

# LPN VPARE Rubric

*Vanderbilt Professional Advancement and Recognition of Excellence*

VANDERBILT  UNIVERSITY  
MEDICAL CENTER

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# Transformational Leadership

Transformational Leadership reflects nurses doing the following:

- Leading effectively through change
- Advocating for resources
- Growing new leaders
- Promoting the mission, vision, and core values of VUMC
- Advocating for diversity, equity, and inclusion for all

# TL-1

	Standard	Details	Evidence	Examples
TL-1	<p>VPARE Mentor</p> <p><b>LPN3 or LPN4</b></p> <p>Serves as 2 standards <u>for renewal</u>.</p>	<p>Actively serves as a VPARE Mentor. Mentor at least two candidates in the two-year period.</p> <p><b>LPN3:</b> Upon Renewal Only</p> <p><b>LPN4:</b> Upon Initial or Renewal</p>	<p>Provide evidence by submitting: VPARE Mentor feedback surveys from at least two candidates.</p> <p><b>**If candidate has not been approved for advancement, please provide evidence emails and communication between yourself and your candidates. **VPNPP Mentoring is accepted**</b></p>	

## Resources:

If you are interested in being a Mentor:

[Mentor Sign Up](#)

If you have already served as a Mentor:

Email [VPARE operations](#) to receive copies of your feedback surveys from mentoring timeframe.

VANDERBILT HEALTH

### VPARE Evaluation

Please share your feedback on the VPARE process.

Mentor Name \*

Mentee Name \*

Were you the mentor or mentee? \*

Send me a copy of my responses

Submit

Powered by Smartsheet  
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# TL-2

## Resources:

	Standard	Details	Evidence	Examples
TL-2	Precept new employee or student  <b>LPN3 or LPN4</b>	<p>Serve as a preceptor for one new staff member or student in your work area for at least 50% of the staff member's orientation on their respective shift or at least 50% of the student's practicum shifts.</p> <p>*For specialty areas with non-traditional orientation patterns, please consult a Mentor to determine appropriate evidence.</p> <p>*Preceptor and mentor are not interchangeable. See Nurse Mentor below.</p> <p><i>Preceptor – an experienced individual to teach, guide, and assist another who is learning a role. The preceptor relationship often has specific time limitations, and the specific responsibilities of the preceptor and preceptee are clearly outlined.</i></p>	<p>Provide evidence by submitting:</p> <p>1. Letter/email from new staff member, student, or educator with dates served as preceptor and dates the new staff member/student was on orientation/orienting (to determine percentage or time serving as primary preceptor). <b>OR</b> Screenshot/copy of the schedule indicating preceptor responsibility during the complete orientation.</p> <p>2. Attend #1: "Preceptor Concepts" live class or Preceptor Concepts On-demand" option <b>AND</b> #2: one other preceptor activity of your choosing.</p> <ul style="list-style-type: none"> <li>• unit specific training activity</li> <li>• Pursuing Precepting</li> <li>• CREDO Conversations for Preceptors</li> <li>• Preceptor Introduction Curricula On-Demand</li> <li>• Preceptor On-Demand Education</li> <li>• Preceptor Supplemental Modules</li> <li>• Advanced Preceptor Concepts</li> </ul>	Transition to practice

[Preceptor Concepts Workshop](#)



# TL-3

	Standard	Details	Evidence	Examples
TL-3	Wellness Commodore or Wellness Leader  <b>LPN3 or LPN4</b>	<p>Promote a culture of wellness in the work area by creating, promoting, and coordinating wellness initiatives.</p> <p><b>LPN3:</b> Distribute information related to Nurse Wellness to staff at least once per year.</p> <p><b>LPN4:</b> Organize activities related to Nurse Wellness at least twice a year.</p>	<p>Provide evidence by submitting:</p> <ol style="list-style-type: none"> <li>1. Area of the wellness wheel project touches</li> <li>2. An example of one or more of these wellness activities implemented and dates activities occurred (e.g., picture of bulletin board education, flyer, email communication).</li> <li>3. Letter/email from leader stating official Wellness Commodore designation (not required).</li> </ol>	<p>Peer support group with EAP (Employee Assistance Program)</p> <p>Break wellness walk group</p>

## Resources:

### [Nurse Wellness Homepage](#)



### Join the Nurse Wellness Committee!



Vanderbilt Staff who are or support Nursing are welcome!

