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| Policy Title: Staff Nurse Clinical Ladder Promotion | | Former Policy Number: NSAD-0024 | |
| Document Owner: MELISSA BROWNING | | Approver(s): Shonda Morrow | |
| Date Created: 02/21/2022 | Date Approved: Not Set | Date Updated: 02/21/2022 | Review Due: 03/25/2025 |
| Applies To: RUMC <input checked="" type="checkbox"/> RUMG <input type="checkbox"/> ROPH <input type="checkbox"/> RCMC <input type="checkbox"/> RCH <input type="checkbox"/> ROPPG <input type="checkbox"/> RCMG <input type="checkbox"/> | | | |

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I. Policy

1. A staff nurse is eligible for promotion when consistent proficient performance standards in his/her current position description are met or exceeded.
2. A staff nurse is to meet the job qualifications for eligibility for promotion as required by the position description.
3. Nurses seeking promotion to RN3 will be reviewed and approved by manager and the RN3 Validation Committee.

RN

1. For RN1 to RN2 advancement, a discussion about promotion will occur between manager and staff nurse when staff nurse has achieved 12-18 months of nursing experience. RN2 advancement checklist to be completed with 1 example per Professional Practice Model (PPM) domain and attendance of charge or preceptor workshop required
2. Nurses seeking promotion to (or maintaining) the position of RN3 will prepare and submit their PowerPoint presentations according to the requirements for RN3 outlined in the RN3 Advancement/Maintenance Checklist located on the Rush intranet [here \(2 examples required for each PPM domain\)](#).
3. The PowerPoint presentation will first be submitted to the manager for review and approval with signature placed on the RN3 Advancement/Maintenance Checklist.
4. Upon manager approval, the nurse will then schedule a review with the RN3 Validation Committee. The schedule of dates and times are available through Rush Learning Hub (RLH).
5. The nurse will present the completed RN3 Advancement/Maintenance Checklist along with supporting documentation in a presentation/powerpoint format to the RN3 Validation Committee for review.
6. The nurse will be informed of the RN3 Validation Committee decision on promotion or maintenance of RN3 status via an email communication.
7. RN3 maintenance occurs every 24 months from time of validation utilizing RN3 maintenance checklist (3 examples per each PPM domain required) and PowerPoint presentation

Manager

1. Reviews nurse's qualifications and PowerPoint presentation materials in accordance with the RN3 Advancement/Maintenance Checklist.
2. Makes a decision to support nurse's decision to advance to/maintain RN3 status by assessing the appropriateness and quality of the PowerPoint presentation in accordance with the RN3 Advancement/Maintenance Checklist.
3. Receives email notification from RN3 Validation Committee regarding successful RN3 Advancement/Maintenance.



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4. Determines adjusted salary according to Nursing Finance Guidelines for promotions when moving up levels on the ladder.
 5. Initiates Position Change process in Link for promotions when moving up levels on the ladder.
 6. If promotion is denied, manager meets with staff member to discuss areas for improvement and reasons for denial of advancement. A nurse may reapply in six months with the RN3 Validation Committee. If additional information is requested by the RN3 Validation Committee, the nurse will have three months to provide information to committee.
- A staff member may appeal a promotion denial via the PNS Bylaw Appeal Process as noted in Article 4.4-2.

II. Definitions

N/A

III. Procedure

N/A

IV. Attachments

N/A

V. Related Policies or Clinical Resources

N/A

VI. References and Regulatory References

N/A