

Trinity Hospitals Clinical Ladder - Level Three Standards of Practice (Unit Secretary)

Name _____ Unit _____

Dates _____ to _____

As a Trinity Hospitals Unit Secretary you may apply for entry into *Clinical Ladder Level Three* after successful completion of *Clinical Ladder Level Two*. You must have met all *Clinical Ladder Levels One and Two Standards of Practice*, met or exceeded the requirements outlined in your job performance review, and have no current disciplinary action(s) in your personnel file. For entry into *Clinical Ladder Level Three* you should be an experienced Unit Secretary who demonstrates advanced clinical knowledge and skills appropriate to your job description. You should be capable of and willing to act as a clinical resource within your unit. In order to fulfill the requirements of *Clinical Ladder Level Three* you will need to assume a significant degree of responsibility for and leadership in the everyday functioning of your unit and for education on the clinical unit as appropriate to your job description. In order to advance to this level, you must be committed to meeting the following standards of practice and to completing specific activity options for *Clinical Ladder Level Three*.

Professionalism	Clinical Skills	Education	QI/Outcomes	Leadership
<ol style="list-style-type: none"> 1. Facilitates effective communication among coworkers. Able to facilitate conflict resolution between co-workers 2. Demonstrates increasing ability to support/direct fellow employees in performance improvement 3. Actively evaluates own practice and utilizes insight to guide professional development 4. Facilitates processes to ensure all patients and family needs are met as appropriate to job description 	<ol style="list-style-type: none"> 1. Promotes evidence-based practice within clinical unit as applicable to job description 2. Demonstrates the ability to recognize and takes the initiative to address problems as they occur in day to day unit operations as applicable to job description 3. Precepts colleagues (unit secretaries) into leadership roles appropriate to level of practice 4. Serves as a role model of clinical and professional expertise 5. Functions as a resource person to other staff 	<ol style="list-style-type: none"> 1. Actively participates in the development of ongoing educational activities <ul style="list-style-type: none"> • Unit level • Facility level 	<ol style="list-style-type: none"> 1. Actively seeks out opportunities for quality improvement and works collaboratively with team to implement quality changes. 	<ol style="list-style-type: none"> 1. Demonstrates increasing leadership qualities <ul style="list-style-type: none"> o Assists colleagues to understand and meet their duties & responsibilities o Motivates others by identifying opportunities to promote teamwork o Recognizes interdepartmental problems and takes a lead role in resolution o Accepts a leadership role in unit responsibilities and activities as appropriate to job description