

RN VPARE Rubric

Vanderbilt Professional Advancement and Recognition of Excellence

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Table of Contents – Transformational Leadership

[TL-1: VPARE Mentor](#)

[TL-2: Precept new employee or student](#)

[TL-3: Wellness Commodore or Wellness Leader](#)

[TL-4: Nurse as Leader](#)

[TL-5: Nurse Mentor](#)

[TL-6: Diversity, Equity, and Inclusion](#)

[TL-7: Advocate for resources](#)

[TL-8: Nurse Leader partnership for problem solving](#)

[TL-9: Superuser](#)

[TL-10: Health Promotion](#)

[TL-11: Leadership in Shared Governance](#)

Table of Contents – Structural Empowerment

[SE-1: VUMC Culture of Safety Recognition or Award](#)

[SE-2: Professional Recognition or Award](#)

[SE-3: Community Outreach](#)

[SE-4: Shared Governance and Decision Making](#)

[SE-5: Magnet or Pathway to Excellence Involvement](#)

[SE-6: Learning Opportunities for Staff Development](#)

[SE-7: Specialty Certification](#)

[SE-8: Member of a professional organization and clinical practice](#)

[SE-9: Committee Member of a Professional Organization](#)

[SE-10: Officer of a Professional Organization](#)

[SE-11: Elective Cross-Training to other clinical area or specialty](#)

[SE-12: Pursue Advanced Degree](#)

Table of Contents – New Knowledge, Innovation, and improvements

[NK-1: Clinical Problem Solving & Evidence Based Practice Process](#)

[NK-2: Evidence Based Practice Implementation](#)

[NK-3: Literature Evaluation](#)

[NK-4: Professional Presentation](#)

[NK-5: Publication](#)

[NK-6: Involvement in Research Project](#)

[NK-7: Innovation](#)

Table of Contents – Exemplary Professional Practice

[EP-1: Financial Stewardship](#)

[EP-2: Quality Improvement Analyst \(QIA\)](#)

[EP-3: Peer Competency Validator](#)

[EP-4: Patient Education Development](#)

[EP-5: Quality Initiatives](#)

[EP-6: Participation in Clinical Practice Groups](#)

[EP-7: Shared Governance and Nurse Practice Environment](#)

[EP-8: Patient and Family Collaboration](#)

[EP-9: Interprofessional Collaboration](#)

[EP-10: Nurse Retention and Engagement](#)

[EP-11: Recruitment Activity](#)

[EP-12: Nurse Autonomy](#)

[EP-13: Ethics](#)

[EP-14: Workplace Safety](#)

[EP-15: Patient Experience](#)

[EP-16: Peer Interviewing](#)

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>RN3 or RN4</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>RN3: Upon Renewal Only</p> <p>RN4: Upon Initial or Renewal</p>	<p>Provide evidence by submitting: VPARE Mentor feedback surveys from at least two candidates.</p> <p>**If candidate has not been approved for advancement, please provide evidence emails and communication between yourself and your candidates. **VPNPP Mentoring is accepted**</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.

The screenshot shows a web form titled "VANDERBILT HEALTH VPARE Evaluation". Below the title, it says "Please share your feedback on the VPARE process." The form contains the following fields:

- "Mentor Name" with a red asterisk and a text input field.
- "Mentee Name" with a red asterisk and a text input field.
- "Were you the mentor or mentee?" with a red asterisk and a dropdown menu showing "Select or enter value".
- A checkbox labeled "Send me a copy of my responses".
- A "Submit" button.

 At the bottom of the form, it says "Powered by smartsheet" and includes links for "Privacy Notice" and "Report Abuse".