#### Meetings

First Thursday of the month  
1:30pm - 2:30pm via Teams

[Click to get involved](#)

# TL-4

Resources:

	Standard	Details	Evidence	Examples
TL-4	Nurse as Leader  LPN3 or LPN4	Actively serve as a team lead in unit, clinic, or department.	Choose #1 or #2:  1. Submit email/letter from direct supervisor stating role and dates served.  2. Submit screenshot of schedule indicating nurse as leader responsibility.	Relief Shift Leader Charge Nurse Procedure Nurse Patient Flow Nurse

# TL-5

## Resources:

	Standard	Details	Evidence	Examples
TL-5	Nurse Mentor  <b>LPN3 or LPN4</b>	<p><b>LPN3:</b> Serve as a formal mentor through a VUMC mentoring program or in a mentoring relationship approved by your leader.</p> <p><b>LPN4:</b> Serve in a leadership or education role in a VUMC mentoring program, “mentoring the mentor.”</p> <p>*Preceptor and mentor are not interchangeable. See Preceptor above*</p> <p><i>Mentor – An experienced nurse who has developed expertise and can be a strong force in shaping a nurse’s identity as a professional. Mentoring can include providing information, advice, support, and ideas. Typically, mentors and mentees have a long-lasting relationship.</i></p>	Submit evidence of participation (at least 6 months) from the VUMC Mentor Platform, the mentoring program administrator or from your leader.	<p>VUMC/MNPS Mentor program</p> <p>Clinical nurse to clinical nurse mentor</p> <p>Evidence-Based Practice Mentor</p> <p><i>VPARE Mentor not included</i></p>

The VUMC Mentor Platform is currently under construction. Use a letter from your leader as evidence of mentoring relationship.

Contact [VUMC Nursing DEI Committee](#) to get involved with the VUMC/MNPS Mentor Program.

# TL-6

## Resources:

	Standard	Details	Evidence	Examples
TL-6	Diversity, Equity, and Inclusion  <b>LPN3 or LPN4</b>	Participation in an initiative that promotes workplace diversity, equity, and/or inclusion and is consistent with the nursing strategic plan.  The example can pertain to either the workforce, patients, and/or families.  <b>LPN3:</b> Participates in initiative.  <b>LPN4:</b> Leads initiative.	Submit evidence showing involvement or leadership role – such as presentations, newsletter, meeting agenda and minutes.	

[VUMC Nursing DEI Committee](#)

[Nursing Strategic Plan](#)

[VUMC's Office of Diversity and Inclusion](#)

[VUMC's DEI Toolkit](#)

# TL-7

## Resources:

	Standard	Details	Evidence	Examples
TL-7	Advocate for Resources  <b>LPN3 or LPN4</b>	Advocate to leadership for resources that support nurses' well-being.  The example must incorporate how the resource improved nurses' (pick one): <ul style="list-style-type: none"> <li>• work-life balance</li> <li>• health and safety</li> <li>• growth and development</li> <li>• recognition</li> <li>• involvement</li> </ul> <i>Advocacy does not have to be successful to be included.</i>	Submit evidence showing involvement or leadership such as – proof of advocacy through email to leader, minutes from a meeting, letter from leader, and/or pictures from an event.	Meal breaks, code lavenders (LPN4 would share # of events prior)  Resilience plan for burnout (microbreaks, reminders of engaging in the work and why chose profession)  Zen rooms, physical security enhancements Peer support

[Nurse Well-Being Resources](#) from VUMC's Nursing Wellness Committee.

# TL-8

## Resources:

	Standard	Details	Evidence	Examples
TL-8	Nurse-Leader Partnership for Problem-Solving  <b>LPN3 or LPN4</b>	Partner with a nurse leader (CNO, Nurse Director, or Nurse Manager) to improve patient care or nursing practice environment.	Provide evidence by submitting:  1. Proof of communication with CNO/Nurse Director/Nurse Manager related to improvement of patient care or nursing practice environment. 2. Proof of implementation, such as policy or SOP changes, email, meeting minutes from unit board or staff meeting  If applicable, data showing change	Developing solutions for problems or concerns shared on comment cards or by families.  Work with leadership to implement a new protocol or technology.  Visitation for children in trauma units

# TL-9

## Resources:

	Standard	Details	Evidence	Examples
TL-9	Superuser  LPN3 or LPN4	<p>Use knowledge gained as a superuser or champion to improve and enhance professional practice of others.</p> <p><b>LPN3:</b> Demonstrate proficient technical competence by sharing knowledge/skills with others in the practice setting</p> <p><b>LPN4:</b> Lead or Co-lead training for others in the practice setting</p> <p><i>Submit under "Innovation" if a new initiative or recommendation to use existing process or technology in a different way.</i></p>	<p>Provide evidence by submitting:</p> <p><b>LPN3:</b></p> <ol style="list-style-type: none"> <li>1. Confirmation of training for superuser or knowledge gained (classes, modules).</li> <li>2. Proof of sharing knowledge skills, informally or formally. May include unit board minutes or emails.</li> </ol> <p><b>LPN4:</b></p> <ol style="list-style-type: none"> <li>1. Documentation from at least 1 training session in the past year (e.g., letter from leader, attendance roster)</li> <li>2. Tools used in the training (PowerPoint, poster, handouts, etc.)</li> </ol>	

# TL-10

## Resources:

	Standard	Details	Evidence	Examples
TL-10	Health Promotion  LPN3 or LPN4	<p>Participate in the advocacy of individual or community health promotion at an external forum where decisions impacting healthcare are made.</p> <p><i>Health promotion: wide range of social and environmental interventions to benefit and protect people's health and quality of life by addressing and preventing the root cause of ill health, not just focusing on treatment and cure.</i></p> <p><i>External forum: government or non-governmental organization that influences nursing profession or the overall health of an individual or community.</i></p>	Provide evidence by submitting proof of advocacy, could include but not limited to emails, pictures from the event, presentations.	Examples of external health forums include but are not limited to the Tennessee Nurses Association, the American Nurses Association, etc.

