

Staff Nurse III Application

Revised 12/2013

2014 Application Period:

- February 1 - 21
- May 1 - 21
- August 1 - 21
- November 1 - 21

2014 Interview Dates:

- 3/05 and, if needed, 3/10
- 6/04 and, if needed, 6/09
- 9/03 and, if needed, 9/08
- 12/03 and, if needed, 12/08

1. Read the instructions to complete the application - Incomplete applications will disqualify applicant!
2. We can't return documents – please provide copies not originals
3. Please use a binder clip or paper clip (no binders)
4. Double sided copies are preferred (save a tree!)
5. Submit this application and all supporting documentation to Maira in Nursing Administration in Administration
6. Please keep a copy of your application

.....
Name: Justin Nurse Emp #: 054321
(Please print legibly)
Address: 13855 E. 14th Street San Leandro Ca 94578
Street City State Zip
Phone: 510-297-5450 eMail: Jheinemann@alamedahealthsystem.org
Unit: NSG Dept #: 12345 Work phone: 510-357-6500

Please select your 1st, 2nd, and 3rd choice of interview times:

2:00 pm	2:30 pm	4:00 pm
3:00 pm	3:30 pm	4:30 pm

This application was received in Nursing Administration on:

Date: _____ at _____ AM/PM

Nursing Administration representative

Application must be signed by Nursing Administration personnel.

Staff Nurse III Application General Information

Name: Justine Nurse Unit: DACU Date: Feb 2014

Education: Please indicate below highest educational degree achieved

- Associate degree/diploma
- Bachelor's degree (other than nursing)
- Bachelor's degree (nursing)
- Master's degree

Experience:

Years of employment as a Registered Nurse: 33

Years of employment at SLH: 33

Number of hours worked in a calendar year (must be 1000 hours or more) 1100+ hours

Continuing Education or educational experiences within specialty over last two years (excludes Nursing Update):

Title	Date(s) of attendance	# of CE's?
<i>See attached Docs: transcripts</i>		

	Applicant Completed	Committee Verified
1. Current Employee Resource file verifying completion of annual requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Staff Nurse performance appraisal level of 75 % or above with no "below standard" ratings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nurse Manager's signature verifying #1 and #2:		
3. 15 hours of CE within specialty over last two years (see above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. At least two peer evaluations from your unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Applicant's written, measurable goals for upcoming year (Professional, Patient Care and Personal goals) <i>*If this is a renewal, include your goals from the previous year*</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Continuing Education Within Specialty Over the Last Two Years

Title	Date(s) of Attendance	CEU's
<i>AACN CEU on line</i>	See attached transcript	25.25
<i>Nurse.Com CEU</i>	See attached transcript	14
<i>Management of Aggressive Behavior CPI training</i>	12/20/12 and 1/27/14 (resert)	7.5+
<i>EZIO Intraosseous (IO)</i>	11/27/12	2.5
<i>Surgery and the Diabetic Patient</i>	2/21/2013	1.0
Advanced Pharmacology (3 units) CSUDH.edu	1-13 to 5-13	45.0
<i>Intra Aortic Balloon Pump Therapy: American Health Education</i>	8/5/2013	6.0
<i>Theories for advanced practice roles adult Gerontology with clinical practicum (6 units) CSUDH.edu</i>	8-13 to 12-13	90
<i>2013 CACNS Conference: Changing Healthcare one CNS at a time</i>	10/26/13	6
<i>ACLS/BLS Recertification</i>	11-4-12	7.0
Total CEU's		204.25

Staff Nurse III Application

Written Statement of (ideally) Three Goals for Upcoming Year

- Goals shall be measurable
- Professional, Patient Care, and Personal Goals
- *If this is a renewal, include your goals from the previous year*

See Attached

Staff Nurse III Letter of Intention 2014

To Staff Nurse III Committee:

This year has been the year of transition for San Leandro Hospital. With the separation of San Leandro from Sutter, many of the opportunities to gain valuable credit on the point continuum became more difficult, as the more important concerns regarding facilitating a viable hospital gained first priority. However, I believe I have made every effort possible to continue providing my services to this organization, with the ultimate goal of another year as a Registered Nurse Staff Nurse III.