TL-2

Resources:

	Standard	Details	Evidence	Examples
TL-2	Precept new employee or student RN3 Only	<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> <ol style="list-style-type: none"> 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). OR Screenshot/copy of the schedule indicating preceptor responsibility during the complete orientation. 2. Attend #1: "Preceptor Concepts" live class or Preceptor Concepts On-demand" option AND #2: one other preceptor activity of your choosing. <ul style="list-style-type: none"> •unit specific training activity •Pursuing Precepting •CREDO Conversations for Preceptors •Preceptor Introduction Curricula On-Demand •Preceptor On-Demand Education •Preceptor Supplemental Modules •Advanced Preceptor Concepts 	Transition to practice

[Vandyworks: How to Print Your Schedule](#)

[Preceptor Concepts Workshop](#)

TL-3

	Standard	Details	Evidence	Examples
TL-3	Wellness Commodore or Wellness Leader RN3 or RN4	<p>Promote a culture of wellness in the work area by creating, promoting, and coordinating wellness initiatives.</p> <p>RN3: Distribute information related to Nurse Wellness to staff at least once per year.</p> <p>RN4: Organize activities related to Nurse Wellness at least twice a year.</p>	<p>Provide evidence by submitting:</p> <ol style="list-style-type: none"> 1. Area of the wellness wheel project touches 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). 3. Letter/email from leader stating official Wellness Commodore designation (not required). 	<p>Peer support group with EAP (Employee Assistance Program) 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:

[Vandyworks: How to Print Your Schedule](#)

	Standard	Details	Evidence	Examples
TL-4	Nurse as Leader RN3 or RN4	RN3: Actively serve as a shift leader or resource in your local work area. RN4: Serve as a change agent for other nurse leaders. Lead initiatives or projects with long-term and unit or systemic impact.	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. 3. RN4: Submit evidence showing projects or initiatives.	Relief Shift Leader Charge Nurse Chief Flight Nurse Procedure Nurse Patient Flow Nurse RN4 – build an acuity tool for other RSLs to use in assignment making Develop an orientation plan or guide for new RSLs or leaders

TL-5

Resources:

	Standard	Details	Evidence	Examples
TL-5	Nurse Mentor RN3 or RN4	<p>RN3: Serve as a formal mentor through a VUMC mentoring program or in a mentoring relationship approved by your leader.</p> <p>RN4: 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 RN3 or RN4	<p>Participation in an initiative that promotes workplace diversity, equity, and/or inclusion and is consistent with the nursing strategic plan.</p> <p>The example can pertain to either the workforce, patients, and/or families.</p> <p>RN3: Participates in and disseminates initiative or co-designs dissemination plan.</p> <p>RN4: Initiates, leads or co-leads Diversity, Equity, or Inclusion initiatives. Develops goals, objectives, and process plan for initiative. Designs and publishes dissemination plan and materials.</p>	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 RN3 or RN4	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"> • work-life balance • health and safety • growth and development • recognition • involvement <p>RN4: Use data to advocate for resources that support nurses' well-being. Share associated outcome data.</p> <p><i>Advocacy does not have to be successful to be included.</i></p>	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. <p>RN4: Submit data supporting advocacy request in addition to involvement. Show before and after data. Does not have to show success of advocacy.</p>	Meal breaks, code lavenders (RN4 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 RN3 Only	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 RN3 or RN4	<p>Use knowledge gained as a superuser or champion to improve and enhance professional practice of others.</p> <p>RN3: Demonstrate proficient technical competence by sharing knowledge/skills with others in the practice setting</p> <p>RN4: 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>RN3:</p> <ol style="list-style-type: none"> 1. Confirmation of training for superuser or knowledge gained (classes, modules). 2. Proof of sharing knowledge skills, informally or formally. May include unit board minutes or emails. <p>RN4:</p> <ol style="list-style-type: none"> 1. Documentation from at least 1 training session in the past year (e.g., letter from leader, attendance roster) 2. Tools used in the training (PowerPoint, poster, handouts, etc.) 	

