

**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 Feb1, 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\*\*\***