week. I have also done 31 pain assessment audits. I believe that I am functioning at a Staff III level."
6. If you have only one activity started, request a meeting to discuss other activities and develop goals with your evaluator.
7. Remember the half credits and the double credits!
 - Example: 5 resource shifts or 15 audits or orienting a new hire for only a few shifts count towards meeting your staff nurse level.
 - If you have done 20 resource or preceptor shifts, you get credit for 2 activities.
 - If you have done some audits, some committee time or a short lived activity, you can combine them all to get credit for one activity.
8. Remember to re-evaluate where you are during the year!
 - If you had joined a committee or Task Force which did not meet, remember to go to your evaluator and tell him/her that you need another activity to meet your goals.
9. **Remember that Staff IIIs and IVs with 20 years of seniority get credit for 1 activity and 30 years of seniority get credit for 2 activities!!**

Additions to Recognized Community Services

- American Heart Association blood Pressure Checks
- Assist with health-related screenings in schools and community centers
- Charitable Fund Raising (Stanford and/or LPCH sponsored)
- Health Fair (Stanford and/or LPCH sponsored)
- Any health fair
- Any activity which involves community health teaching
- Interplast
- Pro Bono Health Care (recognized organizations, e.g. Roto Care Clinic, Doctors Without Borders, Suicide Hot Lines, etc.)
- Any activities which promote nursing as a career: career fairs in schools, community, hospitals, partnering high schools students
- Teaching health/nursing related topics in schools, colleges, university

***The activity needs to be mutually agreed with your manager.
Eight (8) hours of community service = 1 activity.***

Obtain confirmation of activity in writing.

LUCILE PACKARD CHILDREN'S HOSPITAL

Objectives for Maintaining SN III and SN IV Status

Staff Nurse III: Choose and initial a minimum of two activities.

Staff Nurse IV: Choose and initial a minimum of four activities.

Tenure credit: 20 years = 1 credit, 30 years = 2 credits

Partial credit can be given and goals can also be changed during the year after consulting with the manager.

EDUCATIONAL ACTIVITIES

- ____ A. Recognized as an expert in a particular disease process or procedure, e.g., PICC management, cystic fibrosis, pain management, VAD access, CFFH, (ECMO counts as 2 committees, Critical Care transport counts as 4 committees/leadership).
- ____ B. Seeks opportunities to develop personal competency when new interventions are introduced such as procedures, equipment, forms and trains, supports and coaches other staff during implementation. *Give a minimum of two examples :*

- ____ C. Completes and maintains hospital related non-mandatory certification agreed upon by Staff Nurse and Manager may use Education/PTO time. Certification:_____
- ____ D. Participates in one unit-based or hospital-wide committee and discusses current activity with nurse manager/evaluator.
- ____ E. Identifies and acts upon opportunities to improve patient and family outcomes and satisfaction, considerably beyond what is expected to address patient needs.
- ____ F. Unite-specific activity (agreed upon by Staff Nurse and Manager):_____
- ____ G. Participates in health/medical related community activity and functions as an ambassador for LPCH. Activity should be agreed upon jointly by Staff Nurse and Nurse Manager in advance. Target minimum 8 hours)
- ____ H. Publishing an article in a peer reviewed journal may count as 2 credits.

LEADERSHIP ACTIVITIES

- ____ A. Audits documentation of patient care interventions and responses (e.g., Nursing Admission Assessment, MAR, Flowsheet, perioperative records etc.) (A target of 30 charts annually)
- ____ B. Completes surveys, measures, audits or other tools which assess patient care quality. (A Target of 30 annually)

D _____
- ____ C. Conducts patient interviews and/or follow-up phone calls/letters per year to determine satisfaction with care provided, as requested by Manager. (A target of 30 annually)
- ____ D. Precepts new staff and/or students (target of 120 hours annually). If precepting hours exceed 240 hours may count as 2 leadership activities.
- ____ E. Effectively handles the Resource Nurse Role by consistently meeting the Resource Nurse criteria as outlined in the Staff Nurse Criteria. (Target of 12C hours annually)
- ____ F. Specific activity (agreed upon by Staff Nurse and Manager):

Documentation may be requested for verification of activities.

AR and BLS (ACLS, NRP & PALS if required) completed and current, attached documentation.

Staff Nurse Signature

Date:

Manager/Evaluator Signature

Date:

Developed September, 2001 Nurse Practice Committee
Reviewed and Revised: 07/03
Review every 1 year