[Learn more about eStar Rep](#)

TL-10

Resources:

	Standard	Details	Evidence	Examples
TL-10	Health Promotion RN3 or RN4	<p>Participate in the advocacy of individual or community health promotion at an external forum where decisions impacting healthcare are made.</p> <p>RN3: Participate in initiatives.</p> <p>RN4: Lead initiatives.</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

	Standard	Details	Evidence	Examples
TL-11	Leadership in Shared Governance RN3 or RN4	RN3 or RN4: 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

Resources:

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


Entity Specific Opportunities:

[VUH](#)

[Adult Ambulatory Clinics](#)

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 on the Good Catch and Safety Superhero Awards](#)

	Standard	Details	Evidence	Examples
SE-1	VUMC Culture of Safety Recognition or Award RN3 Only	RN3: 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 RN3 or RN4	RN3: Nominee or award winner of professional recognition award. RN4: Serve on a selection committee or workgroup for professional recognition awards.	RN3: Submit documentation of award or nomination for the award. RN4: 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

To sign-up to serve on your entity's Daisy Review Committee, [email VPARE](#)

[DAISY Awards](#)

[VUMC Elevate Awards \(CREDO and Elevate Team Award\)](#)

SE-3

Resources:

	Standard	Details	Evidence	Examples
SE-3	Community Outreach <ul style="list-style-type: none"> • VUMC • Local • State • Regional • Global RN3 or RN4	RN3: 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). RN4: 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 nd harvest food bank Camp involvement Outreach to schools: Reading Across America, Education on summer safety, pool safety Heart Walk Burn Camp Operation Tailwatch

[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 RN3 or RN4	RN3: Actively participate in shared governance forum. Provide evidence of a project, initiative, or change generated from a shared governance group and your involvement. RN4: Lead or co-lead a project, initiative, or change and utilize the shared governance process to involve key stakeholders.	Provide evidence by submitting: 1. Attendance rosters or minutes from at least 2 meetings. 2. Evidence of initiative or change and involvement. RN4: Share evidence of your leadership in initiative and presentation to shared governance groups.	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 RN3 or RN4	Actively participate in Magnet or Pathway forum. RN3: Champions, Magnet or Pathway committee members RN4: 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

If you are interested in being involved as a Magnet Champion or on the committee, [contact your Magnet Program Director.](#)

SE-6

Resources:

	Standard	Details	Evidence	Examples
SE-6	<p>Learning Opportunities for Staff Development</p> <p>RN3 or RN4</p>	<p>Provide formal learning opportunities to staff as a content expert for health-related education.</p> <p>RN3: Deliver education (minimum of 2 sessions or 2 topics).</p> <p>RN4: 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"> 1. Summary of learning opportunity 2. Agenda or outline, including date(s) 3. Attendance roster if available 4. Copy of presentation, including your name as presenter <p>RN4: In addition to the above items, description of the learning needs and how you developed the education.</p>	<p>Classes for VUMC EOR BLS ACLS TNCC Chemotherapy Bike Safety Education Unconscious Bias Handle with Care PHTLS LF skills lab LF hemodynamics lab LF Simpalooza</p>

SE-7

	Standard	Details	Evidence	Examples
SE-7	Specialty Certification RN3 ONLY (Specialty Certification Required for RN4)	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).	CDE OCN CPN CCRN

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	<p>Member of a professional organization and Clinical Practice</p> <p>RN3 and RN4</p>	<p>Active membership in a professional nursing organization and evidence of a change in nursing practice that occurred due to your affiliation.</p> <p>RN3: Shares information from professional organization.</p> <p>RN4: Uses information from professional organization to initiate or bring effective change to practice.</p>	<p>Provide evidence by submitting:</p> <ol style="list-style-type: none"> Active membership (e.g., membership card, email, or screenshot from professional organization) including membership activation date. <p>RN3: Documentation of sharing new evidence or best practice information (presentations, newsletters).</p> <p>RN4: Documentation of change in policy or SOP based on information from professional organization if successful. If unsuccessful, document reasons why and potential plan moving forward.</p>	<p>Implementing a professional organization's specialty standards or guidelines in the organization.</p> <p>Implementing AORN recommended skin assessment tool</p> <p>Sharing APHON Evidence-Based Practice Guidelines in staff education</p>

SE-9

Resources:

	Standard	Details	Evidence	Examples
SE-9	Committee Member of a Professional Organization RN3 or RN4	RN3 or RN4: 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.	TNA ANA

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

SE-10

Resources:

