



ACTIVITY SUMMARY TALLYSHEET

Highlight each ACTIVITY for which you are submitting an activity sheet on this tally sheet under the appropriate column and include this tool in the front of the Activity Summary section. Be sure to include your employee number in the designated spot and to total the points in each section.

CN3 INSTRUCTIONS

- All CN3 column activities are worth 1 point.
- A CN3 must earn no fewer than 10 points, annually.
- No more than 3 activities from any one domain can be claimed.
- No one activity can be claimed under more than one domain.
- A minimum of 4 domains must be represented by the activity sheets.
- Claimed committee/workgroup/membership involvement must be for a minimum of 12 months with an attendance of 80% or greater. Signature of Chair/Co-Chair is required for claimed committee work and attendance.
- Evidence of the activity must be documented and supported on the appropriate **Activity Summary sheet**. Supportive evidence should be included behind the summary sheet.

CN4 INSTRUCTIONS

- All CN4 column activities are worth 2 points.
- A CN4 must earn no fewer than 16 points, with minimum of 8 points from the CN4 column.
- No more than 3 activities from any one domain can be claimed.
- No one activity can be claimed under more than one domain.
- A minimum of 4 domains must be represented by the activity sheets.
- Claimed committee/workgroup/membership involvement must be for a minimum of 12 months with an attendance of 80% or greater. Signature of Chair/Co-Chair is required for claimed committee work and attendance.
- Evidence of the activity must be documented and supported on the appropriate **Activity Summary sheet**. Supportive evidence should be included behind the summary sheet. Two point activities take an intensive amount of work; substantial evidence of initiative, follow through, and outcomes should be included.

DO NOT INCLUDE THIS PAGE IN YOUR SUBMISSION



Activity Menu Tally Sheet

PROFESSIONAL PRACTICE

Promoting exemplary professional practice as evidenced by:

ACTIVITY	CN3	CN4
Membership to a Professional Organization	Active member > 1 year with written support of how this benefits your practice	Active member > 1 year and serving on committee, board or office
Presentation/Poster	Unit based	Hospital wide, regional, national, or international conference
Written Communication	Unit based column writer; Contributor to newsletter; Assistant grant writer	Hospital wide articles; external work submitted for publication or actually published; authors grant writing
Obtaining/Maintaining National Certification in Specialty	Specialty certification in addition to BSN <i>(Not applicable if applying for CN4)</i> <i>Does not include skill certification such as CPR</i>	More than one specialty certification <i>Does not include skill certification such as CPR</i>
Continuing Education	Additional undergraduate degree applicable to role; Currently enrolled in advanced degree program	MSN; Applicable Masters or Doctorate
Recognition for Exemplary Performance	Unit based award; Nomination for awards; Recognition letter from patient/family	Hospital wide award recipient <i>within the last 12 months</i> (NOY, Spotlight, Safety Hero). Lifetime achievement of State/National level award (DAISY, professional organization)
Earning CNE <i>(does not include CHECs)</i>	>15 – 25 CNE	>25 CNE
	Total CN3 Points:	Total CN4 Points:

Total Number of Activities in Professional Practice: _____

Total Combined Points for Professional Practice: _____

Employee #: _____



TEAM WORK

Working together for a shared purpose as evidenced by:

ACTIVITY	CN3	CN4
Promoting CHKD and its Mission through Community Outreach/Volunteerism	Participation in sponsored events or associated programs: health fairs, job fairs, EVMS programs, camp volunteer, Survivor Day, St. Baldrick's, Run/Walks, Lemonade Stand, phone-a thon, NICU BIG reunion, Norfolk City Union, Ronald McDonald House, etc.	Planner/ lead on events or programs that enhance CHKD in the community; School site education; organ donation(OTDAC); Military service within current calendar year
Participation in a Medical Mission	Participant	Lead organizer
Enhancing Interdisciplinary Relationships	Resident shadow volunteer; Active member of interdisciplinary work group; Unit based relationship and/or communication efforts	Coordinating/facilitating interdisciplinary rounds, educational opportunities, communication
Contributing Exceptionally to Hospital Service	CHKD loyalty 10-20 years; No tardiness x 1yr; Perfect attendance x1yr; Picks up extra shifts > 120 hours; RN experience 10-20 years; Urgent call > 120 hours;	Gen. Care NICU/PICU cross trained; CHKD loyalty over 20 years; RN experience over 20 years; Recruitment of RN who successfully completes 1 year of service at CHKD (<i>documentation required from Human Resources for proof of recruitment</i>)
Collaboration/ Conflict resolution	Evidence of exceptional and consistent behaviors at the department level that promote accountability and trust between colleagues and leadership (<i>specific details must be provided</i>)	Evidence of exceptional and consistent behaviors at the systems level that promote accountability and trust between colleagues and leadership
	Total CN3 Points:	Total CN4 Points:

