

CAP Summary Requirements

Respiratory Care

Criteria	Level 1	Level 2	Level 3	Level 4
Prerequisites for Participation	<ul style="list-style-type: none"> • ≥1 year service at CMH • Completes all required competencies & education 	<ul style="list-style-type: none"> • ≥1 year service at CMH • Completes all required competencies & education • National organization professional certification 	<ul style="list-style-type: none"> • ≥1 year service at CMH • Completes all required competencies & education • National organization professional certification • Professional organization membership 	<ul style="list-style-type: none"> • ≥1 year service at CMH • Completes all required competencies & education • National organization professional certification • Professional organization membership
Education & Experience Prerequisites for Participation	<ul style="list-style-type: none"> • ≥1 year worked as a licensed clinician 	<ul style="list-style-type: none"> • Bachelor's degree with an emphasis in health care &/or leadership & ≥3 years of experience in Respiratory Care OR • Associates degree with ≥5 years of experience in Respiratory Care 	<ul style="list-style-type: none"> • Bachelor's degree with an emphasis in health care and/or leadership & ≥5 years of experience in Respiratory Care 	<ul style="list-style-type: none"> • Master's degree with an emphasis in health care and/or leadership & ≥5 years of experience in Respiratory Care OR • Bachelor's degree with ≥10 years of experience in Respiratory Care
Education of Self Domain	Attains 20 CEUs	Attains 25 CEUs	Attains 30 CEUs	Attains 30 CEUs
Leadership Domain	Attains 1 point	Attains 3 point	Attains 4 point	Attains 5 point
Education of Others Domain	Attains 1 point	Attains 3 point	Attains 4 point	Attains 5 point
Quality Improvement Domain	Attains 1 point	Attains 2 point	Attains 3 point	Attains 4 point

Community Service Domain	Completes 3 hours	Completes 6 hours	Completes 9 hours	Completes 12 hours
Clinical Practice Analysis Domain (EBP, Research & Innovation)			Attains 3 Points	Attains 4 Points
Total Points Needed	3	8	14	18
Compensation (% of base pay relative to FTE)	5%	7%	9%	11%
Floater points allowed	No	Yes	Yes	Yes
Transfer points allowed	No	Yes	Yes	Yes

CAP Program Domain Achievements 2022-2023

Education of Self Domain (Quality Caring Model = Caring for Self)

Definition: Identifies need for self-learning and actively pursues opportunities to increase job knowledge.

Achievements	Required Verification
Level 1 - Attains 20 CEUs	<p>For portfolio approval, you must complete the appropriate number of CEU hours and, if audited, have the appropriate documentation to confirm hours. The following are documents that will be allowed as proof of hours:</p> <ul style="list-style-type: none"> • Education record • Conference/class/course certificates • College/University grade report(s) <p>All CEU must be healthcare related</p> <p>If submitting college, university or vocational-technical courses as hours, must submit a copy of the course objectives for approval by the CAP Review Council and must have a grade above a C-. 1 credit hour equals 10 contact hours.</p> <p>If CEUs are NOT awarded, submit the CAP CEU Evaluation Form. BLS, PALS, NRP and PEARS can count toward CEUs.</p>
Level 2 - Attains 25 CEUs.	
Level 3 - Attains 30 CEUs.	
Level 4 - Attains 30 CEUs.	

CEU= Continuing Education Unit

Leadership Domain (Quality Caring Model = Caring for Self and Caring for Others)

Definition: Assumes leadership responsibility on the unit and / or within the organization by accepting responsibility and accountability for actions.