Organizationally

My focus has been the provision of evidenced based education to our nurses here at San Leandro Hospital. There were many opportunities for education specific to my perioperative service area as shown in my packet. I was instrumental in providing updated education on the new Gem Star infusion pumps (to ICU and Perioperative), pharmacological education regarding the use of Dexmedetomidine in the PACU and the use of BIPAP in the PACU. I have also remained an active member of the Education Council providing education to all departments during the yearly skills competency fair. My community services this year included bone density screening at the Dublin Senior Center information fair.

My latest endeavor for this organization was to create a tool that would assist the ICU/CCU in providing more succinct and effective multidisciplinary rounding. I fashioned laminated badges that could be worn, containing all the necessary talking points for effective rounding. This tool was distributed to the day shift ICU nurses. I have piloted this project and if this proves useful I plan to also create a rounding tool that would assist second and third floor rounding as well.

My immediate plans also include assisting Judy Heinemann in completing a policy and procedure for continuous peripheral nerve block infusions. Once completed and approved by medical committee, this will hopefully improve the care given to our total joint patients. As a potential center of orthopedic excellence I would be happy to provide any education necessary for this population of patient

As the charge nurse of PACU, Pre-Op, and GI services, I continue to strive to provide leadership, role modeling, and ongoing mentorship for the nurses under my charge. I believe I have become stronger, more capable and self-assured in this role. It is my opinion that I have offered an environment for nurses to orient, learn, and succeed openly and comfortably.

Personally/Professionally

My personal /professional goal last year was to begin a post master Clinical Nurse Specialist program in adult gerontology with a critical care focus. I have completed a rigorous first semester and am now proceeding with semester two. My ultimate goal after completion (Fall 2014), will be to offer my services either as a manager and/or educator credentialed as a CNS within the three spheres of CNS influence: Patient/family, nursing, and organization. As I continue to see the future of nursing changing as a result of health care reform, it is my opinion that my education, years of experience in all aspects of critical care and my tenure at San Leandro Hospital will serve this organization well.

I continue to serve as associate faculty for the University of Phoenix. I have had to step back a bit while pursuing my own advanced practice education, but intend to facilitate another course during the start of my summer break. I am proud to be promoting advanced education, as the future of nursing is predicated on continuing education necessary to elevate this esteemed profession.

Thank you for allowing me the opportunity to continue to serve this facility as a Staff Nurse III. It makes me very proud! I hope that you will consider my reapplication for Staff Nurse III.

Remember, life ends when you stop dreaming and caring...

Thank you

Justine Nurse

Staff Nurse III Application Point sheet

NOTE: All activities must have been completed in the last twelve months to be eligible for consideration!

THERE MUST BE A TOTAL OF:

20 points for first-time applicant or an applicant who has let their SNIII status lapse for more than 6 months (i.e. Applying in Feb 2010 with last SNIII awarded May 2008); -OR-

18 points for a current SNIII nurse or a nurse renewing within 6 months of the last awarded term

- **The points can be from all one category, or from several different categories.**
- **A single project or event cannot be counted for more than one category**

Circle points, fill in blanks and get required signatures or attach information needed for each activity you completed.

