

Trinity Hospitals Clinical Ladder - Level Three Option Activities (Unit Secretary)

In addition to meeting the practice standards for Clinical Ladder - Levels One, Two and Three, you must select one activity from each of the following categories. You must complete the activities and accompanying paperwork within a year of your acceptance into Clinical Ladder - Level Three. Any documentation needed to meet the Level Three requirements (see guidelines) should be kept by you in a personal file and submitted to your Nurse Manager when the work for all five categories is complete. The committee will use this documentation along with the evaluation tools submitted by your manager to determine if the guidelines and requirements for completion have been met.

Professionalism	Clinical Skills	Education	QI/Outcomes	Leadership
<ol style="list-style-type: none"> 1. View 2 videos, read 2 articles or attend a presentation on leadership or teamwork/ team building - work with your nurse manager and/or colleague(s) to implement one of the behaviors or activities into your unit practice 2. Identify a way to promote professionalism on your unit and implement it by enlisting the cooperation of your colleagues 3. Shadow a nurse leader for 8 hours and document how what s/he does impacts healthcare in our organization 4. Come up with your own goal and present proposal to Clinical Ladder Committee 	<ol style="list-style-type: none"> 1. Provide a satisfying precepting experience for a new employee 2. Learn two areas of practice or two skills well and teach them to at least three colleagues 3. Shadow a nurse for a total of 12 hours and learn the reason behind four nursing activities that affect patient care - share this information with three colleagues. 4. Round with five physicians and document five things you learned that affect the way you work 5. Establish a mentoring relationship over a 6 - 12 month period either as a <ul style="list-style-type: none"> • leadership learning experience (you learn about 	<ol style="list-style-type: none"> 1. Assist nurse manager and/or staff development in the identification and organization of annual educational activities for your US group or your unit. 2. Lead a US meeting - set agenda, lead the meeting, follow up on the issues 3. Complete 12 hours of continuing nursing education 4. Come up with your own goal and present proposal to Clinical Ladder Committee 	<ol style="list-style-type: none"> 1. Attend a Patient Satisfaction Committee meeting and work with your unit to address one of the satisfaction concerns - measure and document the success of your initiative(s) 2. Work with the Infection Control Nurse to identify and address one infection control issue on your unit - measure and document the success of your initiative(s) 3. Work with your Nurse Manager to measure Quality Initiatives on your unit (e.g. data collection on Patient Safety Goals) 	<ol style="list-style-type: none"> 1. Bring two nursing or patient care concerns to Nursing Council (with approval of manager) and see them through the process of review and redress. Report back to the unit regarding status of concerns. 2. Serve as a liaison between US group and your nurse manager 3. Assist with US schedule development 4. Come up with your own goal and present proposal to Clinical Ladder Committee

Trinity Hospitals Clinical Ladder - Level Three Option Activities (Unit Secretary) CONTINUED...

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	being a leader from someone) or <ul style="list-style-type: none"> • as a leadership teaching experience (you teach someone about being a leader) or • join with a friend/colleague to explore the issue of leadership 			