

## Surgical Technologist Candidate's Letter of Intent to Manager for Advancement

Name \_\_\_\_\_ Date \_\_\_\_\_ Manager \_\_\_\_\_ Service Line \_\_\_\_\_  
 Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

I am interested in applying for advancement as a CST/ST Level 3 and have completed the Readiness Assessment Tool below:

Candidate Assessment		Manager Assessment		Readiness Categories	
Meets Criteria	Does not meet Criteria	Meets Criteria	Does not meet Criteria	Category	ST Clinical Ladder Readiness Assessment Tool
				<b>Experience</b>	Currently a CST2 or Grandfathered ST2 with at least 18 months of clinical experience
				<b>Knowledge</b>	Demonstrates superior knowledge and expert practice as the Primary Scrub in advanced surgical procedures
				<b>Effect on Team</b>	Relationships with others - Works well with most people Exceptional team player, Communicates effectively with surgical team
				<b>Professional Development</b>	Seeks knowledge, reads articles, keeps up with new procedures, equipment, Minimum 15 hours of Continuing Education per year
				<b>Preceptor</b>	Welcomes new staff/students, Shares knowledge and encourages their participation and growth
				<b>Leadership</b>	Serves as a Mentor and Role Model, Displays professional behavior in the workplace
				<b>Credo</b>	Exemplary Credo Scores

I have read the job description, evaluation criteria, and advancement interview questions for this ST level, and have assessed my practice related to the criteria and expectations for this level. I believe my practice meets these standards. I have also reviewed the advancement process and understand my responsibilities throughout the process. I look forward to meeting with you to discuss my advancement. Thank you for your consideration of this proposal. I understand that it may take up to 2 weeks for your response.

Manager Response/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_ I support your advancement without reservation and will schedule a time when we can meet and discuss next steps.

\_\_\_\_ I will schedule a meeting with you within 2 weeks to discuss a plan for your development needs to meet advancement goals.