Achievements	Point(s)	Required Verification
<p>Receives hospital-wide or clinical excellence, leadership, or employee of the month award at CMH or clinical excellence recognition from an outside source or facility.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Allied Health Clinical Excellence • Allied Health Leadership • Children’s Mercy Employee of the Month • Kaleidoscope • Legacy Award • Golden Glove • Health Literacy Hero Award • PHIL Award • Shining Star <p><i>Does not include award nominations</i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of award, award certificate, or program
<p>Awarded a Great Catch</p> <p><i>Max of one (1) point awarded for this achievement</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of award certificate, award certificate, or program
<p>Receives Preceptor of the Year and/or Outstanding Mentor of the Year Award</p> <p><i>Does not include award nominations</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of award certificate.
<p>Participates in four (4) staff and/or new hire interviews for recruitment purposes. Includes participating in interviews and/or assisting with department tours.</p> <p><i>Max of two (2) points awarded for this achievement idea</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Acts as the unit/clinic/department Journal Club coordinator or chair.</p> <p><i>Must be Coordinator/chair for at least 9 months of your CAP timeline</i></p> <p><i>Refer to your department’s journal club guidelines.</i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.

Achievements	Point(s)	Required Verification
<p>Participates as a member of the planning committee or actively participates as a program coordinator and/or facilitator for a local/regional/national conference.</p> <p>Planning Committee = 1 point Coordinator or Facilitator = 2 points</p> <p><i>Clarify your role with Manager or Department Educator. Membership ONLY does not qualify-evidence of contributions are required. Coordinator/facilitator is the lead person responsible for conference.</i></p>	1 or 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Letter from conference organizer if <u>outside</u> of Children's Mercy clearly stating how you participated
<p>Actively participates in a local/state/national/international professional organization by participating in activities, attending meetings, or holding an office.</p> <p>Active Member = 1 point Officer = 2 points</p> <p><i>Must be active member for at least 9 months Membership ONLY and Conference attendance ONLY does not qualify. Involvement in organization can count as prerequisite for level 3 or 4.</i></p>	1 or 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Letter from chapter or professional organization confirming activities, attendance, and/or office held and confirming activity for at least 9 months
<p>Actively participates or chair/co-chairs in one of the following committees:</p> <ul style="list-style-type: none"> - Unit/clinic-based committee - Division/section-based committee - Organization-based committee - Special Interest team (SIT) <p>Member, active participation = 1 point Chair/Co-Chair = 2 points</p> <p><i>Must be a member of the committee for at least 9 months and attend 75% of the meetings</i></p> <p><i>If employee does not meet the 75% attendance requirement but completes valuable work outside of meeting time to make up for missed meetings, that employee must submit a letter from the committee chair stating the employee's involvement inside and outside of the committee</i></p> <p><i>Refer to your department's guidelines for SIT group participation requirements.</i></p> <p><i>Max of two (2) committees awarded for this achievement idea</i></p>	1 or 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.

Achievements	Point(s)	Required Verification
<p>Represents unit/department as a CAP Ambassador.</p> <p><i>Must be active member for at least 9 months</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Represents unit/department as a Wellness Ambassador</p> <p><i>Must be active member for at least 9 months</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Acts as a Keep C.A.L.M Facilitator</p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool
<p>Acts as an Error Prevention Facilitator</p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool
<p>Participates as a Safety Champion</p> <p><i>Submission tool shows point break down</i></p>	1-3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Participates as a Safety Coach</p> <p><i>Submission tool shows point break down</i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Creates and maintains Department Newsletter.</p> <p><i>Must be completed quarterly at a minimum.</i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Submit copies of newsletter.

Achievements	Point(s)	Required Verification
<p>Acts as Webmaster and assists in developing strategies to meet identified learning needs of self, others within the department, as well as the community.</p> <p><i>Coordinates the development and continual update of the departmental internal website (SCOPE) and external website with significant contributions. This includes coordination with outside departments to complete training and acceptable themes for updates.</i></p> <p><i>*Must coordinate through manager to set goals for activity</i></p>	2	<ul style="list-style-type: none"> • Description of contributions made. • Screen shot of pages updated and developed.
<p>Membership and involvement in community organization as a representative of Children's Mercy Hospital</p> <p>12 hours per year= 1 point Chair/co-chair with minimum commitment 24 hours/year= 2 points</p> <p><i>Must be active member for at least 9 months</i> <i>Member (1 pt) - must meet at minimum quarterly (4X per year)</i> <i>Chair/Co-chair (2 pts) - must meet minimally bi-monthly (6X per year, 4 of which can be full committee meetings)</i></p>	1 or 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Upload a copy of the charter outlining the purpose of the community organization or board • Upload copies of the contributions or documents developed • Upload copies of brochures/marketing materials for events held • Upload copies of meeting minutes/records of attendance for those involved on the committee (chair or co-chair only)