[TNA Advocacy Programs & Toolbox](#)

[ANA Advocacy Toolkit](#)



# TL-11

## Resources:


	Standard	Details	Evidence	Examples
TL-11	Leadership in Shared Governance  <b>LPN3 or LPN4</b>	<b>LPN3 or LPN4:</b> Chair/Co-chair a committee, council, or board within the last two years. Provide evidence of a project, initiative, or change generated from shared governance group and your leadership role within the group. May also lead a taskforce or workgroup within a shared governance group.	Provide evidence by submitting:  1. Proof of leadership position, not limited to but could include meeting minutes, attendance roster, or letter from executive sponsor or manager.  2. Proof of initiative or change  3. Attend Board Basics Course (Contact Hour Certificate or proof of completion in LMS) – does not have to be within the last two years	Unit Board Co-chair and lead initiative Lead workgroup or taskforce for a committee or board Safety committee, Survival Day committee, PR committee, Peer support, Medical CQI, Education, Interview committee, Protocol Committee, & RAL/IFly Committee, Unit Board, Supply Ordering Committee

For general Shared Governance help, including education, resources, and consults: [VUMC Shared Governance](#)

To sign-up for Shared Governance courses in the LMS, [click here](#) and use key word search "board basics."

→ 121 results for "board basics"

Name

 Shared Governance Board Basics Class

# Structural Empowerment

Structural Empowerment reflects nurses doing the following:

- Being an active member in a professional organization
- Growing through professional development, advanced degrees, and certifications
- Participating in healthcare outreach
- Being recognized for contributions to strategic plan

# SE-1

## Resources:

[Information of the Good Catch and Safety Superhero Awards](#)

	Standard	Details	Evidence	Examples
SE-1	VUMC Culture of Safety Recognition or Award  <b>LPN3 or LPN4</b>	Nominee or award winner of a patient safety award; recognition for elevating a patient safety concern.	Submit documentation of award or nomination for the award.	Good Catch Safety Superhero

# SE-2

Resources:

	Standard	Details	Evidence	Examples
SE-2	Professional Recognition or Award  LPN3 or LPN4	<b>LPN3:</b> Nominee or award winner of professional recognition award.  <b>LPN4:</b> Serve on a selection committee or workgroup for professional recognition awards.	<b>LPN3:</b> Submit documentation of award or nomination for the award.  <b>LPN4:</b> Submit letter or email stating active membership on selection committee or workgroup from committee co-chairs.	Daisy Award CREDO March of Dimes Nurse of the Year Nursing Honors Professional Organization Award Elevate Award Healthcare Hero

# SE-3

## Resources:

	Standard	Details	Evidence	Examples
SE-3	Community Outreach <ul style="list-style-type: none"><li>• VUMC</li><li>• Local</li><li>• State</li><li>• Regional</li><li>• Global</li></ul> <b>LPN3 or LPN4</b>	<b>LPN3:</b> Participate in volunteer activities that are in line with VUMC's strategic plan (Design for Patients and Families, Make Diversity and Inclusion Intentional, and Discover, Learn and Share).  <b>LPN4:</b> Lead volunteer activities that are in line with VUMC's strategic plan.	Submit evidence of participation or leadership activity via formal e-mail or letterhead from the clinical leader or volunteer leader.	EMS Center of Excellence Mission Work Girl/Boy Scouts 2 <sup>nd</sup> harvest food bank Camp involvement Outreach to schools: Reading Across America, Education on summer safety, pool safety Heart Walk Burn Camp Organize food drive

[Community Outreach Program](#)

[Burn Center – Camp Hope](#)

[Greater Nashville Heart Walk](#)

[Walk to End Alzheimer's](#)

# SE-4

## Resources:

	Standard	Details	Evidence	Examples
SE-4	Shared Governance and Decision Making  <b>LPN3 or LPN4</b>	Actively participate in shared governance forum. Provide evidence of a project, initiative, or change generated from a shared governance group and your involvement.	Provide evidence by submitting: 1. Attendance rosters or minutes from at least 2 meetings. 2. Evidence of initiative or change and involvement.	Participate in Unit/Clinic Board decision to update vital sign standard times. Participate in Shared Governance Committee's education toolkit creation

VUMC's [Nursing Shared Governance website](#) offers education, tools, and templates.