Education	PTS	TOPIC/COMMENTS/SIGNATURES
1. CE presenter <input type="checkbox"/> Minimum one hour of pre-packaged material <input type="checkbox"/> Maximum of three different topics may be used for a total of three points <input type="checkbox"/> Assists at Nursing Update four times a year <input type="checkbox"/> Presents an in-service to all three shifts (researches topic, develops in-service and presents the in-service)	(1) (3) (2) (2)	Topic (s): 1. <u>NIH - EMERGENCY DEPT RESPONSE</u> 2. <u>IV TUBING TRACE / POLE CHAIRS PROCESS</u> 3. <u>PHI</u> 4. <u>ORIS CREST TUBING</u> Date(s) presented: <u>3/4/2013 / 7/30/13</u> Signature: <u>[Signature]</u> Manager or educator Dates: _____ Signature: _____ Manager or educator Topic: <u>DEXMETADOMEDING IN PACU</u> Date: <u>APRIL 2013</u> Signature: <u>[Signature]</u> Manager or educator
2. Presents health-related materials to the community	(2)	Topic: _____ Date: _____ Signature: _____ Manager or comm. educator
3. Skills Day presenter -- researches, develops, & presents skills station at unit specific skills day (includes collecting materials for skills station, making storyboards, etc.)	(2)	Skills station: <u>ORTHO SKILLS DAY - ALL SESSIONS</u> <u>PCA / New Staff / Ortho Sat</u> Date(s): <u>1/16/14, 1/27/14</u> Signature: <u>[Signature]</u> Manager or educator
4. Instructor Status for BLS	(2)	Copy of current instructor card attached to this application
5. Instructor Status for ACLS, PALS, TNCC	(3)	Copy of current instructor card attached to this application

Staff Nurse III Application Point sheet

NOTE: All activities must have been completed in the last twelve months to be eligible for consideration!

THERE MUST BE A TOTAL OF:

**20 points for first-time applicant or an applicant who has let their SNIII status lapse for more than 6 months -OR-
18 points for a current SNIII nurse or a nurse renewing within 6 months of the last awarded term**

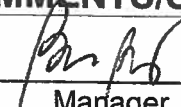
- **The points can be from all one category, or from several different categories.**
- **A single project or event cannot be counted for more than one category**

Circle points, fill in blanks and get required signatures or attach information needed for each activity you completed.

Education	PTS	TOPIC/COMMENTS/SIGNATURES
<p>1. CE presenter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum one hour of pre-packaged material <input type="checkbox"/> Maximum of three different topics may be used for a total of three points <input type="checkbox"/> Presents interdepartmental in-service to all shifts <input type="checkbox"/> Assists at Nursing Update four times a year <input type="checkbox"/> Presents an in-service to all three shifts (researches topic, develops in-service and presents the in-service) <input type="checkbox"/> Assists with three (3) Nursing Competency "Faire" or "Unit Skills Day" sessions <input type="checkbox"/> Assists with Unit Skills Days 	<p>(1)</p> <p>(3)</p> <p>(3)</p> <p>(2)</p> <p>(3)</p> <p>(2)</p> <p>(2)</p>	<p>Topic (s):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>Date(s) presented: _____</p> <p>Signature: _____</p> <p style="text-align: center;">Manager or educator</p> <p>Topic: _____</p> <p>Date: _____</p> <p>Signature: _____</p> <p style="text-align: center;">Manager or educator</p> <p>Dates: _____</p> <p>Signature: _____</p> <p style="text-align: center;">Manager or educator</p> <p>Topic: <u>BiPAP in the PACU</u></p> <p>Date: <u>11/19/13</u></p> <p>Signature: _____</p> <p style="text-align: center;">Manager or educator</p> <p>Topic: <u>PCA - New Skills</u></p> <p>Date: <u>Competency Faire</u></p> <p>Signature: _____</p> <p style="text-align: center;">Manager or educator</p> <p>Topic: <u>BiPAP</u></p> <p>Date: <u>11/19/2013</u></p> <p>Signature: _____</p> <p style="text-align: center;">Manager or educator</p>