	Standard	Details	Evidence	Examples
SE-10	Officer of a Professional Organization RN3 or RN4	RN3 or RN4: Participate as an officer in a professional organization.	Provide evidence by submitting professional organization document showing officer role and dates of service.	TNA ANA

[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 RN3 or RN4	RN3: Take initiative to become cross-trained to another area of need to meet the needs of patient care. RN4: 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 RN3 or RN4	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](#)

New Knowledge, Innovation, and Improvements

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 RN3 or RN4	<p>RN3: Identifies a problem, develops a PICOT question & searches the literature.</p> <p>RN4: Synthesizes a body of literature on a problem or topic and makes evidence-based recommendations</p>	<p>Provide evidence by submitting:</p> <p>RN3:</p> <ol style="list-style-type: none"> Clinical/Practice problem statement, including evidence to support problem PICOT Question with individual elements identified Literature Search Strategy with databases used Levels of evidence literature summary Rapid Critical Appraisal Tool for at least two articles <p>RN4 (in addition to 1-5):</p> <ol style="list-style-type: none"> Synthesis Table(s), intervention and/or outcomes tables, literature table <p>Optional: Completion of EBP education modules related to any of the above steps.</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 RN3 or RN4	<p>RN3: Participate in work to revise or implement an evidence-based change in practice in your area.</p> <p>RN4: Lead work to revise and implement an evidence-based change in practice for your area.</p>	<p>Provide evidence by submitting:</p> <ol style="list-style-type: none"> 1. Implementation plan for EBP project, based on summary of evidence and corresponding recommendations. 2. List of project team members with your role identified. 3. Project timeline, with milestones 4. Policy, guideline, or SOP associated with the project 5. Evaluation and/or dissemination plan 	<p>Presentations associated with an EBP or QI project, and the audience identified</p> <p>Project team meeting minutes</p> <p>Updates or inservice documents, with the audience identified</p> <p>Policy, guideline, or SOP with changes tracked (if revision)</p>

[Example Evidence Based Practice Projects](#)

NK-3

Resources:

	Standard	Details	Evidence	Examples
NK-3	Literature Evaluation RN3 or RN4	<p>RN3: 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>RN4: Lead a Journal Club or other literature evaluation activity by gathering literature and facilitating appraisal.</p>	<p>RN3: Provide evidence of your participation by submitting:</p> <ol style="list-style-type: none"> Two journal articles and the completed rapid critical appraisal tool for articles Attendance roster with date <p>RN4: Provide evidence of your leadership by submitting:</p> <ol style="list-style-type: none"> PICOT question, or topic area Search strategy Journal article(s) Agenda/minutes (if applicable) Attendance roster with date Synthesis or evaluation tables Outcomes (Evidence-based recommendations/evaluation of learning) 	<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 RN3 or RN4	<p>Develop and present an oral or poster presentation (virtual or in person) that enhances the learning and engagement of other healthcare professionals.</p> <p>RN3: Present at VUMC or local work area or larger forum.</p> <p>RN4: Present at an external forum, including regional, statewide, national, or international events or conferences.</p>	<p>Provide evidence of the presentation by submitting:</p> <ol style="list-style-type: none"> 1. Submitted Abstract (if required). Abstract does not have to be from previous 24 months. 2. Information presented (e.g., Poster, PowerPoint, oral presentation outline) 3. Confirmation e-mail or letter from conference organization or conference brochure listing your name, date, and presentation title. <p>Preferred, but not mandatory: A picture of the podium or poster presentation.</p>	<p>Nursing Research or EBP Day</p> <p>Grand Rounds</p> <p>VUMC Nursing Committee or Council</p> <p>Professional conference or society (can be local, regional, national or international)</p> <p>*Please note: presentations to staff may be used for either this standard or “plans/facilitates learning opportunities” but not both.</p>

[VUMC Nursing Poster Templates and Resources](#)

NK-5

Resources:

	Standard	Details	Evidence	Examples
NK-5	Publication RN3 or RN4	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. RN3 or RN4: Must be listed as an author	The Empowered Nurse (internal) Professional Journal Textbook

[The Empowered Nurse information](#)

NK-6

Resources:

	Standard	Details	Evidence	Examples
NK-6	Involvement in Research Project RN3 or RN4	RN3: Participate in nursing research as key study personnel for at least six months. RN4: Lead nursing research study as a Principal Investigator.	Provide evidence of Human Research Participant Protection (HRPP) training and: RN3: 1. Letter from PI 2. Key study personnel list RN4: 1. IRB approval 2. Protocol	Any category of research, including: <ul style="list-style-type: none"> • Exempt • Expedited • Intervention, with or without randomization • Implementation (such as an evidence-based practice change) *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 RN3 or RN4	<p>RN3: Suggest and/or advocate for an innovation to improve nursing practice.</p> <p>RN4: 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 new or different way.</i></p>	<p>Submit any agendas, minutes, notes, data collection tools, presentations, etc. that show your involvement or leadership in innovation.</p> <p>RN3: Provide evidence of your involvement in an innovation.</p> <ol style="list-style-type: none"> 1. Rationale/evidence for the innovation 2. Type of innovation 3. What is new or different <p>RN4:</p> <ol style="list-style-type: none"> 1. In addition, provide evidence of your leadership in the innovation. 	<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 RN3 or RN4	Identify cost containment or savings opportunities in the practice setting to provide cost-effective, quality patient care. RN3: Participate in cost-effectiveness or cost-saving opportunities. RN4: 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. RN4: 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-2

Resources:

	Standard	Details	Evidence	Examples
EP-2	Quality Improvement Analyst (QIA) RN3 or RN4	RN3: Actively serve as a QIA and work with others to improve the quality of care provided for at least one year. RN4: Demonstrate leadership in QIA role through precepting, teaching, or process improvement project for the QIA team/role.	Submit email or letter from leader stating role and dates served. RN4: In addition to email or letter, provide evidence of leadership in QIA role.	RN4: Precept a new QIA, present educational content to QIA team during monthly meeting, develop a QIA orientation manual

EP-3

Resources:

	Standard	Details	Evidence	Examples
EP-3	Peer Competency Validator RN3 Only	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>RN3 or RN4</p>	<p>Develop or provide patient education.</p> <p>RN3: Deliver education (minimum of 2 sessions or 2 topics) or participate in the development of new patient education materials.</p> <p>RN4: 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>RN3:</p> <ol style="list-style-type: none"> 1. Name of class or patient education materials used 2. Dates of classes and confirmation from supervisor if delivering education 3. Email from group leader stating role in development of new patient education materials if developing patient education. 4. Patient education materials. 5. Confirmation of approval from Patient Education Department if developing new education. 6. Share your role participating in the work. <p>RN4: In addition:</p> <ol style="list-style-type: none"> 1. Share your role leading this work. 2. Share synthesis tables and evidence-based recommendations related to patient education materials. 	<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>RN3 or RN4</p>	<p>Work with leader or QIA on Quality Improvement projects in your area to improve outcomes.</p> <p>RN3: Participate in identifying opportunities for improvement, by collecting, interpreting, and sharing quality data with appropriate staff and/or leaders.</p> <p>RN4: Lead QI project, using pre and post data to support project and measuring outcomes.</p> <p><i>QIAs may submit a project in Quality Improvement or QIA, but not both.</i></p>	<p>RN3:</p> <ol style="list-style-type: none"> 1. Submit the rationale for quality improvement project, overview of the findings, and the impact on patient care. 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. <p>RN4: In addition to #1 and #2</p> <ol style="list-style-type: none"> 3. Provide evidence of data and documentation evaluating the impact of the QI initiative (e.g., key driver diagram, run chart). 	