# SE-5

Resources:

	Standard	Details	Evidence	Examples
SE-5	Magnet or Pathway to Excellence Involvement  <b>LPN3 or LPN4</b>	Actively participate in Magnet or Pathway forum.  <b>LPN3:</b> Champions, Magnet or Pathway committee members  <b>LPN4:</b> Co-chair champion committee, visit escort, story writing	Submit evidence of activity via formal email or letterhead from Magnet Program Director.	Magnet or Pathway champion Magnet or Pathway story contribution Magnet or Pathway site visit escort

# SE-6

## Resources:

	Standard	Details	Evidence	Examples
SE-6	<p>Learning Opportunities for Staff Development</p> <p><b>LPN3 or LPN4</b></p>	<p>Provide formal learning opportunities to staff as a content expert for health-related education.</p> <p><b>LPN3:</b> Deliver education (minimum of 2 sessions or 2 topics).</p> <p><b>LPN4:</b> Develop, plan, and deliver education (minimum of 4 sessions or 4 topics).</p> <p><i>For patient education, submit under Patient Education Development. If applicable, may submit under Professional Presentation but not both.</i></p>	<p>Provide evidence by submitting:</p> <ol style="list-style-type: none"> <li>1. Summary of learning opportunity</li> <li>2. Agenda or outline, including date(s)</li> <li>3. Attendance roster if available</li> <li>4. Copy of presentation, including your name as presenter</li> </ol> <p><b>LPN4:</b> In addition to the above items, description of the learning needs and how you developed the education.</p>	<p>Classes for VUMC</p> <p>EOR</p> <p>BLS</p> <p>ACLS</p> <p>TNCC</p> <p>Chemotherapy</p> <p>Bike Safety Education</p> <p>Unconscious Bias</p> <p>Handle with Care</p> <p>PHTLS</p> <p>LF skills lab</p> <p>LF hemodynamics lab</p> <p>LF Simpalooza</p>



# SE-7

	Standard	Details	Evidence	Examples
SE-7	Specialty Certification  LPN3 or LPN4	Maintain specialty certification from a Magnet Recognized certification program.	Provide evidence of current specialty certification (e.g., certification card, email confirmation, screenshot from organization website).	

## Resources:

Certifications must be recognized by Magnet. To check if a certification is recognized, [click here](#). Then click on the three certifying body websites to search for the certification (NCCA, ANSI, ABSNC).



### Accepted Professional Board Certifications

For a professional board certification and/or a health-care related certification to be accepted for inclusion in the DDCT, it must be accredited by one of the following accrediting bodies:

National Commission Certifying Agencies (NCCA): [\[LB: ICE\] Accredited Program Search \(learningbuilder.com\)](#)

ISO 17-024 (ANSI): [ISO 17-024 \(ANSI\)](#)

Accreditation Board for Specialty Nursing Certification (ABSNC): <https://absnc.org/certification/accredited-programs>

# SE-8

Resources:

	Standard	Details	Evidence	Examples
SE-8	Member of a professional organization and Clinical Practice  <b>LPN3 and RN4</b>	Active membership in a professional nursing organization and evidence of a change in nursing practice that occurred due to your affiliation.	provide evidence of active membership (e.g., membership card, email, or screenshot from professional organization) including membership activation date and documentation of change (change in policy, introduction of information).	Implementing a professional organization's specialty standards or guidelines in the organization.  Implementing AORN recommended skin assessment tool  Sharing APHON Evidence-Based Practice Guidelines in staff education

# SE-9

Resources:

	Standard	Details	Evidence	Examples
SE-9	Committee Member of a Professional Organization  <b>LPN3 or LPN4</b>	Actively participate as committee member for a professional organization, attending a minimum of 75% of meetings.	Provide evidence by submitting:  1. Email or letter from committee chair stating role.  2. Meeting attendance records from two meetings.	

[Opportunities to get involved in TNA Committees](#)

# SE-10

Resources:

	Standard	Details	Evidence	Examples
SE-10	Officer of a Professional Organization  <b>LPN3 or LPN4</b>	Participate as an officer in a professional organization.	Provide evidence by submitting professional organization document showing officer role and dates of service.	

[Opportunities to get involved in TNA Committees](#)

# SE-11

Resources:

	Standard	Details	Evidence	Examples
SE-11	Elective Cross-Training to other clinical area or specialty  <b>LPN3 or LPN4</b>	<b>LPN3:</b> Take initiative to become cross-trained to another area of need to meet the needs of patient care.  <b>LPN4:</b> Lead cross-training or classes for nurses from another area.  *Does not include sister units or other areas where cross-training is required as part of job description.	Provide evidence by submitting one of the following:  1. Letter/email from leader with dates the staff member trained in additional area.  2. Screenshot or copy of schedule indicating training shifts including dates, with manager's signature.	

# SE-12

## Resources:

	Standard	Details	Evidence	Examples
SE-12	Pursue Advanced Degree  <b>LPN3 or LPN4</b>	Actively enrolled in program to advance degree (e.g., Bachelors, Masters, Doctoral).	Provide evidence of completed course(s) in the past two years (e.g., transcript, proof of enrollment, grade report).	