Education	PTS	TOPIC/COMMENTS/SIGNATURES
6. Unit based instructor, e.g.: a. Trainer for Waive testing b. Diabetic Education Resource c. Clinical Path Resource d. Unit Specific Competency Instructor e. Computer Trainer (Logicare, eMAP, MS4, etc.) f. Lactation Resource/ Certified Childbirth instructor	(1) (2) (2) (2) (2) (3)	Signature: _____ Manager or educator Signature: _____ Manager or educator Signature: _____ Manager or educator Competency: <u>Diabetes Stress Testing / Moderate</u> Signature: _____ Manager or educator Signature: _____ Manager or educator Copy of current certification attached to this application
7. Prepare educational tools or instructional video for patient/staff to be determined by EMC medical or nursing committee	(5)	Committee: _____ Topic: _____ Signature: _____ Committee chair
8. Presentation at a health related conference (local, regional, or national)	(5)	Copy of flyer with conference name, date, topic and your name as a presenter attached to this application
9. Full day CE class coordinator – researches, develops, coordinates a full day CE class for nursing staff	(6)	Copies of class flyer, agenda, outlines, handouts, all materials from class Signature: _____ Manager or educator
TOTAL POINTS EDUCATION		

Professional Responsibility	PTS	TOPIC/COMMENTS/SIGNATURES
1. Current membership in a National Nursing Organization (ENA, AORN, AACN, AWHONN, etc.)	(1)	Copy of current membership card attached to this application
2. Current Bachelors Degree in Nursing (BSN); -OR-	(3*)	Copy of BSN diploma (*Initial / First Time Staff Nurse III application only)
a. BS in a health-related field and explain relevance to nursing (See page 12)	(3*)	Completion of "Relevance to Nursing" sheet attached to this application (*Initial / First Time Staff Nurse III application only)
3. In-house publication of clinically based article of two pages, double-spaced, maximum of two articles	(2)	Topic: _____ Signature: _____ Manager or educator
4. Current Master's Degree in Nursing; -OR-	(4*)	Copy of MSN diploma (*Initial / First Time Staff Nurse III application only)
a. MS in a health-related field and explain relevance to nursing (See page 12)	(4*)	Completion of "Relevance to Nursing" sheet attached to this application (*Initial / First Time Staff Nurse III application only)
5. Active participation in the development of health-care related public policy	(4)	Policy: _____ Committee (city, county, state): _____ Please attach a written description of your participation in this committee and verification of committee meeting attendance
6. Submit an article for publication in a national journal with correspondence of acceptance	(8)	Copy of acceptance letter attached to this application
7. Achievement of BSN or MSN in the last eighteen months	(10)	Copy of diploma attached to this application
8. Principal investigator in a completed research project with presentation of research to health related group	(10)	Research project: _____ Date of presentation: _____
TOTAL POINTS PROFESSIONAL RESPONSIBILITY		

Leadership	PTS	TOPIC/COMMENTS/SIGNATURES
1. Works as a designated charge nurse for 50% of hours worked	(2)	Signature: <u></u> Manager
<p>2. Active participation in a CQI team/ task force; submits written summary of his/her role on the taskforce & reports on work that has been completed.</p> <p>Check one of the two options below:</p> <p><input type="checkbox"/> Attends 60% of taskforce/team meetings</p> <p><input type="checkbox"/> Attends 75% of taskforce/team meetings</p>	(3)	<p>Written summary attached Reports on taskforce during interview</p> <p>Signature: _____ Manager or Team leader</p> <p>Signature: _____ Manager or Team leader</p>
<p>3. Active participation on a Medical Center and/or health related community committee; submits a written summary about committee and reports on work accomplished</p> <p>Check one of the two options below:</p> <p><input type="checkbox"/> Attends 60% of taskforce/team meetings</p> <p><input type="checkbox"/> Attends 75% of taskforce/team meetings</p>	(3)	<p>Written summary attached Reports on committee work during interview</p> <p>Signature: _____ Manager or Team leader</p> <p>Signature: _____ Manager or Team leader</p>
4. Function as a preceptor to a Senior Nursing Student for one quarter	(4)	<p>Name of student: _____</p> <p>Dates: _____</p> <p>Signature: _____ Manager or Nursing Faculty</p>
5. Primary Preceptor to New Grad	(3)	<p>Name of New Grad: _____</p> <p>Dates: _____</p> <p>Signature: _____ Manager or educator</p>
6. Relief preceptor to New Grad (6 or more shifts with same New Grad)	(2)	<p>Name of New Grad: _____</p> <p>Dates: _____</p> <p>Signature: _____ Manager or educator</p>

