

## **Article 29A – Clinical Advancement Recognition Program (CARP)**

The Clinical Advancement Recognition Program (CARP) recognizes, acknowledges, and aligns experience, and ongoing professional development.

The Clinical Advancement Recognition Program (CARP) consists of four levels:

1. Staff Nurse I
2. Staff Nurse II
3. Staff Nurse III
4. Staff Nurse IV

Application deadlines for promotion to SN III or SN IV position are:

- \* January 1
- \* April 1
- \* July 1
- \* October 1

All applications should be submitted to CARP Committee at [CARPCommittee@UVMHealth.org](mailto:CARPCommittee@UVMHealth.org). Any submissions received after the due date will be considered during the following quarter.

There shall be no limit to the number of SN IIIs or SN IVs, providing the nurse meets the requirements.

Staff nurse III and IV when transferring positions will carry job title forward to new position. Staff nurse and new manager will begin the process to onboard the nurse and have a plan to meet all expectations in the future. The staff nurse transitioning to new area actively participates and presents plan for self-directed learning and transition to new specialty in collaboration with new manager.

Certifications benefits for nurses pursuing their initial certification are covered in Article 28.

Education support provide to nurses pursuing their BSN are covered in Article 29.

UVMHC will reimburse new Staff Nurse III and IVs for a first year membership to a specialty nurses association, not to exceed \$250.00.

SN IV Time Definition – SN IV’s shall have 20% of their FTE dedicated to engaging in Non-Patient Care Work. This includes all work outside patient care delivery except attendance at required trainings (ACLS/BLS/MOAB/NRP) and non-patient care work expected of all team members.

Examples:

- Staff meeting Attendance at a staff meeting – Not SN IV time
- Presenting work at a series of staff meetings – SN IV time

Required Trainings

- Attending ACLS – not SN IV time
- Teaching ACLS – SN IV time

Meeting the demand for patient care is a primary priority; therefore, working together, SN IV’s and their leaders may need to flex SN IV time and workload to maintain patient care delivery. UVMMC agrees that an SN IV will not be asked to reduce their Non-Patient Care Work more than once per quarter, unless there are no other viable options.

The CARP Committee, made up of leaders and staff nurses, will provide oversight to the CARP Program by performing ongoing review and assessment of the program’s effectiveness, including making programmatic changes. The President of the VFNHP or designee shall be invited to all CARP Committee Monthly Meetings. The committee is responsible for the quarterly review of SN III and SN IV applications and for making the promotional decisions. At the request of any RN, the committee will identify a resource to provide mentoring and support to the nurse seeking promotion to SN III or IV.

CARP Requirements:

	<b>RN I</b>	<b>RN II</b>	<b>RN III</b>	<b>RN IV</b>
<b>Initial Application</b>	No	No	Yes	Yes
<b>Renewal Process</b>	No	No	Yes, at annual evaluation	Yes, at annual evaluation
<b>Peer Review Committee</b>	No	No	Yes, for initial application only	Yes, for initial application only
<b>Letters of Recommendation</b>	No	No	Yes, manager at initial application only	Yes, manager at initial application only

<b>Application</b>	Upon hire	Upon hire	Yes	Yes
<b>No Performance Issues</b>	N/A	N/A	Employee in Good Standing: An employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities.	Employee in Good Standing: An employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities.
<b>Evidence of Work at Each Level</b>	Domains	Domains	Domains	Domains
<b>Meet with Manager</b>	No (other than check in)	Yes	Yes (review application form)	Yes (review application form)
<b>Level of Practice</b>	Advanced Beginner	Competent	Proficient	Expert
<b>Minimum Hours Worked</b>	No	No	Committed Hours: 0.5 or higher, Per Diem: 1000 hours worked with 60% of scheduled hours on unit (excludes call)	Committed Hours: 0.75 or higher, Per Diem: 780 hours worked each six months with 100% of scheduled hours on unit (excludes call)
<b>Years of Experience</b>	1	Greater than 1	3 years of experience in area of specialty	5 years of experience in area of specialty
<b>Certification</b>	Not required	Not required	Yes	Yes
<b>Degree</b>	ADN or BSN	ADN or BSN	BSN or BSN enrolled, with 5 years to complete; or ADN with certification and a Bachelor's degree of any focus.	BSN