Achievements	Point(s)	Required Verification
<p>Reads and reviews book on leadership</p> <p>1 book= 1 point Max of 1 point awarded</p> <p>Preapproved books:</p> <ul style="list-style-type: none"> • Patients Come Second: Leading change by changing the way you lead Author: Paul Spiegelman & Britt Berrett • Good to Great: Why some companies make the leap and others don't Author: Jim Collins • If Disney Ran your Hospital: 9 ½ Things you would do differently Author: Fred Lee • Turn the ship around Author: L David Marquet and Stephen R Covey • Emotional Intelligence 2.0 Author: Travis Bradberry and Jean Greaves • No Ego: How Leaders Can Cut the Cost of Workplace Drama, End Entitlement, and Drive Big Results By Cy Wakeman • Leaders Eat Last By Simon Sinek <p><i>Additional books can be approved by Dept. Manager</i> <i>All summaries will be checked for plagiarism</i></p>	1	<p>Write a 800 word summary of how the literature applies to leadership practice in the healthcare setting and implications to the department and/or hospital. Describe how you will apply this new knowledge in your role at CMH.</p>
<p>Representation of profession at a high school open house, college panel/lab, career fair, health fair, interdisciplinary panel, etc. for a minimum of 2 hours</p> <p>2 hours= 1 point One-point max per event</p> <p><i>Must coordinate through manager/HR</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Serving as a mentor for an employee for 9-12 months. As an experienced and trusted advisor, a mentor assists with the non-technical skills of the profession including, but not limited to social skills, professional behaviors and psychosocial support that is relevant to work, career and/or professional development. Must meet monthly at minimum.</p> <p><i>Must obtain manager/mentorship coordinator approval prior to start of mentoring</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Acts as a Mentorship Coordinator for unit</p> <p><i>Must coordinate through Manager</i> <i>Must be in role for at least 9 months</i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.

Achievements	Point(s)	Required Verification
<p>Acts as the unit/department Infection Prevention & Control Champion</p> <p>Two (2) points awarded as follows: Leadership =1 QI=1</p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Completion of a structured leadership project as directed by Director/CAP leader to improve departmental operations and/or patient care.</p> <p><i>Project must be approved by Director/CAP leader <u>prior to start of project.</u></i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Provide a 400 word summary outlining the project, the work completed, and how this project contributed to the department and/or organization. • Copies of any materials/documents or other supporting items developed as part of the project. • Complete verification fields in electronic submission tool.
<p>Acts as a Health Literacy Advocate</p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.

Education of Others Domain (Quality Caring Model = Caring for others)

Definition: Interacts with, and contributes to the professional development of peers and other health care providers.

