

PROFESSIONAL DEVELOPMENT LADDER

Example from FW Huston

ELIGIBILITY REQUIREMENTS:

1. The employee must have 12 months of employment at FWH at a part-time or full-time level in good standing. Good Standing includes no disciplinary action at the written warning, or higher level in the past 12 months and participation in all staff and departmental meetings at the required level of attendance.
2. Employees must submit the application and associated portfolio for review within 1 month before, during, or 1 month after their anniversary date. (For example, if the anniversary date is 5/5. the employee may apply in April, May, or June IF meets the above conditions.)
3. Managers and leadership staff are NOT eligible to participate in the Professional Development Ladder.

APPLICATION AND APPROVAL PROCESS:

1. Employees desiring to apply for the Professional Development Ladder must submit their completed application and portfolio to the manager for their department for approval.
2. After manager approval, the portfolio and application will be submitted to Human Resources to determine if employee is eligible based upon participation in all-staff meetings and no disciplinary action above the level of verbal warning.
3. Human Resources will forward the portfolio and application to the Professional Development Ladder Committee (PDLC) for review.
4. The PDLC will review the applications and portfolios and approve OR decline based upon meeting the requirements. (Those declined may opt to resubmit within 1 month with additional data if indicated.)
5. The PDLC will forward the applications and portfolios to Human Resources for Chief Executive Officer approval and authorization of the associated and earned bonus.
6. The bonus will be paid in a separate check and will be disbursed to approved parties quarterly.

LEVEL 1: 200-249 POINTS (\$250)

LEVEL 2: 250-300 POINTS (\$500)

LEVEL 3: 301-400 POINTS (\$750)

LEVEL 4: 401-500 POINTS (\$1000)

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APPLICATION PACKET

Dear Employee:

Please circle the appropriate level of each section and provide the required supporting documentation within your portfolio. This application **MUST BE COMPLETE** to be submitted. Thank you.

COMPLETED FORMAL EDUCATION *{Required documentation: copy of diploma or transcript}*

Designated Points	Action
10	One degree level above job requirements (e.g. BSN when ADN required; DNP when MSN required, Associated Degree when HS Diploma/GED required)
20	Two degree levels above job requirements (e.g. MSN when ADN required)
20	MAXIMUM

CONTINUING EDUCATION AND PROFESSIONAL ENGAGEMENT

{Required documentation: copy of CE Certificate}

Designated Points	Action
10	Additional certification obtained NOT required for the position (list, BLS, ACLS, PALS, ENPC, TNCC, NRP, ASLS, ABLIS) [max 3]
20	Board certification NOT required for position (e.g., CEN, RN-BC, etc.)
10	Additional Board Certification [max 1]
60	MAXIMUM

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PROFESSIONAL ORGANIZATION MEMBERSHIP AND INVOLVEMENT

{Required documentation: copy of dues receipt, minutes indicating presence if board member}

Designated Points	Action
10	Membership in at least 1 professional organization
20	Membership in 2 or more professional organizations
10	Board-level participation in professional organizations (local-state level)
10	Board-level participation in professional organizations (national level)
40	MAXIMUM

ADDITIONAL EDUCATION

{Required documentation: copy of Certificate of attendance or transcript}

Designated Points	Action
5 [25]	Additional CE's obtained beyond state practice requirement [per 4 hours] [max 5 4-hour blocks] {May not include courses for which you receive credit for certification as above}
5 [30]	College classes [per credit hour up to 6 credit hours, must achieve B or higher]
55	MAXIMUM

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VERSATILE WORKER TRAINING

All new hires are required to complete our new hire general orientation process. This orientation includes formal training in each of the following areas for all team members:

Designated Points	Action
10	Safe food service and dining processes
10	Housekeeping expectations and processes
10	Life enhancement and activity responsibilities
10	Transportation training
10	Personal laundry
50	MAXIMUM

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COMMUNITY SERVICE AND ENGAGEMENT

{Required documentation: copy of membership roster or other proof of membership, minutes indicating presence if board member, sign off for events on attached form}

Designated Points	Action
10	Active member of community organization
20	Board-level participation in community organization
10 [50]	Participation in community service event (internal) [per event - max 5]
10 [20]	Participation in external community service event (external) [per event - max 2]
10	Participation in organizational marketing project [1/year]
40	MAXIMUM

ORGANIZATIONAL PARTICIPATION

Committee {Required documentation: copy of sign-in indicating involvement as listed; minutes for officers}

Designated Points	Action
10	Actively involved in organizational committee [> 75% meeting presence]
10	Actively involved in an additional organizational committee [> 75% meeting presence]
10	Officer in organizational committee (e.g., Chair, Co-Chair, Secretary)
30	MAXIMUM

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Peer Education {Required documentation: manager/supervisor signature for preceptor hours; sign-in roster for education with manger/supervisor co-signature }

Designated Points	Action
5 [50]	Preceptor (points based upon hours precepted) [per FT week increments] [max: 10 weeks]
10	Presentation to Peers (poster, verbal, PowerPoint)
10	Additional presentation to Peers (poster, verbal, PowerPoint)
70	MAXIMUM

QAPI Involvement Required documentation: QAPI meeting sign-in; QAPI Leadership signature on QAPI project brief summary}

Designated Points	Action
15	Actively involved in QAPI Committee
15 [30]	Actively involved in specific QAPI projects [max 2]
20	Lead in QAPI project
20	Lead in additional QAPI project
85	MAXIMUM

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LENGTH OF SERVICE

Designated Points	Action
5	3 years of service at organization
10	5 years of service at organization
15	10 years of service at organization
20	15 years of service at organization
25	20 years of service at organization
30	25 years of service at organization
30	MAXIMUM

TOTAL POSSIBLE: 550

Please write a brief personal statement regarding what has been meaningful for you or that you have gained in the past year in your professional development. (Please write legibly or type your statement.)

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Please write a brief personal statement regarding what has been meaningful for you or that you have gained in the past year in your professional development. (Please write legibly or type your statement.)

I, the employee applying for the Professional Development Ladder, attest that all the information in this application and portfolio are accurate to the best of my knowledge. Inaccuracies may lead to the rejection of my application for the Professional Development Ladder.

Employee Name (Printed)

Employee Signature

Date

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COMMUNITY SERVICE AND ENGAGEMENT RECORD

Date	Time-In	Time-Out	Event	Sponsoring Organization	Verification Signature

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For use by the PDLC:

EVENT Categories

Total Points Awarded

Participation in community service event (internal) [10 pts per event - max 5 events/yr]	
Participation in external community service event (external) [10 pts per event - max 2/yr]	
Participation in organizational marketing project [10 pts per event - max 1/yr]	

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PRECEPTOR HOURS LOG

Dates (to = FT week)	Orientee Name	Role	Manager/Supervisor Verification Signature

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FOR OFFICIAL USE ONLY:

Date Received by Manager: _____

Eligible for PDL (return to employee if not eligible)

Manager Signature Manager Name (Print) Date

Date Received by Human Resources Director: _____

Eligible for PDL (return to Manager if not eligible, Manager will return to employee)

Human Resources HRD Name (Print) Date
Director Signature

Date Received by PDL Committee: _____

Recommend Approval (send to HRD for CEO Approval)

Do NOT Recommend Approval (reason):

PDLC Chair Signature PDLC Chair Name Date
(Print)

Approved

Not Approved

Chief Executive Officer Chief Executive Date
Signature Officer Name (Print)

Processed by HRD

Bonus Paid (HRD)

Filed in Employee HR File (HRD)