



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, CHEC opportunity, creating a teaching tool, lunch and learn, poster, staff meeting, post-conference share, etc.) | 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;"> <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; PICC trained; Palliative care; Skin/Wound Team; Team Lead, Skin and 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: _____

Employee #:

Total Points for All Domains: _____