Achievements	Point(s)	Required Verification
<p>Acts as super-user for <u>new</u> products/processes.</p> <p><i>To be awarded point(s), applicant must have completed <u>their own training and the training of others</u>, as directed by the Unit Educator and/or Direct Supervisor</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Precepts/on boards new employees during orientation period.</p> <p>If you <u>receive</u> preceptor pay: 150-249 = 1 point 250-499 = 2 points >500 = 3 points</p> <p>If you <u>do not receive</u> preceptor pay: 20-39 hours = 1 point >40 hours = 2 points</p> <p><i>Do not submit a copy of your earnings statement.</i></p>	1-3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • CAP preceptor documentation form <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Printout of Preceptor hours in Kronos (must include dates for portfolio submission timeframe and total of the precepting hours).
<p>Student supervision</p> <p>100-199 = 1 point 200-299 = 2 points 300-399 = 3 points 400-499 = 4 points 500-599 = 5 points >600 = 6 points</p> <p><i>Hours may be a combination of multiple students</i></p> <p><i>If co-supervise student, track your hours only, including meetings & time to fill out reviews</i></p> <p><i>Max of 6 points awarded for this activity. If student rotation crosses two CAP years- discuss with manager how to assess points.</i></p>	1-6	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Assists with development and/or implementation, of one unit/department Competency Assessment Road Trip (CARs) verification method.</p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.

Achievements	Point(s)	Required Verification
<p>Assists with check-off of employees for one unit/department Competency Assessment Road Trip (CARs) verification method.</p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor</i></p> <p><i>Max of 2 points awarded for this achievement</i></p> <p><i>If same material is checked off more than once, a max of 1 point will be awarded for the material.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Instructs at nationally recognized course to maintain instructor status:</p> <ul style="list-style-type: none"> • PEARS • Pediatric Advanced Life Support • Neonatal Resuscitation Program • S.T.A.B.L.E. • CPI • BLS (two full day courses taught = max of 2 points awarded) <p>Points awarded for required two courses taught = 2 points</p> <p>Additional point awarded for five or more courses taught = 1 point</p>	2 or 3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copy of current instructor card(s) if you teach outside of Children's Mercy • Copy of electronic teaching record obtained from Don Chisholm Training Center as verification of courses taught, • <i>Courses taught outside of Don Chisholm Training Center must provide proper verification of courses taught.</i>
<p>Serves as Training Center Faculty Designee (BLS/PALS/PEARS) or completes a minimum of 8 Basic Life Support (BLS) teaches per year.</p> <p>8 teaches = 16 classes</p> <p><i>To be awarded this achievement, you must be appointed by designee in the Don Chisholm Training Center.</i></p>	3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copy of current instructor card(s) if you teach outside of Children's Mercy • Copy of electronic teaching record obtained from Don Chisholm Training Center as verification of courses taught CAP Education of Others Form.
<p>Presents a journal article at a journal club.</p> <p><i>Max of one (1) point awarded for this achievement idea</i></p> <p><i>Refer to your department's journal club guidelines.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.

Achievements	Point(s)	Required Verification
<p>Provides community-based education using at least one teaching tool such as a poster, handout, and/or PowerPoint presentation</p> <p>1. Work that is original content developed by employee 15 minute minimum (1 point)</p> <ul style="list-style-type: none"> • <i>Work must be original content developed by applicant based on reference material cited.</i> <p>2. Work that is NOT original content developed by employee 60 minute minimum (if cumulative, education sessions must be presented for a total of 120 minutes) (1 point)</p> <p><i>If same material is presented more than once, a max of 1 point will be awarded. If presentation is required for your college course work, cannot be used towards CAP</i></p>	1-2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copies of handouts, poster and/or PowerPoint used. Cite a minimum of two (2) references within the last five (5) years.
<p>Presents at a unit/department update, class or meeting, and/or New Employee Orientation where a CEU is NOT awarded, using at least one teaching tool such as a poster, handout, and/or PowerPoint presentation (15 minutes minimum).</p> <p><i>Work must be original content developed by applicant based on reference material cited.</i></p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor</i></p> <p><i>If same material is presented more than once, a max of one (1) point will be awarded.</i></p>	1-3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copies of handouts, poster and/or PowerPoint used. • Cite a minimum of two (2) references within the last five (5) years.
<p>Presents at a department update, class and/or meeting in which at least one CEU is awarded and using at least one teaching tool such as a poster, and/or PowerPoint presentation (60 minutes minimum).</p> <p><i>Work must be original content developed by applicant based on reference material cited.</i></p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor</i></p> <p><i>If same material is presented more than once, a max of one (2) points will be awarded.</i></p>	2 - 4	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copies of handouts, poster and/or PowerPoint used. • Cite a minimum of two (2) references within the last five (5) years. • Education Planning Tool • Evaluation Summary form

