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Nurse Practitioner Professional Development Program

The Nurse Practitioner Professional Development Program (NP PDP) recognizes the Nurse Practitioner as a clinical expert who demonstrates excellence through advanced clinical practice, education and leadership. The purpose of this program is to encourage the nurse practitioner to utilize and model clinical expertise, become nursing leaders by participating in clinical care research, education, publication and/or community involvement and service to the SCVHHS Enterprise.

II. Eligibility for NP PDP Differential

Minimum Qualifications for NP PDP:

1. Current possession of a valid California Registered Nurse license and current certification as a Nurse Practitioner in accordance with applicable law and current national certification.
2. A minimum of four (4) years of experience as a Nurse Practitioner.
3. Satisfactory overall performance as a Nurse Practitioner II or III (defined as meets or exceeds on their most recent performance evaluation) in the same clinical area at the SCVMC enterprise for the previous two (2) years.

Advanced Practice PDP (5% differential): A Nurse Practitioner clinical expert who has met the criteria defined in the Nurse Practitioner PDP.

Please note: The application, formal interview, and essay described below will be a critical part of the evaluation process. All the components above reflect the minimal requirements for this position.

III. The Application Process

Applications for a Nurse Practitioner PDP will be accepted and evaluated on a twice yearly basis by the Nurse Practitioner PDP Selection Committee (NP PDP-SC). Deadlines for submission will



be the last business day of March and September each year. If an application is accepted, the prospective candidate will participate in a formal interview with the NP PDP Selection

Committee. If an application is rejected, the applicant must wait a minimum of one (1) year before applying again.

There shall be no limit on the number of applicants successfully included in the NP PDP at any evaluation.

All applicants must:

1. Meet minimum qualifications for NP PDP (described above).

A. Submit a completed application packet to the NP PDP-SC by 5:00pm on the last business day of March and September of each year.

B. Signed NP PDP coversheet with current CV.

C. A signed copy of the NP's most recent performance evaluation (within the past twelve (12) months) which indicates performance at the standard or above for clinical competence, interpersonal relationships and professional characteristics.

D. Two signed letters of recommendation are required

E. Application essay describing professional contributions and experiences that demonstrate clinical excellence and elaborate future practice goals.

G. Evidence of contribution in each of the three "Leadership Activity Categories" (see below). These Leadership Activity categories should be reflected in your essay. The interview and essay will be a critical part of the evaluation process. All the components above reflect the minimal requirements for this position.

In the thirty-six (36) month period prior to application for the NP PDP, the applicant must have accrued a minimum of 20 points to be considered. An NP is eligible for initial application to NP PDP candidate once all eligibility requirements are met. Point values are indicated in parentheses by each category. Activities may not be captured more than once unless indicated.



Multiple unique activities may be completed within each selected category until you reach to "total points" available for the category. Additional "Leadership Activity Categories" may be presented by the applicant for consideration but must be approved by unanimous consent of the NP PDP-SC.

Education

1. Evidence of ongoing teaching activity. Examples include but not limited to: (may not exceed 5 points in total)

a. Adjunct professor (3 points)

b. Volunteer faculty (2 points)

2. Evidence of ongoing educational leadership activities for staff, students or patient community. (1 point each- up to a total of 4 points)

a. Hospital Education (1 point)

b. Staff or school of nursing education (1 point)

c. SIMS lab instruction (1 point)

d. Guest lecturer (1 point)

e. Presentation at education forums such as health fairs (1 point)

3. Serve as a NP transition to practice mentor in a structured program. A NP transition to practice mentor is defined as an experienced NP who substantively and consistently works with a mentee to develop, achieve, and evaluate professional goals. Provides and contributes 60 hours of orientation and support to medical students, residents, fellows and other advanced practice providers. (3 points- up to a total of 6 points in total over the review period)

4. Contribute 60 hours of APP Preceptorship and APP fellowship. A NP preceptor is defined as an experienced APP who voluntarily agrees to provide clinical experience and guidance to a student or APP fellow during their educational program. (3 points- up to a total of 9 points over the review period)



5. Completion of additional nationally recognized certifications that add value to your professional role but are not required in your job description (3 points in total)

6. Completion of a job-related post masters certificate program, DNP or PhD program (5 points)

Professional Development

7. Author, co-author or editor (may not exceed 9 points in total)

a. Contributing textbook chapter. (3 points)

b. Published/submitted article to professional journal. (3 points)

c. Editing or reviewing professional practice related literature. (3

points)

8. Research Involvement (investigator initiated, or industry sponsored IRB approved or IRB exempt protocols) (may not exceed 7 points in total)

a. Investigator (4 points)

b. Research/data collection (includes performing research related

exams, ordering research diagnostics) (1 point)

c. Data analysis (2 points)

d. Coordinator (1 point)

9. Grant writing (proof of completed submission). (may not exceed 3 points in total)

a. Funded grant (3 points)

b. Grant development (2 points)