Evidence must be of courses taken, not acceptance to a program.

[VUMC Education Benefits Information](#)

[Nursing Tuition Assistance Benefits](#)

# SE-13

Resources:

	Standard	Details	Evidence	Examples
SE-13	Patient, family, peer, or provider recognition  LPN3 Only	Acknowledged by patients/families/peer/ providers for CREDO and/or clinical excellence.	Submit documentation of positive comments from patient, family, peer, or Provider.	

# New Knowledge, Structural Empowerment

New Knowledge, Innovation and Improvements reflects nurses doing the following:

- Advancing nurse led research, quality improvement, and evidence-based practice projects
- Using and evaluating evidence-based and professional organization standards and guidelines in practice
- Innovating through technology and workflow



# NK-1

## Resources:

	Standard	Details	Evidence	Examples
NK-1	Clinical Problem Solving & Evidence Based Practice Process <b>LPN3 or LPN4</b>	<p><b>LPN3:</b> Identifies a problem, develops a PICOT question &amp; searches the literature.</p> <p><b>LPN4:</b> Review the literature to make an evidence-based recommendation.</p>	<p>Provide evidence by submitting:</p> <p><b>LPN3:</b></p> <ol style="list-style-type: none"> <li>1. Explanation of clinical or practice problem</li> <li>2. Question</li> <li>3. At least 2 articles found that relate to the question</li> </ol> <p><b>LPN4</b> (in addition to 1-3):</p> <ol style="list-style-type: none"> <li>1. List of interventions and outcomes found in the literature</li> <li>2. Recommendations for your area based on literature</li> </ol> <p>Optional: Completion of EBP education modules related to any of the above steps.</p>	<p>Problem: Several elderly patients have fallen in the clinic.</p> <p>Question: What are best practices to prevent falls in the elderly?</p> <p>Two articles related to preventing falls in the elderly.</p>

[PICOT Question Tools](#)

[Library & Search Strategy Tools](#)

[Levels of Evidence Tools](#)

[Rapid Critical Appraisal Tools](#)

[Synthesis Table Resources](#)

# NK-2

## Resources:

	Standard	Details	Evidence	Examples
NK-2	Evidence Based Practice Implementation  LPN3 or LPN4	<b>LPN3:</b> Participate in work to revise or implement an evidence-based change in practice in your area.  <b>LPN4:</b> Lead work to revise and implement an evidence-based change in practice for your area.	Provide evidence by submitting: <ol style="list-style-type: none"><li>1. Meeting minutes, notes from planning sessions, or letter from leader verifying work.</li><li>2. Attendance list</li><li>3. Policy, guideline or SOP that was revised or newly implemented</li><li>4. Evidence (at least 2 articles) related to revision of SOP</li></ol>	Presentations associated with an EBP or QI project, and the audience identified Project team meeting minutes  Updates or inservice documents, with the audience identified Policy, guideline, or SOP with changes tracked (if revision)

[Example Evidence Based Practice Projects](#)

# NK-3

## Resources:

	Standard	Details	Evidence	Examples
NK-3	Literature Evaluation  <b>LPN3 or LPN4</b>	<p><b>LPN3:</b> Participate in a Journal Club, or other activity that evaluates nursing or healthcare literature by reading and summarizing at least 2 articles for intervention and outcome synthesis tables.</p> <p><b>LPN4:</b> Lead Journal Club for evidence based practice by gathering literature and facilitating discussion of literature. Use results of discussion to suggest evidence based changes for unit or practice area.</p>	<p><b>LPN3:</b> Please submit:</p> <ol style="list-style-type: none"> <li>1. Journal articles with interventions and outcomes highlighted</li> <li>2. Attendance rosters with date</li> </ol> <p><b>LPN4:</b> Please Submit:</p> <ol style="list-style-type: none"> <li>1. Journal article(s)</li> <li>2. Agenda/Minutes (If Applicable)</li> <li>3. Attendance rosters</li> <li>4. Sharing of evidence based recommendations</li> </ol>	<p>Jigsaw Journal Club Unit based journal club Journal club organized by another department</p>

[Rapid Critical Appraisal Tools](#)

[Jigsaw Journal Club Tools](#)

[PICOT Question Tools](#)

[Library & Search Strategy Tools](#)

[Synthesis Table Resources](#)

# NK-4

## Resources:

	Standard	Details	Evidence	Examples
NK-4	Professional Presentation  <b>LPN3 or LPN4</b>	Develop and present an oral or poster presentation (virtual or in person) that enhances the learning and engagement of other healthcare professionals at a local, statewide, national, or international forum.	Provide evidence of the presentation by submitting:  1. Information presented (e.g., Poster, PowerPoint, oral presentation outline)  2. Confirmation e-mail or letter from conference organization or conference brochure listing your name, date, and presentation title.  Preferred, but not mandatory: A picture of the podium or poster presentation.	Nursing Research or EBP Day  Grand Rounds  VUMC Nursing Committee or Council  Professional conference or society (can be local, regional, national or international)  *Please note: presentations to staff may be used for either this standard or “plans/facilitates learning opportunities” but not both.  Presentation may be made to manager or leader.