Achievements	Point(s)	Required Verification
<p>Presents at an institution of higher education using at least one teaching tool such as a poster, handout, and/or PowerPoint presentation (60 minutes minimum).</p> <p><i>Work must be original content developed by applicant based on reference material cited. Clinical content presented must be at the college level.</i></p> <p><i>If same material is presented more than once, a max of two (2) points will be awarded. If presentation is required for your college course work, cannot be used towards CAP</i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copies of handouts, poster and/or PowerPoint used • Cite a minimum of two (2) references within the last five (5) years.
<p>Presents either poster or podium presentation at local/regional/national conference.</p> <p>Points awarded as follows: Poster presentation= 1 pt Podium presentation= 2 pts</p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor. If two or more teammates work together, it must be preapproved by Direct Supervisor</i></p>	1 or 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • PDF or picture of poster or copy of PowerPoint • Complete verification fields in electronic submission tool. • Copy of conference brochure • Cite a minimum of two (2) references within the last five (5) years.
<p>Develops and presents an informational brochure, handout, pamphlet, bulletin board, and/or display for patient/family and/or staff.</p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor</i></p> <p><i>Work must be original content developed by employee based on reference materials cited</i></p> <p><i>Examples of materials: Staff training modules, family or departmental newsletter, and/or family educational handouts.</i></p> <p><i>Examples of where to present: Huddle, department updates, staff meetings.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • PDF or picture of poster. • Sign in sheet with a minimum of 5 signatures to verify presentation of material • Cite a minimum of two (2) references within the last five (5) years. (Not applicable to bulletin boards).
<p>Authors an article for a professional newsletter.</p> <p><i>If being used in Education of Others, cannot be used in the QI domain</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of published newsletter. • Copy of email/letter from journal editor acknowledging acceptance of <u>final</u> article.

Achievements	Point(s)	Required Verification
<p>Authors a peer reviewed publication.</p> <p><i>If being used in Education of Others, this publication may not be used in the QI Domain.</i></p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of publication. • Copy of email/letter from journal editor acknowledging acceptance of <u>final</u> manuscript.
<p>Advanced training/mentoring of staff in your department for advanced skill with direct supervision.</p> <p>15-29 hours = 1 point >30 hours = 2 points</p>	1 - 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • CAP Advanced Training Documentation Form
<p>Shadows/observation by a recruit, professional of another discipline, professional from outside facility, or student who you are not directly supervising</p> <p>20-39 hours = 1 point >40 hours = 2 points</p> <p><i>Does not need to be the same observer for all hours</i></p>	1 - 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • CAP Observer Documentation Form

Community Service Domain (Quality Caring Model = Caring for Community)

Definition: Any human act serving the common good; in the interest of the community.

Achievement	Required Verification
Level 1 completes 3 service hours a year.	For portfolio approval, the following must be included: <ul style="list-style-type: none"> • CAP Community Service Verification Form
Level 2 completes 6 service hours a year.	
Level 3 completes 9 service hours a year.	
Level 4 completes 12 service hours a year.	
<p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Philanthropic efforts • Boy Scouts/Girl Scouts • School PTO, PTA, or other school related volunteer function • Neighborhood association or boards • Public presentation on healthcare related issues (health fairs, etc.) <i>(If being used in Community Services, cannot be used in the Education of Others domain).</i> • Medical mission trips • Community organizations i.e. Harvesters, Salvation Army, assisting at Church functions like giving flu shots, preparing meals, etc. • Volunteering (not getting paid) at Children’s Mercy camps (i.e. Camp Chimer, Camp Systole etc.) • If there is an option to be paid by Children’s Mercy, you must be paid. This will NOT count as community service hours (i.e. Family and Friends Flu clinic, Free lunch program, Open house, etc.) 	

