MHS Clinical Excellence Program Applicant Checklist

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 bours/dates precepting C. Document trudents/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) D. Document audits-manager validates F. Document audits-manager validates F. Document new product eval-include requirements as specified by plan	Eli	gibi	lity
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