MHS Clinical Excellence Program
Applicant Checklist

Eligibility
A. Worked for MHS for one year/at least 1000 hours
B. RN for at least 2 years
C. Only full-time or part-time RNs eligible
D. Not currently on corrective action plan
E. Letter of support from manager/director
F. Packet signed by manager/director
G. Clinical Excellence Program Scoring Tool initialed by manager/director
H. Liaison reviewed and signed application
I. Points earned in at least 3 out of 4 pillars
J. Packet turned in to Human Resources by Feb 1, May 1, August 1 or November 1 (should have reviewed by Liaison at least 2 weeks prior to turning in packet)

I. Education Pillar
A. Documentation of contact hours-list courses, number of hours
   Provide certificates.
B. Professional certification-include copy of card
C. See Section A-1 for examples of advanced practice instruction.
D. Documentation of professional organization

II. Service Pillar
A. Community Service-Provide certificate from volunteer activity.
B. Hospital Service-documentation of shift floated, extra shifts, etc
C. Hospital teams or committees – Provide information
D. RN Referral / hirer
E. Recognition by family member or other department

III. Leadership Pillar
A. Document Supertrainer –must be formal designation
B. Document hours/dates precepting
C. Document students/staff served as resource
D. Document charge shifts (perm charge not eligible for these points)
E. Provide copies of policies/care maps etc.
F. Document period of schedule preparation
G. Provide copies of presentation
H. Provide documentation of committee

IV. Quality Improvement Pillar
A. Document evaluation and improvement project
B. Publication in professional journal (Include copy of article)
C. Publication in internal publication (Include copy of article)
D. Document safety issue and resolution
E. Document audits-manager validates
F. Document new product eval-include requirements as specified by plan
G. Document cost cutting measure and date when implemented

***Please make a copy of your packet before submitting it to HR***