

University of Colorado Hospital
UExcel BOARD CREDENTIALING PROCEDURE: LEVEL III AND LEVEL IV
2011-2012

Dear Professional Registered Nurse,

The UEXCEL Board is delighted you are interested in advancing by credentialing to a new level of clinical practice! Both regular and flex professional clinical registered nurses are eligible to advance beyond Level II in the UEXCEL Practice Program by portfolio application. UEXCEL is one of the cornerstones of nursing practice at our hospital, and contributes to sustaining our excellence as a *Magnet™ designated* hospital.

UExcel is a goal-oriented program that offers you the opportunity for promotion by submitting a portfolio to demonstrate your achievements clinically in nursing practice, and your contributions to professional nursing at UCH and the community.

The UEXCEL Board has prepared this material to help you with your application. Please read this information carefully so you are prepared for advancement.

TIPS FOR SUCCESS

Plan Ahead

- Meet with your Manager to discuss your desire to be promoted. He/She can advise you as to the likelihood of achieving the goal of advancing and can help you select activities to meet the requirements so you add value to the clinical unit or service.
- Your manager must approve the administrative time needed for projects by a contract or Professional Development Plan, to assure agreement has been reached for time needed for successful completion prior to undertaking the work.
- Your portfolio submitted in 2012 must document activities that have taken place from September 1, 2011 to August 31, 2012.
- All materials should be dated. It is helpful to provide a timeline for projects. Activities must represent consistent professional performance.

Review UEXCEL Standards

- You must have achieved 'role model' status on your performance appraisal at your current UEXCEL level.
- The full copy of UEXCEL standards is on the UEXCEL website. Review the standards for the level you are applying to advance.
- Standards include specific expectations for Level III to Level IV RNs. These expectations include the requirement to be certified prior to the time of application. Advancing to Level IV represents the highest level of achievement in UEXCEL. If you are considering Level IV, the Board anticipates a portfolio that will reflect an increased level of depth and commitment in nursing practice and consistent with an expert level of clinical practice. Choosing an in-depth project and carrying this through the entire portfolio is one way to meet the expectations for this top level of practice.
 - Include a literature review in each section of your portfolio, with the appropriate level of evidence for each citation. Consult the EBP Champions website for levels of evidence. Examples of successful projects include decreasing the rate of VAP across the ICUs; initiation of swallow evaluations in the acute ischemic stroke population; hypothermia in the cardiac arrest patient; DNR status in the operative patient population.
- If you are in a clinical registered nurse or permanent charge registered nurse job description, but you regularly float administrative hours to serve in an alternative role such as Outcomes Coordinator, your UEXCEL Portfolio MUST reflect work accomplished in the clinical nurse role, not the alternative role. Please contact a UEXCEL Board member if you have further questions.

Submit Independent and Completed Work

- Your portfolio is documentation you are requesting a promotion. It shows how you are eligible to be promoted to a higher level of practice. Therefore it represents *your own completed work*, not plans for the future or the work of others.

- If you participate with others on a project, you must show **your own distinct contribution**, presented in your own words. Highlighting your own work by color coding is suggested as a way to ensure your own work is clearly outlined as compared to others.
- Do not copy material that a peer is submitting for their portfolio. **Do not include material that others have created, only your original work.**
- If you feel your work might be similar to someone else's, consult your manager/educator/advisor to ensure proper documentation of independent work.

Choose Your Advisor Carefully

- You must select an advisor who has attended a mandatory advisor course and is now certified to be an advisor. This list will be posted and updated on the UEXCEL web as individuals become certified. **Choose an advisor who *knows the current process for advancement* and is willing to take time to help you to advance.** An advisor who has successfully advanced recently to the level you hope to credential is most helpful.

Follow the Steps Outlined in the Information Handout

The UEXCEL Board wants you to be successful! Follow the steps outlined in the application process. **Remember to construct your portfolio so UEXCEL Board members who are not familiar with your specialty practice can clearly understand your work. Be very clear how you have met the advancement requirements.**

STEPS IN APPLICATION PROCESS

STEP ONE

Discuss advancement with your manager. Obtain confirmation you are on track to be considered a 'role model' on your performance appraisal. Gain agreement for your project(s), administrative time, and your manager signature on the Intent to Credential Form.

