Nursing at UPMC

UPMC Nursing has more than 11,000 nurses in various professional roles and settings. The nursing profession is faced with dynamic changes in the workforce, the economy, and in the health care environment. Aligning UPMC with nursing across the nation, My Nursing Career, the UPMC clinical career ladder, provides an additional incentive for nurses to further their education and gain expertise through advanced degrees and certifications while promoting life-long learning. It also establishes structured and unstructured opportunities to grow professionally through meaningful contributions to their department, hospital, health care facility, and our system. The ladder is designed to allow flexibility throughout a career as personal goals and priorities change.

Did you know that, beginning for the 2012-2013 academic year, eligible UPMC employees can receive up to $5,000 an academic year in tuition advancement or reimbursement to earn advanced degrees or certifications? Visit Infonet to learn more about this and other tuition benefits available such as the dependent tuition benefit. This benefit can help to lighten your financial strain and worries while supporting an education that will help you plan for the future. Spouses and domestic partners may be eligible for up to $2,000 an academic year and children may be eligible for up to $6,000 an academic year.

Baccalaureate and Advanced Degrees
The staff nurse, professional staff nurse, and senior professional staff nurse levels do not require a bachelor's degree in nursing (BSN). UPMC recognizes the value of a BSN and supports this with a BSN-differential. UPMC acknowledges baccalaureate-prepared nurses at the bedside with a BSN-differential of $1 an hour in the urban and community hospitals, and $0.50 in the regional hospitals.

Advancing levels requires a BSN. While it is encouraged that nurses maintain their education and certifications as they advance their careers, nurses moving into roles such as a clinician, senior professional care manager, and administrator on duty are more successful with a broader scope of formal education to better manage groups of patients and staff.

A number of local universities hold courses in UPMC facilities. Visit Infonet to learn about nursing degree options and review the available programs.

Certification
Certification is required at the senior professional staff nurse level and similar roles. The staff nurse, professional staff nurse, and senior professional staff nurse roles represent a continuum of direct patient care positions. The nurse progresses in experience, knowledge, and responsibilities at the bedside, with certification enhancing patient care excellence at this level. Certification recognizes that a nurse has mastered a body of specialized knowledge and is a methodology to remain current in one’s specialty practice while reinforcing evidence-based practice in their specialties.

You can use your tuition benefit to be reimbursed for the cost of a certification test upon successful completion. You can be reimbursed for more than one certification up to your academic year maximum.

Visit Infonet to explore the nursing certifications that UPMC supports.

Life-Long Learning
UPMC values you for the excellent care you provide to our patients. Understanding the growing complexity of patient care, responsible and proactive unit management, and the rapidly changing health care landscape as essential elements of the nursing profession the My Nursing Career program was designed to encourage ongoing education whether it is through certification, formal degrees, or continuing education opportunities. The Institute of Medicine (IOM) Future of Nursing Report published in the fall of 2010, calls for an increased amount of nurses with advanced degrees by the year 2020, ensuring that nurses are able to lead critical changes in health care, now and in the future.
1. **Staff Nurse**: Entry-level position for new graduates during their first year. This is a novice level of practice. Maps directly to CNI.

**Qualifications**:  
-0-1 year experience  
-BSN preferred

**Promotional Requirements**:  
-Non-applicable
2. **Professional Staff Nurse**: Responsible to autonomously set the standards for the level and quality of care. This position is designed to recognize and reward UPMC’s skilled and knowledgeable registered nurses. Staff may progress to this after 6 months and may choose to stay here their entire career. Experienced nurses entering UPMC most often enter at this level. Maps directly to the CNII.

**Qualifications:**
- Minimum of 6 months
- BSN preferred
- Approved national certification preferred

**Promotional Requirements:**
- Licensure required
- 6 months to 1 year experience
- Receive a Good/Solid/Strong performance rating
3. Senior Professional Staff Nurse: This is designed for nurses who want to continue to advance their careers. As experience and expertise grows, this nurse is increasingly relied upon to serve as unit leaders. They serve as role models for professional nursing practice by serving as recognized leaders in one or more of the following areas: clinical expert, staff or patient educator/teacher, specialized resource nurse, and/or through evidence based practice. Maps closely to current CNIII and most all CNIV.

**Qualifications:**
- Minimum of 2 years of experience
- RN licensure
- BSN preferred
- Solid/Strong/Good rating on performance review
- *Approved certification required excluding nurses who hold a master’s or doctorate degree.