10. Oral, poster or abstract presentation at a professional conference. (may not exceed 3 points in total)

11. APP Policy or Standard Development: contribution to written hospital wide or national standards, core competencies, protocols, standardized procedures, and standardized documentation resulting in improved quality and safety standards. (2 points in total)

Leadership

12. Demonstrated Leadership

a. Committee Member in an international/national/state/community/ hospital organization for 12 months with 75% attendance. (may not exceed 6 points in total for the review period)

i. Chair/co-chair (3 points)

ii. Member (1 point)

iii. Task force/Subcommittee member (1 point)

b. NP Unit based champion in clinical trials, education, mentorship or other leadership activity (3 points)

13. Development of organizational project aimed at improvement of care in the three main categories: patient care, financial stewardship, quality and safety. (2 points per project up to a total of 4 points for the review period)

14. Community Involvement: active participation for minimum of 12 months in health-related community activities that utilize the Advanced Practitioner's level of expertise. Examples include legislative/governmental participation, volunteer or board activities in any health or education related organization. (2 points per project or 12 months of community leadership up to a total of 6 points for the review period)

IV. The Advanced Practice Practitioners (APP) Council

Candidate applications that meet the required criteria will be initially reviewed by the APP council. The APP council members



will finalize the applications that will proceed for review to the NP PDP Selection Committee.

V. The Nurse Practitioner PDP-Selection Committee (NP PDP-SC)

1. Committee Membership

NP PDP-SC vacancies are to be publicized and applicants will be nominated by their peers. Committee members will serve a term of three years (as possible for continuity of process). The NP PDP-SC will be responsible for choosing replacement members from nominees by consensus. All decisions will be reviewed by the Chair who is charged with ensuring broad-based representation over time.

The NP PDP-SC will have a minimum of five members as detailed below:

A. The Director of Advanced Practice to serve as Chair.

B. Two NP PDP elected by the NP PDP Selection Committee, will serve as members. There will be attention to ensuring representation from ambulatory and in patient NP provider roles.

C. One (1) volunteer NP with 5 years or greater experience

D. One NP elected from advanced practice council.

NP PDP-SC members will be expected to recuse themselves if:

(1) There is a direct line relationship between the applicant and committee member; or

(2) If an NP serving on the committee is undergoing review of her/his application for NP PDP

In the event the committee has limited knowledge of the applicant's specialty area, the NP PDP-SC may call in a content expert for their opinion. This person is not a voting member. In the event the committee has a split decision regarding the applicant, the Committee Chair will have the authority to make the final decision.



2. Committee Responsibilities

The NP PDP-SC will be responsible for reviewing both application AND renewal packets at each meeting. Initial applications and renewal packets will be redacted of the applicant's name and identified by a number. Meetings will occur within forty-five (45) days of each application deadline to determine the eligibility of each candidate for NP PDP. If the application is accepted, the candidate will be invited to participate in a 30-minute formal interview conducted by the NP PDP-SC or qualified candidates in person.

Applicants will be notified of the NP PDP-SC's decision within thirty (30) business days following the completion of interviews for all candidates.

3. Appeals Process

Any applicant denied NP PDPI consideration or classification may appeal the decision of the NP PDPI-SC. A written appeal letter must be submitted to the NP PDP-SC no later than thirty (30) days after notification of denial. This appeal shall not contain any application information that was not included with the original submission. The appeal will be reviewed within sixty (60) days of each application deadline. The NP PDP-SC will provide written explanation for any appeal that is denied. The Nurse Practitioner must wait a minimum of one (1) year from date of original application before applying again.

Compensation

The compensation level for the NP PDP shall be a five percent (5%) differential

Maintenance of Nurse Practitioner PDP Designation

As noted above, each appointment as an NP PDP shall be made for three (3) years. If an NP receiving the PDP differential transfers to a new department during the review period, they will retain their PDP status and will undergo the normal scheduled renewal process. A select group of individuals who have been appointed NP PDP status will participate in the reapplication of other NP PDP applicants.



To maintain NP PDP designation, each applicant must submit a renewal packet to the NP PDP-SC three (3) months prior to the expiration of their NP PDP designation that will demonstrate the following:

1. Current possession of a valid California Registered Nurse license and current certification as a Nurse Practitioner in accordance with applicable law and current national certification as detailed in their job description.
2. Current performance evaluation of standard or above for the most recent competency evaluation. Must include a copy of your annual performance evaluation and self-evaluation with future career directions.
3. Maintain required national certification and licensure.
4. Submission of an updated CV that reflects ongoing commitment to leadership and professionalism and reflects all the leadership activities listed above.
5. Evidence of continued contribution in at least three activity categories accruing the minimum number of points to renew (20 points) and remain in the NP PDP. Within the rolling thirty-six (36) months prior to renewal of NP PDP designation, the applicant must have completed the required leadership activity categories within at least three (3) separate categories listed in "Application Worksheet" (attached). Multiple activities may be completed within each selected category. Additional "Leadership Activity Categories" may be presented by the applicant for consideration and must be approved by unanimous consent of the NP PDP-SC.