[Vanderbilt Quality, Safety and Risk Prevention \(vumc.org\)](http://vumc.org)

[QSRP Tools and Tips](#)

[Quality Bootcamp](#)

[Quality Academy](#)

EP-6

Resources:

	Standard	Details	Evidence	Examples
EP-6	Participation in Clinical Practice Groups RN3 or RN4	Participate in at least 2 clinical practice group(s) aimed at improving patient care. Share new knowledge gained with others in your area.	Provide evidence by submitting: 1. Participation (e.g., attendance roster, presentation, CE certificate, note from facilitator). 2. Evidence of dissemination of new knowledge to others in your area. Evidence should include both the information that was disseminated and roster(s) of attendees + date(s).	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>RN3 or RN4</p>	<p>RN3: 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>RN4: Chair/Co-chair a shared governance forum within the last two years. Provide evidence of leadership of a change in nurse practice environment (work setting and/or workflow) through shared governance. May also lead or chair a workgroup or taskforce.</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"> 1. Evidence of attendance with rosters or minutes from the meeting. 2. Evidence of changes to the nurse practice environment. 	<p>See American Organization for Nursing Leadership's Elements of a Healthy Practice for examples including:</p> <ul style="list-style-type: none"> • Collaboration • Communication • Accountability

EP-8

Resources:

	Standard	Details	Evidence	Examples
EP-8	Patient & Family Collaboration RN3 or RN4	RN3: Participate in work with patients and/or families to influence change at VUMC (e.g., SOP, policy changes). RN4: 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 RN3 or RN4	RN3: 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. RN4: 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 RN3 or RN4	RN3: Actively participate in the planning or implementation of at least one local or VUMC activity aimed at staff retention and/or engagement. RN4: Lead work in the planning or implementation of at least one local or VUMC activity aimed at staff retention and/or engagement.	RN3: 1. Submit evidence of activity via formal email or letterhead from leader. RN4: In addition: 1. Include documentation of leadership role in activity.	

EP-11

Resources:

	Standard	Details	Evidence	Examples
EP-11	Recruitment Activity RN3 Only	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-12

Resources:

[What is Nurse Autonomy?](#)

[Strategies for Enhancing Autonomy and Control Over Nursing Practice](#)

	Standard	Details	Evidence	Examples
EP-12	Nurse Autonomy RN3 or RN4	RN3: Lead an initiative enabling nurses to use their autonomy to make nursing care decisions within the full scope of their nursing practice. RN4: In addition, provide education or presentation to peers on initiative, how it was implemented, and systemic implications of nurse autonomy.	RN3: 1. Provide documentation of initiative and role (e.g., development of standing orders, policy and/or SOP changes). RN4: In addition: 1. Provide documentation of presentation or education, including attendance roster with dates and information shared.	Participation in an interdisciplinary workgroup to develop a new nurse-driven protocol

EP-13

Resources:

[Why Ethics in Nursing Matters](#)

[Clinical Ethics Consults](#)

	Standard	Details	Evidence	Examples
EP-13	Ethics RN3 or RN4	RN3: 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. RN4: In addition, provide education or presentation to peers on ethical issue, how it was resolved, and systemic implications of ethical issue.	RN3: 1. Provide documentation of work (ethics consults, palliative care). RN4: 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 RN3 or RN4	Participate or lead a workplace safety initiative specifically related to violence (physical, psychological or threats of incivility) toward healthcare staff in the workplace. RN3: Participate in the initiative. RN4: Lead the initiative and use pre and post data to measure outcomes.	RN3: 1. Provide documentation of involvement (meeting minutes, attendance, flyers, presentations). RN4: In addition: 1. Provide pre and post data.	

[Nursing Workplace Violence Resources](#)

[VUMC Workplace Safety Resources](#)

EP-15

Resources:

	Standard	Details	Evidence	Examples
EP-15	Patient Experience RN3 or RN4	Lead or co-lead an initiative to address the patient experience based on feedback from patient(s) and/or families. RN4: In addition, provide education or presentation to peers on the initiative, how it was implemented, and recommendations for future practice based on the patient experience.	RN3: 1. Provide documentation of patient feedback (e.g., survey results or comment cards) and initiative involvement (e.g., emails, meeting minutes, presentations, flyers). RN4: In addition: 1. Provide documentation of presentation or education, including attendance roster with dates and information shared.	

EP-16

Resources:

	Standard	Details	Evidence	Examples
EP-16	Peer Interviewing RN3 Only	Participate in at least two of the following interviews: <ul style="list-style-type: none">• New employees• Transfer employees• New leaders• Exit interviews *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*	