**Promotional Requirements:**
- Minimum of 2 years of experience
- A Good/Solid/Strong rating on most recent performance review & ongoing to maintain level
- A current approved nursing certification excluding nurses who hold a masters or doctorate degree in Nursing
- *On an annual basis, nurses must identify and successfully complete a pre-approved professional contribution supporting nursing goals
*This form is used by Management to inform Human Resources about your promotion. (not to be completed by the staff member)

UPMC My Nursing Career Promotion Proposal

Name ___________________________ Employee ID# ___________________________
Date ___________________________ Department ___________________________

CHECK ONE
☐ Proposal for promotion Staff Nurse → Professional Staff Nurse (Fill out section 1 & 3)
☐ Proposal for promotion Professional Staff Nurse → Senior Professional Staff Nurses (Fill out all sections)

SECTION 1
☐ Staff Nurse → Professional Staff Nurse
☐ Professional Staff Nurse → Senior Professional Staff Nurse

Please check one:
☐ 6 months after original slotting or ☐ Evaluation/EPR

A. Evaluation effective date ___________________________ Performance Rating ___________
B. Years of nursing experience ___________________________
C. Degree ___________________________
D. Master’s Degree in Nursing ___________________________ Date obtained ___________
D. Specialty Certification * ___________________________ Expiration Date ___________

* Certification not required if master’s degree in nursing is obtained.

SECTION 2
Professional Contribution Title/Description:
____________________________________________________________________________
_____________________________________________________________________________
Projected Completion Date: ___________________________
* If detail required, request Senior Staff Nurse Portfolio

SECTION 3
Staff Member’s Current Salary ___________________________
Merit Increase (if eval) % __________ Amount __________
Promotional increase to Senior Professional Staff Nurse % __________ Amount __________
Final Salary ___________________________

Unit Director/Manager should attach comments and/or performance evaluation for promotions to Sr. Staff Nurse. Attach proposal to EPR & Evaluation (if applicable) along with RPF.

Unit Director/Manager Signature ___________________________ Date ___________
Clinical Director Signature ___________________________ Date ___________
CNO Signature ___________________________ Date ___________
Employee Signature ___________________________ Date ___________
☐ Approved ☐ Not Approved

This form is completed by unit director/manager to notify human resources of promotion. RPF must be included.
Nurses in this role are expected to have active participation in a manager approved professional contribution that supports the hospital/system’s goals. There is a list of suggested areas of focus on the My Professional Contribution form located on the Nursing Infonet.

For those new to the Senior Professional Nurse role, submit your nursing portfolio that includes the following:

- My Professional Contribution Annual Initiation Form
  Please complete this form completely. You are encouraged to review the My Nursing Career Professional Contribution Feedback Tool used to evaluate your contribution so you are prepared to submit the required information. This document can be found on the nursing infonet. It is also recommended that staff members identify a mentor to provide guidance on projects.

- Professional RN Yearly Update Form

For those continuing in the Senior Professional Nurse role, submit your nursing portfolio that includes the following:

- My Professional Contribution Annual Outcome Report
  This form will document your completion of last year’s contribution. Please complete thoroughly as it will be used to evaluate the success of your contribution.

- My Professional Contribution Annual Initiation Form for this upcoming year’s contribution.
  Please complete this form completely. Include update goals, methodology, outcomes and measurements. You are encouraged to review the My Professional Contribution Feedback Tool used to evaluate your contribution so you are prepared to submit the required information. This document can be found on the nursing infonet. It is also recommended that staff members identify a mentor to provide guidance on projects.

- Professional RN Yearly Update Form

### Timeline Key Dates

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<th>Forms should be submitted to your unit director/manager by:</th>
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**My Nursing Career**

**Sr. Professional Staff Nurse**

**Professional Contribution Annual Review Process**

The Nurse completes work on his/her contribution throughout the year.

### 6 Month Mid-Year

Nurse provides update to Unit Director /Manager on project status.

### 90 Days Prior to Performance Review

Unit Director/Manager or designee provides to Nurse:

* Self-assessment
* My Professional Contribution Annual Outcome Report to evaluate the current year’s contribution
* My Professional Contribution Annual Initiation form (for next year’s contribution)
* Professional RN Yearly Update Form

### 60 Days Prior to Performance Review

Nurse submits these completed forms to Unit Director/Manager or designee:

* My Professional Contribution Annual Outcome Report
* My Professional Contribution Annual Initiation Form
* Professional RN Yearly Update Form

### Within 4 Weeks after Receipt of Forms

My Nursing Career Review Panel meets to oversee process and review forms. The panel will complete the My Nursing Career Professional Contribution Feedback Tool and return completed tool to Unit Director/Manager that gives to Nurse.

If **approved**, My Nursing Career Review Panel forwards to CNO for approval. CNO signs and returns to Unit Director/Manager. It is recommended that a business unit maintains a database that reflects completion of old project, initiation of new project and status of certification.

If **not approved**, forms are returned to the Unit Director/Manager Nurse to give to the Nurse for revision. Nurse makes revisions in consultation with Unit Director/Manager and/or Mentor. Resubmits to My Nursing Career Review Panel ASAP. The panel will approve or return for further revision.

Process must be completed prior to annual performance review.
**Employee Name:** Darren Redding  
**Employee ID:** 00143661  
**Effective Date:** 2/23/2015

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**HR to Complete This Section**

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**Created June 2013, Updated July 2013**
Paul Caviglia has been the co-chair of the house-wide informatics committee which accounts for his senior project. He has his CCRN and has two years experience as a RN since his evaluation.