[VUMC Nursing Poster Templates and Resources](#)

# NK-5

## Resources:

	Standard	Details	Evidence	Examples
<b>NK-5</b>	Publication  <b>LPN3 or LPN4</b>	Share new knowledge, including research, evidence-based practice initiatives, and quality improvement projects through publication of an article in a professional journal (internal or external) within the last two years.	Submit a copy of or link to the publication.	The Empowered Nurse (internal) Professional Journal Textbook

[The Empowered Nurse information](#)

# NK-6

## Resources:

	Standard	Details	Evidence	Examples
NK-6	Involvement in Research Project  <b>LPN3 or LPN4</b>	Participate in the collection and/or analysis of research data which may impact care in area of practice.	Please submit: 1. Human research Participant Protection (HRPP) training certificate 2. Letter from PI	Any category of research, including: <ul style="list-style-type: none"><li>• Exempt</li><li>• Expedited</li><li>• Intervention, with or without randomization</li><li>• Implementation (such as an evidence-based practice change)</li></ul> *Does not include QI projects

To sign-up for HRPP courses in the LMS, [click here](#) and use key word search "HRPP."

*10 results for "hrpp"*

Name
 HRPP Basic Module

For additional IRB resources, including the Investigator's Handbook, [click here](#).

# NK-7

## Resources:

	Standard	Details	Evidence	Examples
NK-7	Innovation  <b>LPN3 or LPN4</b>	<p><b>LPN3:</b> Suggest and/or advocate for an innovation to improve nursing practice.</p> <p><b>LPN4:</b> Lead development and implementing an innovative or improvement practice. Implement and/or evaluate a nursing innovation</p> <p>Suggest a new or different way of providing care. May include technology or workflow innovations.</p> <p><i>Innovation: the application of creativity or problem solving that results in a widely adopted strategy, product, or service that meets a need in a <b>new or different</b> way.</i></p>	<p>Submit any agendas, minutes, notes, data collection tools, presentations, etc. that show your involvement or leadership in innovation.</p> <p><b>LPN3:</b> Provide evidence of your involvement in an innovation.</p> <ol style="list-style-type: none"> <li>1. Rationale/evidence for the innovation</li> <li>2. Type of innovation</li> <li>3. What is new or different</li> </ol> <p><b>LPN4:</b></p> <ol style="list-style-type: none"> <li>1. In addition, provide evidence of your leadership in the innovation.</li> </ol>	<p>eStar enhancement submitted through VNIC</p> <p>Create a prototype of a new tool or device</p> <p>New equipment</p> <p>Robotics</p> <p>Website design</p> <p>Specialty applications</p> <p>Clinic workflow redesign</p>

Request an [eStar enhancement](#)

# Exemplary Professional Practice

Exemplary Professional Practice reflects nurses doing the following:

- Collaborating with families for patient-centered care
- Addressing workplace and patient safety
- Working in the full scope of their practice
- Supporting recruitment, retention, and budgeting efforts



# EP-1

## Resources:

	Standard	Details	Evidence	Examples
EP-1	Financial Stewardship  <b>LPN3 or LPN4</b>	Identify cost containment or savings opportunities in the practice setting to provide cost-effective, quality patient care.  <b>LPN3:</b> Identify and share specific cost-effectiveness or cost-saving opportunities with manager or leader  <b>LPN4:</b> Participate in or lead evaluation of cost effectiveness or cost saving efforts	Share documentation of actions to reduce or contain cost/waste and how these actions were incorporated or are in the process of being incorporated into practice.  <b>LPN4:</b> Provide specific data comparing actual or projected costs/savings pre- and post-implementation of change.	Unit-level staffing needs  Operational needs  Acquire or redistribute existing resources  *Not accepted: Examples of activities that are part of current job description (e.g., removing extra supplies from patient rooms, decreasing lab draws, and flexing staff on/off for census).

# EP-3

## Resources:

	Standard	Details	Evidence	Examples
EP-3	Peer Competency Validator <b>LPN3 or LPN4</b>	Serve as an approved validator for area competencies.	Provide documentation by submitting:  1. The objectives used during training sessions. 2. Confirmation from at least 1 training session in the past year (e.g., documentation from leader, attendance roster).	

For more information about VUMC Nursing Competencies, [click here](#).

