

UEXCEL ADVANCEMENT

Advancement to Levels III and IV



UEXCEL 2009

- UEXCEL provides a framework to guide practice, evaluate practice, and credential practice
- All clinical RNs are credentialed to practice at UCH
- Advancement to Level III and Level IV are by application and presentation of portfolio
- UEXCEL advancement offers RN opportunity for promotion while remaining as clinical nurse



What Does it Mean To Advance?

- Advancement demonstrates your personal achievement as a professional nurse
- Valued by your Manager/Director
- Provides professional growth opportunities
- Provides fiscal rewards



UEXCEL Advancement Rewards

- Recognition
 - UEXCEL pin, unit appreciation for leadership, web site listing, photo and name in *Insider*
- Fiscal:
 - Regular RN status
 - Level III - 4% increase to base pay in addition to exceeds pay increase of 4%
 - Level IV – 7% increase to base pay in addition to exceeds pay increase of 4%
 - Flex RN status = 3% increase to base pay



Preparing for Advancement



Tips for Success

- Review UEXCEL standards
 - read standards for your current level
 - know what you need to be working on
- Prepare for your evaluation
 - you must exceed at your current level in order to be eligible for advancement



Tips for Success

- Plan ahead
 - Work consistently on your projects
 - Include activities that have taken place from October 25, 2008 through October 23, 2009
 - Maintain documentation of your work on projects
 - No last minute rushes



Tips for Success

- Submit independent and completed work
 - Documentation must reflect completed work, not future plans
 - If work is part of a group project, your distinct contribution should be presented
 - Do not submit a portfolio with sections that are exactly the same as a colleague



More Tips for Success

- Choosing a advisor
 - You may select a UEXCEL Board member who has credentialed to the level you are desiring to advance
 - You may also select a UCH nurse as a advisor, who has advanced to the level you are applying
 - Other Resources: Educator/Manager
 - Obtain their commitment signature on the Intent to Credential Application Form
 - Make certain your advisor has recently advanced or is very familiar with the recent standards and process



Tips for Success

- Follow the steps outlined in the information handout
- Learn about portfolio expectations
 - Register for the HealthStream Course titled *UEXCEL: Supporting and Advancing Your Nursing Career, Part I and Part II*
 - Read descriptions/ask questions about the credentials procedures
 - Work with your advisor on construction of the portfolio
 - Be sure your advisor reviews your final portfolio before submission



Constructing Your Portfolio



UNIVERSITY OF COLORADO HOSPITAL | ANSCHUTZ MEDICAL CAMPUS

WWW.UCH.EDU

Portfolio Organization

- Use 3 ring binder
- Five sections with divider labels
 - Introduction
 - Clinical Practice
 - Leadership
 - Professional Profile (Teaching)
 - Practice Outcomes Activities
- Type an introduction to each section
- Follow the directions in credentialing packet



Portfolio Section: 1

- Introduction
 - Professional resume
 - Documentation of education
 - Copy of BSN or RN to MSN diploma
 - Official transcript with school seal
 - Transcript showing courses you are currently taking if degree is not completed
 - You must have completed the degree if applying for Level IV
 - You must have completed your certification if applying for Level IV. Include documentation of certification



Portfolio Section: 2

- Clinical Practice
 - Two letters of recommendation
 - RN Manager or RN Director
 - RN colleague
- Performance Appraisal
 - copy of 2008-2009 appraisal
 - must reflect an exceeds standard score
- Clinical Narrative
 - your nursing voice
 - philosophy/values and how you practice these values
 - need to provide a current clinical example showing how your practice has advanced to the next level, how your practice has developed/changed



Portfolio Section: 3

- Leadership
 - Unit and Institutional Projects
 - Additional work, not just day to day role
 - Review examples in portfolios
 - Policy and Procedure, Standards, Guidelines
 - Contributions to improving care utilizing evidence-based practice
 - Examples are provided in credentialing portfolio



Portfolio Section: 4

- Professional Profile (Teaching)
 - Preceptor Certificate (if applicable)
 - Teaching Activities
 - Preceptor
 - Include certificate and evaluation
 - Conducting an inservice, skills lab, or teaching in a CE class, or leading a journal club
 - Include copies of CE application, attendance record, evaluations
 - Acting as a clinical instructor
 - Optional
 - Your CE record
 - Community activities



Portfolio Section: 5

- Practice Outcomes
 - Your leadership role in a quality outcome activity
 - Collecting data on a unit quality issues, FOCUS-PDCA
 - Include audit forms and graphs when appropriate
 - Serving as a skin, pain, or evidence-based practice champion
 - What did you do to actively improve outcomes or make a change on your unit? Data must go beyond what is provided by Professional Resources.
 - Facilitating a journal club
 - Include article, critique, and attendance record
 - How did this impact change practice on your unit?
 - The outcomes of the journal club must hold significance to represent this outcomes section.



SUMMARY

- Timeline
 - Choose advisor
 - Work on activities/projects as part of exceeding standards on performance appraisal
 - Submit intent to credential form by September 18, 2009
 - Submit portfolio by December 4, 2009

