

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

In addition to meeting the practice standards for *Clinical Ladder Levels One and Two*, you must select one activity from each of the following categories. You must complete the activity and the accompanying paperwork within a one year period from your acceptance into *Clinical Ladder Level Two*. A copy of the standards of practice, the *Level Two Option Activities* and any documentation associated with the activities should be kept by you in a personal file and submitted to your Nurse Manager when work from 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. Participate in 8 hours of community healthcare related volunteer activities 2. Develop and present an inservice to <ul style="list-style-type: none"> o the CNA class o the CNA or Unit Secretary monthly mtg. o your unit o another dept. 3. Read two articles or view two video programs having to do with changes going on in medicine today, then write a two page essay discussing the impact of these changes on patient care 4. Develop your own project - present a proposal to the Clinical Ladder Committee 	<ol style="list-style-type: none"> 1. Learn and accept responsibility for additional skills as appropriate to your job description (new computer skills, clerical skills, customer service, etc. 2. Shadow providers in areas associated with your practice for a total of 12 hours: e.g. <ul style="list-style-type: none"> • Admissions • ETC • Dietary • Medical Records • IT • eCARE • Lab • Radiology 3. Shadow complementary medicine practitioner for 12 hours. e.g. <ul style="list-style-type: none"> • Massage therapist • Reflexologist • Physical therapist • Occupational therapist • Speech therapist • Chiropractor 4. Observe a surgery and write a one page essay on how it relates to your practice 5. Shadow medical/health related personnel for 12 hours (related to your area of practice) e.g. 	<ol style="list-style-type: none"> 1. Obtain 10 hours of continuing education applicable to your job description (medical terminology course, healthcare related videos or articles, etc. - nursing school courses count) 2. Attend a local, regional or state healthcare educational event and report back to unit or US meeting 3. Attend an EMS class 4. Participate in a class other than nursing that supports your health and wellness <ul style="list-style-type: none"> • Tai Chi • Exercise program • Strengthening program • Running/walking program • Meditation • Weight loss program • Stress reduction program 5. Complete a computer class: word processing, spreadsheet, etc. 6. Train as a hospice volunteer 7. Develop your own project - present a proposal to the Clinical Ladder Committee 	<ol style="list-style-type: none"> 1. Go to four quality improvement meetings (Patient Safety, Core Measure, etc.). Document how what you learned related to your practice. 2. Participate in a QI activity on your unit/assist person doing the quality study so you understand the goal of the study and how data collection works. Document on form. 3. Identify and implement a cost saving initiative on your unit. 4. Develop a tool or process change that improves practice, or patient/staff satisfaction - submit it to your nurse manager. 5. Assist in the revision of a nursing policy and procedure - see process though to approval 6. Develop your own project - present a proposal to the Clinical Ladder Committee 	<ol style="list-style-type: none"> 1. Accept additional unit responsibility <ul style="list-style-type: none"> • Cleaning • Ordering • Stocking • Handling lost and found 2. Work extra shifts when the census is high as requested by Nurse Manager, Supervisor, and Staffing Office. (40 hours in a 12 month period) 3. Accept responsibility for learning one area of practice or care very well and teach it to three colleagues 4. Provide three tours for high school students or other group 5. Develop your own project - present a proposal to the Clinical Ladder Committee

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

Professionalism	Clinical Skills	Education	QI/Outcomes	Leadership
	<ul style="list-style-type: none"> • Cancer Care nurse • Home Health nurse • Hospice nurse • Diabetic Educator • Wound Nurse • Emergency Room nurse • KDU nurse • Discharge Coordinator • Infection Control nurse • GI lab or ICU nurse • Funeral home director • EMS • ND Drug Task Force • Counselors/Social Workers • Physicians <p>6. Tour a treatment facility - write a two page essay on your experience (e.g. what you learned, how it affects your practice, etc.)</p> <p>7. Take a first aid course</p> <p>8. Provide a satisfying precepting experience to a new employee</p> <p>9. Develop your own project - present a proposal to the Clinical Ladder Committee</p>			