Total Number of Activities in Team Work: _____

Total Combined Points for Team Work: _____

Employee #: _____



LEADERSHIP

Directing toward the mission & vision of CHKD through influence & empowerment as evidenced by:

ACTIVITY	CN3	CN4																
Facilitating Learning and Growth through Teaching	AEU station; CAUTI Champion; Unit based education (bulletin boards, poster, staff meeting, lunch and learn, post-conference share, CHEC opportunity, creating a teaching tool)	Certified instructor- teaching no less than two classes per year (PALS, BLS, ACLS, NRP, PEARS, APHON, ELNEC, OSHA BBP, STABLE Chemotherapy/Biotherapy); College or University level Instructor; Lead facilitator for certification study group																
Role Modeling Excellence	Serves as preceptor for number of hours based on FTE annually; <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">FTE</th> <th style="text-align: center;">Preceptor Hours</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">.45</td><td style="text-align: center;">54</td></tr> <tr><td style="text-align: center;">.5</td><td style="text-align: center;">60</td></tr> <tr><td style="text-align: center;">.6</td><td style="text-align: center;">72</td></tr> <tr><td style="text-align: center;">.75</td><td style="text-align: center;">90</td></tr> <tr><td style="text-align: center;">.8</td><td style="text-align: center;">96</td></tr> <tr><td style="text-align: center;">.9</td><td style="text-align: center;">108</td></tr> <tr><td style="text-align: center;">1.0</td><td style="text-align: center;">108</td></tr> </tbody> </table> Routinely used as a peer resource for clinical expertise in a specialized area of practice; Best practices coach	FTE	Preceptor Hours	.45	54	.5	60	.6	72	.75	90	.8	96	.9	108	1.0	108	Serves as a CAP Mentor; Serves as a formal unit Mentor in established program; Mentor for professional organization (requires letter from mentee); Member of clinical leadership team (CCL, Education Coordinator)
FTE	Preceptor Hours																	
.45	54																	
.5	60																	
.6	72																	
.75	90																	
.8	96																	
.9	108																	
1.0	108																	
Presenting/Clinical Expertise	Schwartz panel participant; NGR Panel participant	Nursing Grand Rounds presenter; Conference presenter																
Demonstrating Leadership Role on a Committee, Professional Organization or Work Group	Unit based leader of committee; Unit based project	Holds office in professional organization; Chair/Co-Chair of hospital wide or unit based Shared Governance, state, national or international committee or workgroup; CAP committee member																
	Total CN3 Points:	Total CN4 Points:																

Total Number of Activities in Leadership: _____

Total Combined Points for Leadership: _____

Employee #: _____



OUTCOMES

Improves quality outcomes through continuous performance improvement as evidenced by:

ACTIVITY	CN3	CN4
Participation in a Performance/Quality Improvement Initiative	Unit based	Hospital wide coordination, facilitation, and engagement of other staff
Performing Audits/Collection of Data	Contributes as auditor (<i>minimum quarterly</i>); Conducts literature reviews; Performs data collection	Engages other staff, coordinates data collection, measurement and evaluation of outcomes
Identifying Areas of Need with Use of Clinical Inquiry	Assists in design of PDSA	Leads project through IRB process
Active Role in a Safety Initiative	Improves work process to address identified safety concern	Navigates work process improvements through adoption house-wide or to additional clinical areas
Participation in a Work Group	Active member of work group with noted outcomes	Facilitates/leads work group with noted outcomes
Serving on the CHKD Research Council	Active council member; Assists in team project	Conducts research project; Co-Investigator with evidence of active participation
Active Role in an Evidence-Based Practice Initiative	Leads a unit based presentation of research article	Completes a literature review to support hospital-wide practice or policy change
Utilizing Performance Improvement Dashboard Data to Guide Practice	Provides peer education or promotes awareness of department data analysis and relevance to daily practice	Implements department or hospital wide strategies for continuous improvement of dashboard indicators and evaluating outcomes quantitatively
	Total CN3 Points:	Total CN4 Points:

Total Number of Activities in Outcomes: _____

Total Combined Points for Outcomes: _____

Employee #: _____



CARE DELIVERY

Improves standards of care as evidenced by:

ACTIVITY	CN3	CN4
Committee Involvement	Participating member unit based or hospital wide committee (<i>proof of attendance must be provided</i>)	Lead, Chair, Co-chair or Scribe for hospital wide committee or unit based Shared Governance committee
Assisting with Expertise as a Specialty RN	Best Practices Coach; NICU f/u clinic; ECMO; Team Lead; PICC trained; Palliative care; Skin/Wound Team; Rapid Triage Nurse, etc.	Charge RN; Interpreter; Lactation, OR Specialty Team Leader; RNFA (active); Safety Coach; SANE; Support U RN; Trauma Nurse Leader, Wound Treatment Associate; Laser Nurse, Cell Saver Nurse
Identifying Needs and Implementing Solutions to Support Best Practices	Unit based projects; Active participation in hospital wide project	Lead/developer hospital wide projects; Job Instruction Task Force; Develops Job Instruction
Implementation of RBC activity; Morale Booster, Self-Care, Team Building	Unit based efforts with outcomes	Hospital wide efforts with outcomes
Creating a Customer Service Project	Unit based project with outcomes	Hospital wide with outcomes
Promotion of Therapeutic Relationships; Patient Centered Care	Primary nursing; participation in a care conference; exceptional initiatives in patient/family education; promoting continuity of care for chronic or palliative patients; Psychosocial rounds liaison	Calling or leading care conference with documented outcomes; Developing formalized care plans for patient population
Advocacy; Moral Agency	Internal involvement in issues related to health care (ethical dilemmas, family advisory council, noteworthy response to parent complaints/requests)	External involvement in issues related to health care; Professional organization involvement in advocacy on a state or national level
Evaluating Policy and Procedures	Revisions	Development
	Total CN3 Points:	Total CN4 Points:

Total Number of Activities in Care Delivery: _____

Total Combined Points for Care Delivery: _____

Employee #: _____



RESOURCES

Maximize efficiency, responsibility and stewardship as evidenced by:

ACTIVITY	CN3	CN4
Participation in Committee Work	Green Team; Informatics Council; LEAN/Toyota committee; Nursing Value Analysis;	Chair/Co-Chair of these committees
Becoming a Technology Resource; Product Super User	Unit based Super User or Trainer with demonstration of current practice	Hospital wide lead trainer
Management of Hospital Work Force	Scheduler; Interviewer <i>(not included in job description/duties)</i>	Charge RN; Acting in management role outside of unit; Covering in crisis mode <i>(above & beyond requirement)</i>
Serves as Staff Resource/Specialty Nurse	Routinely used as peer resource for clinical expertise in a specialized area of practice; Best practices coach; NICU f/u clinic; ECMO trained; Team Lead; PICC trained; Palliative Care; Skin/Wound Team; Rapid Triage Nurse, etc.	Interpreter; Lactation; Member of clinical leadership team (CCL, Education Coordinator); OR Specialty Team Leader; RNFA (active); Safety Coach; SANE; Support U RN; Trauma Nurse Leader; Wound Treatment Associate, Laser Nurse, Cell Saver Nurse
Implementing and Evaluating Waste/Cost Cutting Measures	Unit based LEAN project	Hospital wide LEAN project
Facilitating Patient Flow; Throughput	Unit based- Innovative practice with regard to efficient and safe practice with discharge planning process, documentation of patient family education, medication review, and collaboration with physician and unit case managers	Hospital wide innovation for same
	Total CN3 Points:	Total CN4 Points:

Total Number of Activities in Resources: _____

Total Combined Points for Resources: _____

Total CN3 Points for All Domains: _____

Total CN4 Points for All Domains: _____

Total Points for All Domains: _____

Employee #: _____