Leadership	PTS	TOPIC/COMMENTS/SIGNATURES
<p>7. Coordinate an activity or function to improve morale, celebrate an occasion or recognize a special accomplishment of a peer.</p> <p>(50% of unit employees must be in attendance)</p>	(2)	<p>Activity: _____ Date: _____ Signature: _____ Manager</p>
<p>8. Unit Specialty Nurse Specialty Nursing Certifications</p> <p><input checked="" type="checkbox"/> Other <u>CCRN</u></p> <p><input type="checkbox"/> OR specialty</p>	(2) (3)	<p>Copy of current certification card attached to this application</p> <p>Copy of current certification card attached to this application</p> <p>Signature: _____ Manager</p>
<p>9. Elected representative /officer/chair of nursing committee/organization i.e., PPC, LUC, delegate to C.N.A., etc.</p>	(2)	<p>Signature: _____ Manager</p>
<p>10. Membership in any of these committees:</p> <p><input type="checkbox"/> Interdisciplinary Practice</p> <p><input checked="" type="checkbox"/> Nursing Education</p> <p><input type="checkbox"/> Environment of Care</p> <p><input type="checkbox"/> Patient Satisfaction</p> <p><input type="checkbox"/> Bio-ethics</p> <p><input type="checkbox"/> Staff Nurse III</p> <p>➤ Only two points possible. Must attend 50% of meetings or assume leadership role when projects are implemented.</p>	(2) max	<p>Signature: <u>Judy Hinemann</u> Committee Chair</p>
<p>TOTAL POINTS LEADERSHIP</p>		

Nursing Practice	PTS	TOPIC/COMMENTS/SIGNATURES
1. Present an update to Age-Specific Care at the unit level	(2)	Topic: _____ Date: _____ Signature: _____ Manager
2. Present an update to Culturally Specific Care at the unit level	(2)	Topic: _____ Date: _____ Signature: _____ Manager
3. Review and revise ten policies per year; providing a list of revised policies	(3)	List of revised policies attached to this application
4. Write one new policy and get approval from the Interdisciplinary Practice Council ➤ * Max of 2 new policies for max of 4 points	(2) OR (4*)	Policy name: 1. _____ 2. _____ Signature: _____ Interdisciplinary Practice Council chair
5. Participate in development of a new clinical practice, in-service and implement. (Attach details of clinical practice and your in-service and implementation plans)	(5)	Clinical Practice: <u>MDL rounding tool</u> Signature: <u>J. Hinesman</u> Committee chair
6. Develop and conduct a QA/CQI study with indicators, tools and outcome utilizing QA/CQI format	(6)	CQI project: _____ Signature: _____ QI Committee chair
TOTAL POINTS NURSING PRACTICE		