# EP-4

## Resources:

	Standard	Details	Evidence	Examples
EP-4	<p>Patient Education Development</p> <p><b>LPN3 or LPN4</b></p>	<p>Develop or provide patient education.</p> <p><b>LPN3:</b> Deliver education (minimum of 2 sessions or 2 topics) or participate in the development of new patient education materials.</p> <p><b>LPN4:</b> Develop new patient education materials and/or class. Submit patient education materials through the Patient Education Department.</p> <p><i>*General patient education as part of job description may not be submitted, including discharge teaching, new diagnosis, wound care, etc.</i></p>	<p>Provide documentation by submitting:</p> <p><b>LPN3:</b></p> <ol style="list-style-type: none"> <li>1. Name of class or patient education materials used</li> <li>2. Dates of classes and confirmation from supervisor if delivering education</li> <li>3. Email from group leader stating role in development of new patient education materials if developing patient education.</li> <li>4. Patient education materials.</li> <li>5. Confirmation of approval from Patient Education Department if developing new education.</li> <li>6. Share your role participating in the work.</li> </ol> <p><b>LPN4:</b> In addition:</p> <ol style="list-style-type: none"> <li>1. Confirm of approval from Patient Education Department if possible.</li> <li>2. Share your role leading this work.</li> </ol>	<p>VPH Group Therapy</p> <p>Car Seat Safety</p> <p>Distracted Driving prevention</p> <p>Home Safety</p> <p>Helmet Safety</p> <p>Pedestrian Safety</p> <p>Water Safety</p> <p>Railroad Track Safety</p> <p>Playground Safety</p> <p>Infant Safe Sleep</p>

How to submit a request to [Patient Education](#)

[Synthesis Table Resources](#)

# EP-5

## Resources:

	Standard	Details	Evidence	Examples
EP-5	<p>Quality Initiatives</p> <p><b>LPN3 or LPN4</b></p>	<p>Work with leader or QIA on Quality Improvement projects in your area to improve outcomes.</p> <p><b>LPN3:</b> Participate in QI project</p> <p><b>LPN4:</b> Lead or co-lead QI project.</p> <p><i>QIAs may submit a project in Quality Improvement or QIA, but not both.</i></p>	<p><b>LPN3:</b></p> <ol style="list-style-type: none"> <li>1. Submit the rationale for quality improvement project, overview of the findings, and the impact on patient care.</li> <li>2. Email or letter from leader or QIA stating staff member's role in quality initiative, including but not limited to proof of audits, meeting attendance, presentations, and dates.</li> </ol> <p><b>LPN4: In addition to #1 and #2</b></p> <ol style="list-style-type: none"> <li>3. Describe your role in leading the QI work</li> </ol>	

[Quality, Safety, and Risk Prevention](#)

[QSRP Tools and Tips](#)

[Quality Academy](#)

# EP-6

## Resources:

	Standard	Details	Evidence	Examples
EP-6	Participation in Clinical Practice Groups  <b>LPN3 or LPN4</b>	<b>LPN3 and LPN4:</b> Participate in at least 2 clinical practice group(s) aimed at improving patient care.  <b>LPN4:</b> in addition, share new knowledge gained with others in your area.	Provide evidence by submitting: <b>LPN3:</b> Provide evidence of participation (attendance roster, presentation, CE certificate)  <b>LPN4:</b> In addition, provide evidence sharing of new knowledge to others in your area. Evidence should include both the information that was shared and rosters of attendees + dates.	M & M Conference Critical debriefs Case conferences Event analyses Grand Rounds Serious safety event debrief Clinical practice committee Trauma Conference Ultrasound Conference Tumor Boards

# EP-7

## Resources:

	Standard	Details	Evidence	Examples
EP-7	<p>Shared Governance and Nurse Practice Environment</p> <p><b>LPN3 or LPN4</b></p>	<p><b>LPN3:</b> Actively participate in a shared governance forum within the last year. Provide evidence of change in nurse practice environment (work setting and/or workflow) through shared governance.</p> <p><b>LPN4:</b> Serve in a leadership role in a shared governance forum within the last two years. May be a chair, co-chair or leader of a taskforce or workgroup. Provide evidence of leadership of change in work area through shared governance.</p> <p><i>Nurse practice environment: the organizational characteristics of a work setting that facilitate or constrain professional nursing practice. The nurse practice environment supports nurses to work at the highest scope of nursing practice, to work effectively in a multidisciplinary team, and to mobilize resources quickly.</i></p>	<p>Provide documentation by submitting:</p> <ol style="list-style-type: none"> <li>1. Evidence of attendance with rosters or minutes from the meeting.</li> <li>2. Evidence of changes to the nurse practice environment.</li> </ol>	<p>See American Organization for Nursing Leadership's <a href="#">Elements of a Healthy Practice</a> for examples including:</p> <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Communication</li> <li>• Accountability</li> </ul>

# EP-8

## Resources:

	Standard	Details	Evidence	Examples
EP-8	Patient & Family Collaboration <b>LPN3 or LPN4</b>	<b>LPN3:</b> Participate in work with patients and/or families to influence change at VUMC (e.g., SOP, policy changes).  <b>LPN4:</b> Lead work with patients and/or families to influence change at VUMC (e.g., SOP, policy changes).	Provide documentation of patient and/or family participation (meeting minutes, emails) and organizational changes (SOP, policy).	

