

## **Trinity Hospitals Clinical Ladder Program Guidelines - Unit Secretary**

### **Clinical Ladder - Level One**

- Includes all unit secretaries employed by Trinity Hospitals Nursing Service
- Nursing and general hospital orientation classes must be completed within specified time frame.
- Clinical orientation period and checklist must be completed within 3 months of employment
- All applicants must meet Trinity Hospitals' employment requirements and qualifications.

### **Clinical Ladder - Level Two**

- Must meet all Level One standards of practice (or have documented exception signed by Nurse Manager)
- An applicant is eligible to apply for Clinical Ladder Level Two after one year of employment as a Unit Secretary within the Trinity Health organization.
- Applicant must remain in the same clinical area for the duration of her/his current Clinical Ladder application.
- Eligible candidates must have agreed hours of at least 40 hours per pay period
- The applicant must have no disciplinary action in her/his personnel file for three months prior to applying for clinical ladder. If the applicant receives a warning while participating in clinical ladder s/he will not be eligible to complete the clinical ladder until after her/his annual evaluation.
- Candidates must meet or exceed the requirements outlined in their job performance review.
- To apply to Clinical Ladder Level Two, the candidate must submit a completed application packet to her/his Nurse Manager. The Nurse Manager will review the application along with the candidate for completeness and appropriateness of goals. The application is then submitted to Nursing Service's administrative secretary (Teri Seibel) who will submit it for committee review at the next meeting. Approval must be obtained from the committee before beginning work on the Level Two option activities. (Since satisfactory completion of Clinical Ladder - Level Two involves meeting both the Level Two standards of practice and the Level Two activity options, Clinical Ladder - Level Two will need to be completed and evaluated over the period of one year.)
- The applicant is responsible to maintain her/his Clinical Ladder documents file. When the option requirements have been met the participant completes the Standards of Practice Self Evaluation form. The participant then meets with her/his nurse manager to discuss the participant's Standards of Practice Self Evaluation. The standards of practice must be met before submitting the file to the Clinical Ladder committee.
- When the manager and the participant agree that the participant has met the requirements and her/his file is complete, the participant turns in her/his file to Nursing Service's administrative secretary (Teri Seibel) who submits the file for review at the next Clinical Ladder Committee meeting.
- The participant and her/his Nurse Manager will be informed via letter regarding the committee's decision for approval of the participant's file. Should the committee find the file lacking the participant will be informed via letter of the details of the concerns/deficiencies and the participant will have until the next committee meeting to submit the necessary material(s) or a written appeal.\*

\*An appeals process is available for any candidate who feels s/he has a clinical ladder related concern. See *Trinity Hospitals Clinical Ladder Appeal Process* information sheet under *Clinical Ladder* on the Trinet.

- Following successful completion of Clinical Ladder - Level Two the participant may renew her/his clinical ladder application yearly by submitting the required option activity paperwork. **New goals (activities) should be chosen each time the Clinical Ladder is renewed in order to promote ongoing professional development.** The participant must renew within three months to be considered as a Clinical Ladder renewal candidate. If the candidate fails to renew within the three month period a new application will be required.
- After successful completion of Clinical Ladder Level Two the participant will be awarded a \$500 bonus.

### Clinical Ladder - Level Three

- Following successful completion of Clinical Ladder Level Two the participant may choose to advance to Level Three. To advance to Level Three the applicant must submit a letter of recommendation from her/his manager stating that s/he has passed Clinical Ladder - Level Two and is recommended for Level Three. Level Three is a challenging program requiring a firm commitment to leadership.
- Should the candidate apply to Level Three within three months of completing Level Two a new application is not required. **The candidate will be required to submit the above noted letter from her/his manager as well as the option activities paperwork.** If the candidate applies for advancement to Level Three after the three month grace period a new application will be required.
- A candidate may not begin work on Level Three until her/his application has been reviewed and approved by the committee.
- Level Three participants should refer to the program guidelines outlined under Level Two for rules governing eligibility for application to the program, and for directions in applying and completing the Clinical Ladder Program. Level Three participants will be required to continue to meet the Level One and Two Standards of Practice while working on Level Three.
- As noted under the Level Two guidelines, the applicant is responsible to maintain her/his Clinical Ladder documents file. When the option requirements have been met the participant completes the Standards of Practice Self Evaluation form. The participant then meets with her/his nurse manager to discuss the participant's Standards of Practice Self Evaluation. The standards of practice must be met before submitting the file to the Clinical Ladder committee.
- When the manager and the participant agree that the participant has met the requirements and her/his file is complete, the participant turns in her/his file to Nursing Service's administrative secretary (Teri Seibel) who submits the file for review at the next Clinical Ladder Committee meeting.
- The participant and her/his Nurse Manager will be informed via letter regarding the committee's decision for approval of the participant's file. Should the committee find the file lacking the participant will be informed via letter of the details of the concerns/deficiencies and the participant will have until the next committee meeting to submit the necessary material(s) or a written appeal.
- Following successful completion of Clinical Ladder - Level Three the participant may renew her/his clinical ladder application yearly by submitting the required option activity paperwork. **New goals (activities) should be chosen each time the Clinical Ladder is renewed in order to promote ongoing professional development.** The participant must renew within three months to be considered as a Clinical Ladder renewal candidate. If the candidate fails to renew within the three month period a new application will be required.
- After successful completion of Clinical Ladder Level Three the participant will be awarded an \$800 bonus.

REVISED: 3/91, 10/92, 1/01, 1/02, 1/03,  
3/03, 12/03, 1/04, 11/07  
REVIEWED: 1/95, 11/98