STEP TWO

Register on Healthstream and complete the Healthstream Courses titled *UEXCEL: Supporting and Advancing Your Nursing Career, Part I and Part II*.

STEP THREE

Select your advisor from the list of certified advisors listed on the UEXCEL website. Obtain their signature on the Intent to Credential Form. Submit this pre-application form to the UEXCEL Board Secretary, Mail Stop F795, by **April 2, 2012. This is a required step in the application process.**

- **NOTE: Submit the certificate showing you completed the UEXCEL courses Part I and Part II along with your Intent to Credential Form. The certification can be printed at the end of completing each course, on the Certificate of Completion page.**

STEP FOUR

Construct your portfolio according to the following guidelines:

- A. Put all components in a **three-ring, hard cover binder**. The Board urges applicants to place only essential materials in notebooks. Excessive documentation, such as, multiple emails, does not help your application. Limit emails to a snapshot of what relates to a particular project. Review these guidelines as listed here about the portfolio construction:
 - **Notebooks up to 3" in depth. Do not exceed 3"**.
 - **Type all documents** (Does not apply to raw data or revisions to policies and procedures)
 - **Type labels** for tabs, cover, and side seam of binder. Section tabs should be visible.
 - Include the following information on the cover and seam labels: name, date, unit, application level
- B. The portfolio should include 4 sections labeled as follows:
 1. Exemplary Professional Practice
 2. Transformational Leadership
 3. Structural Empowerment
 4. New Knowledge, Innovations & Improvements
- C. Type an introduction to each section to provide the Board with an overview of your work and achievements in each section. This typed overview must then be followed by the supporting documentation behind each section tab.
- D. **View successful portfolios!** You can call the UEXCEL Board Secretary at ext. 87809, to make an appointment to review some successful portfolios to gain an idea of how to construct your own work.
- E. **Please note:** Any journal club activity, regardless of where placed in the portfolio must include critique form, copy of article, attendance roster, evaluations, and CE materials.
- F. *Level IV's have the option to do a digital portfolio. Contact Professional Resources ext. 86655 for additional information.*
- G. *Level IV Applicants: It is strongly recommended you attend a meeting to be scheduled and hosted by the UCH Level IV RNs. It is also recommended to select a Level IV Advisor that may be on a different service, to promote impartiality regarding your work.*

**University of Colorado Hospital
Intent to Credential Application
UEXCEL Level III and Level IV**

Name: _____ Employee ID: _____

Home Address: _____

Unit/Clinic: _____

Date: _____

Current UEXCEL Level: _____ Level Applying to Credential: _____

Manager/Director: _____ Manager/Director Mail Stop: _____

Manager/Director Signature: _____

UEXCEL has a mandatory advisor program, effective 2010. Please review the Approved Advisory list on the UEXCEL Website, as well as the UEXCEL Board member list, select an advisor, then write the advisor preference below. Please remember your advisor must have already successfully advanced to Level III or Level IV, the same level you desire to credential.

Name of Advisor: _____

ADVISOR COMMITMENT STATEMENT:

*I agree to be a UEXCEL Advisor. I understand this commitment means I am currently knowledgeable about the UEXCEL requirements and I will support the advancement process. I attest to having completed an Advisor Certification course. I agree to review the notebook and the advancement criteria with this applicant **prior to portfolio submission.***

Signature: _____ Date: _____

I have completed the Healthstream courses titled *UEXCEL: Supporting and Advancing Your Nursing Career, Part I and II*. Please print out the certificates to document you have prepared for portfolio submission, and attach to this application.

I have reviewed the written material on the Credentialing Procedure: 2011-2012 Level III and Level IV.

Deadline

Send Intent to Credential form no later than April 2, 2012 by interdepartmental mail to UEXCEL Board Secretary, Box F795 or you may hand deliver directly to Leprino 10-021.