[Vanderbilt Patient & Family Advisory Councils](#)

# EP-9

Resources:

	Standard	Details	Evidence	Examples
EP-9	Interprofessional Collaboration  <b>LPN3 or LPN4</b>	<b>LPN3:</b> Recognize gaps in continuity of care for a patient, workload, process improvements, throughput, or lean pathways and work for solutions as part of an interprofessional team.  <b>LPN4:</b> Recognize a population or systemic problem related to continuity of care, workload, process improvements, throughput, or lean pathways and develop a solution as part of interprofessional team.	Provide documentation of interprofessional team (meeting minutes, emails) and organizational changes (SOP, policy).	



# EP-10

## Resources:

[ANA Retention Strategies](#)

	Standard	Details	Evidence	Examples
EP-10	Nurse Retention and Engagement  <b>LPN3 or LPN4</b>	<b>LPN3:</b> Actively participate in the planning or implementation of at least one local or VUMC activity aimed at staff retention and/or engagement.  <b>LPN4:</b> Lead work in the planning or implementation of at least one local or VUMC activity aimed at staff retention and/or engagement.	<b>LPN3:</b> 1. Submit evidence of activity via formal email or letterhead from leader.  <b>LPN4:</b> In addition: 1. Include documentation of leadership role in activity.	

# EP-11

Resources:

	Standard	Details	Evidence	Examples
EP-11	Recruitment Activity <b>LPN3 or LPN4</b>	Participate in at least one Vanderbilt Health recruitment activity.	Submit evidence of activity via formal email or letterhead from leader.	Participation in Recruitment Committee  Contribution to area website  Participation in recruitment event

# EP-13

## Resources:

[Why Ethics in Nursing Matters](#)

[Clinical Ethics Consults](#)

	Standard	Details	Evidence	Examples
EP-13	Ethics  <b>LPN3 or LPN4</b>	Work with an interprofessional team to address and apply available resources to an ethical issue related to clinical practice. Share how you used resources to solve an ethical dilemma and how you advocated for your patient.	<b>LPN3:</b> 1. Provide documentation of work (ethics consults, palliative care).  <b>LPN4:</b> In addition: 1. Provide documentation of presentation or education, including attendance roster with dates and information shared.  <i>Do not submit patient sensitive information</i>	

# EP-14

## Resources:

	Standard	Details	Evidence	Examples
EP-14	Workplace Safety  <b>LPN3 or LPN4</b>	Problem solve or lead a workplace safety initiative specifically related to violence (Physical, psychological or threats of incivility).  <b>LPN3:</b> Identify areas for improvement in workplace safety and present potential solutions to manager  <b>LPN4:</b> Lead the initiative	Provide documentation of involvement (meeting minutes, attendance, flyers, presentations).	

[Nursing Workplace Violence Resources](#)

[VUMC Workplace Safety Resources](#)

# EP-15

Resources:

	Standard	Details	Evidence	Examples
EP-15	Patient Experience  <b>LPN3 or LPN4</b>	<b>LPN3:</b> Problem solve ways to improve the patient experience based on feedback from patient(s) and/or families.  <b>LPN4:</b> Lead in an initiative to address the patient experience based on feedback from patient(s) and/or families.	Provide documentation of patient feedback (e.g., survey results or comment cards) and initiative involvement (e.g., emails, meeting minutes, presentations, flyers).	

# EP-16

Resources:

	Standard	Details	Evidence	Examples
EP-16	Peer Interviewing  LPN3 or LPN4	Participate in at least two of the following interviews:  <ul style="list-style-type: none"><li>• New employees</li><li>• Transfer employees</li><li>• New leaders</li><li>• Exit interviews</li></ul> *Annual peer performance evaluations not accepted*	Submit email/letter from leader with dates of interview participation.  *Calendar invites to participate in the interview not accepted*	

# EP-17

Resources:

	Standard	Details	Evidence	Examples
EP-17	Clinical Problem Solving  <b>LPN3 or LPN4 Only</b>	Use data collection and problem-solving skills to identify patient problems or concerns and works with team to resolve.  <b>LPN3:</b> Participates in patient problem/concern identification and solution.  <b>LPN4:</b> Identifies patient problem/concern and leads team to resolution.	Share a summary of patient problem or concern and steps taken to identify, intervene, and resolve the situation.  Share how the resolution has been shared with other team members or leaders.	

# EP-18

Resources:

	Standard	Details	Evidence	Examples
EP-18	Individualized Plan of Care  <b>LPN3 or LPN4</b>	<p>Set patient goals and establishes an individualized plan of care in collaboration with the interdisciplinary health care team.</p> <p><b>LPN3:</b> Critically analyzes patient situation to develop goals and establish an individualized plan of care.</p> <p><b>LPN4:</b> Leads efforts with healthcare team to coordinate and implement individualized plan of care and reach set goals.</p>	<p>Share a summary of patient situation including steps taken to set patient goals, develop individualized plan of care and implement. In addition, discuss how these actions impacted patient outcomes.</p>	