*Ann
Star
Referee
Tool*

Community Involvement	PTS	TOPIC/COMMENTS/SIGNATURES
<input type="checkbox"/> "Run to the Lake"	(2)	Date: _____ Signature: _____ Event coordinator
<input type="checkbox"/> Health fairs (Castro Valley Fall Festival, Ashland fair, etc.)	(2)	Date: _____ Signature: _____ Event coordinator
<input type="checkbox"/> Career Day at local schools	(2)	Date: _____ School: _____ Signature: _____ Event coordinator
<input type="checkbox"/> Assist at "Take your kids to work day"	(2)	Date: _____ Signature: _____ Event coordinator
<input type="checkbox"/> Nursing School Career Fairs/Recruitment Fairs	(2)	Date: _____ Signature: _____ Event coordinator
<input type="checkbox"/> Flu Shot Clinic	(2)	Date: _____ Signature: _____ Event coordinator
<input type="checkbox"/> Any community outreach coordinated by Eden Medical Center's Public Relations department	(2)	Date: _____ Signature: _____ Event coordinator
<input checked="" type="checkbox"/> Other mutually agreed upon activities 2 points per event, with a maximum of 4 points for this category.	(2)	Date: <u>Health fair 10/5/13</u> Signature: <u>Candice</u> Event coordinator <u>Eden Medical Center</u>
TOTAL POINTS COMMUNITY INVOLVEMENT		

Totals Sheet	
Education	13+
Professional Responsibility	1
Leadership	6
Nursing Practice	5
Community Involvement	2
Total (at least 18 points for current SNIII and 20 points for new or lapsed status. See page 5)	27+

Please attach all copies of supporting documentation if needed to this application. Failure to do so will result in denial of Staff Nurse III status.

Degrees – Relevance to Nursing (Professional Responsibility section, page 7 – reference item 2a and 4a)

2a. *For those nurses with a BS degree in Healthcare Administration or other health-care related field (i.e., Counseling):*

- Please describe how having a BS in a health-care related field has helped you in your role as a nurse (at least 200 words, typed and attached to this application).

4a. *For those nurses with a MS degree in Healthcare Administration or other health-care related field (i.e., Counseling):*

- Please describe how having a MS in a health-care related field has helped you in your role as a nurse (at least 200 words, typed and attached to this application).

Staff Nurse III Application

Peer Evaluations from your unit (at least two must be submitted)

Directions: Please give this form and an envelope to a nurse on your unit who works directly with you. He/she needs to fill out the form, put it in the attached envelope and send it to Nursing Administration. Make sure it is completed before the deadline date!!

Name of nurse applying for Staff Nurse III: Justine Nurse

Name of staff nurse peer: Augustine Nurse, RN Unit: ICU

How long have you worked with this nurse? 5 years

What shift do you work? days

Please give **one example** of:

How you or others have utilized this nurse as a resource

I always utilized her for anything I need to know about things I don't know.

How this nurse acts as a role model on your unit

She act very professional + very accommodating to everybody

This nurse showing excellent assessment skills

she is very knowledgeable on everything

This nurse using initiative to improve the quality of patient care

she always want to make some tools for her so every one can use as a learning on back up.

This nurse providing leadership to peers

Always encourage us to be pro active

Other comments about this nurse (use back of page if necessary):

Completed by: Augustine Nurse Date 1/8/14

Staff Nurse III Application

Peer Evaluations from your unit (at least two must be submitted)

Directions: Please give this form and an envelope to a nurse on your unit who works directly with you. He/she needs to fill out the form, put it in the attached envelope and send it to Nursing Administration. Make sure it is completed before the deadline date!!

Name of nurse applying for Staff Nurse III: Justine Nurse

Name of staff nurse peer: Irene Nurse, RN Unit: PACU

How long have you worked with this nurse? 13 years
What shift do you work? Day shift

Please give **one example** of:

- How you or others have utilized this nurse as a resource

She is very knowledgeable. Gives in service to staff. Communicates well in person and via e-mails

- How this nurse acts as a role model on your unit

Takes initiative in teaching, works well with all other staff, solves problems when needed.

- This nurse showing excellent assessment skills

Very thorough in assessing pt's. Picks up any issues that comes up.

- This nurse using initiative to improve the quality of patient care

she always comes up with performance improvement ideas.

- This nurse providing leadership to peers

Keeps informed of current procedures provide continuing education, staff meetings.

Other comments about this nurse (use back of page if necessary):

Completed by: Irene Nurse Date 1/8/14