

Trinity Hospitals Clinical Ladder - Level One Standards of Practice (CNA/NA)

Name _____ Unit _____

Dates _____ to _____

Meets Level One Standards of Practice Yes No Date _____

Nurse Manager's Signature _____

As a Trinity Hospitals CNA/NA you will be in *Clinical Ladder Level One* following completion of your orientation period. You may apply for admission to *Clinical Ladder Level Two* after one year of employment (see guidelines). The following table outlines the standard of practice requirements that need to be met for entry into *Clinical Ladder Level Two*.

| Professionalism | Clinical Skills | Education | QI/Outcomes | Leadership |
|---|---|--|---|--|
| <ol style="list-style-type: none"> 1. Upholds and demonstrates use of Trinity Health's statement of values, mission, vision, and behavioral expectations <ul style="list-style-type: none"> o Communicates respectfully with patients, families, and colleagues o Works with coworkers as a team, sharing workloads, and assisting during busy times o Utilizes downtime constructively o Interacts with other staff, patients, families, and visitors in a positive manner o Employs the "Woogie" approach when engaged in patient care 2. Demonstrates commitment to work-unit group <ul style="list-style-type: none"> o Flexible with work schedule (as able) o Dependable (in terms of attendance both at work and work related inservices, meetings, etc., shows up on time to work and related events, completes assignments) 3. Recognizes members of the interdisciplinary team and their roles 4. Recognizes limitations in knowledge and seeks help appropriately 5. Maintains patient privacy and confidentiality | <ol style="list-style-type: none"> 1. Delivers safe, quality, and appropriate patient care using established job criteria <ul style="list-style-type: none"> o Demonstrates basic assessment skills appropriate for level of practice, collects data, and documents as appropriate. Engages in ongoing assessment of the pt. o Complies with portions of care plan appropriate to level of practice. Encourages family involvement. o Demonstrates ability and appropriate technical skills when completing activities within appropriate level of practice o Is aware of and practices within Nursing/General Policy and Procedure o Completes shift assignments in an organized and timely manner o Reports any challenges to assignment completion to charge nurse and patient's nurse in a timely manner to ensure quality patient care o Evaluates patient response to interventions as appropriate and reports to patient's nurse or charge nurse o Participates in the discharge planning process as appropriate to level of practice o Supports patient and family education as appropriate 2. Follows hand off communication policy and procedure (SBAR) correctly (including shift report). 3. Recognizes the physiological, psychological, and age specific needs of patients as appropriate to level of care. 4. Demonstrates increasing ability to recognize and respond to changes in patient's condition, seeking assistance from team members as needed and reporting changes to patient's nurse or charge nurse. 5. Meets unit-specific requirements. 6. Demonstrates increasing cultural awareness, and understanding of how personal and cultural beliefs impact patient care needs. | <ol style="list-style-type: none"> 1. Maintains current CNA certification as applicable 2. Successfully completes hospital, nursing and unit specific orientation within specified time frame <ul style="list-style-type: none"> o Completes online mandatory ed. within 35 days of hire and annually thereafter o Completes Hospital and Nursing Orientation within specified time o Completes unit specific orientation and competency checklist within three months of hire 3. Attends all mandatory education 4. Completes and maintains hospital-wide requirements <ul style="list-style-type: none"> o TB o BLS o Unit Specific 5. Complies with regulatory agencies/policies <ul style="list-style-type: none"> o Joint Commission o OSHA o HIPPA 6. Completes unit-specific requirements: annual education and skills competencies 7. Develops and maintains proficient computer skills 8. Maintains personal record of educational activities | <ol style="list-style-type: none"> 1. Supports changes to improve overall patient outcomes. 2. Maintains awareness of unit specific, hospital wide and national quality measures applicable to practice and incorporates them into day-to-day nursing practice. 3. Aware of Joint Commission process and standards as applicable. 4. Aware of and participates in ongoing unit-specific and hospital wide quality improvement activities; and assists with data collection as applicable. 5. Consistently uses two patient identifiers as appropriate. 6. Adjusts practice in accordance with QMI outcomes. | <ol style="list-style-type: none"> 1. Recognizes unit leadership, team roles, and chain of command, and practices beginning leadership attitudes. <ul style="list-style-type: none"> o Open to receiving feedback. o Positive attitude regarding change. 2. Manages patient care assignment, seeking assistance as appropriate 3. Sets an example by being knowledgeable of and following details of Trinity Health's policies and procedures including <ul style="list-style-type: none"> • Dress Code, Safety, Infection Control, MSDS, Abuse and Neglect, and Unit Specific |