Quality Improvement Domain (Quality Caring Model = Caring for Patients and Families)

Definition: A process by which individuals work together to improve systems and processes with the intention to improve outcomes.

Achievements	Point(s)	Required Verification
<p>Participates in an organizational, and/or unit/department-driven quality initiative, including, but not limited to completion of the following:</p> <ul style="list-style-type: none"> • Project Charter • Literature Review • Problem Solving A3 • Strategy A3 • Data analysis • PDSA Cycles <p>Points awarded as follows: Participant = 1 point Lead the initiative = 2 points</p> <p><i>Initiatives should be related to the Hospital Strategic Plan or Department Strategic Plan under the direction of <u>department quality coordinator</u> (or manager/director if unit does not have a quality coordinator).</i></p>	1 or 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Supporting documents (Problem Solving A3, Strategy A3, charts, graphs, and/or problem-solving diagrams)
<p>Participates in a Quality Data Collection for the organizational and/or unit/department-driven initiative.</p> <p><i>Initiatives should be related to the Hospital Strategic Plan, Department Strategic Plan and/or Regulatory Readiness under the direction of <u>department quality coordinator</u> (or manager/director if unit does not have a quality coordinator).</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copies of supporting documents (data sample or example of blank data collection form)
<p>Participate in department or organizational QI, Act Team and/or HAC committee</p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Presents quality-related poster/podium presentation with results from quality/process improvement project</p> <p>Points are awarded as follows: Poster = 1 point Podium = 1 point (15-30 minutes) Podium = 2 points (>30 minutes)</p> <p><i>Initiatives should be related to the Hospital Strategic Plan or Department Strategic Plan and completed under the direction of <u>department quality coordinator</u> (or manager/director if unit does not have a quality coordinator)</i></p>	1 or 2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Picture or PDF of poster, copy of handouts, poster and/or PowerPoint used. • Cite a minimum of two (2) references within the last five (5) years.

Achievements	Point(s)	Required Verification
<p>Actively participates in a Children’s Mercy Lean System Daily Management System Workshop and takes ownership of an associated process.</p> <p><i>Required to attend and/or complete related training</i></p> <p><i>Required to complete one or more post workshop deliverables including but not limited to the following:</i></p> <ul style="list-style-type: none"> • <i>Participates in development of the visual display/board</i> • <i>Participates in development of education and/or communication plan</i> 	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copy of supporting documentation.
<p>Actively participates in a Lean Rapid Process Improvement or Focused Improvement workshop (minimum attendance is 80% of workshop)</p> <p><i>Required to attend and/or complete related training</i></p> <p><i>Required to complete one or more post workshop deliverables including but not limited to the following:</i></p> <ul style="list-style-type: none"> • <i>Participates in development of the confirmation plan</i> • <i>Participates in development of education and/or communication plan</i> 	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copy of supporting documentation.
<p>Completes certification to teach module(s) within an improvement academy course.</p> <p>Points awarded for teaching the required two courses = 2</p> <p>Additional point awarded for teaching five or more additional courses = 1</p> <ul style="list-style-type: none"> • <i>Certification includes:</i> <ul style="list-style-type: none"> ○ <i>Supervisor/Manager approval to teach (an email to Improvement Academy stating you have gained approval, copying your supervisor/manager)</i> ○ <i>Attend the Course as a participant</i> ○ <i>Observation of the Course</i> ○ <i>Teach module(s) independently with observer to provide feedback initially & on an annual basis</i> • <i>Must certify and teach two or more modules within one or more courses for a minimum of 6 hours.</i> 	2 or 3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Confirmation of certification through Improvement Academy • Peer evaluation report • Complete verification fields in electronic submission tool.

Achievements	Point(s)	Required Verification
<p>Completes Huddle <u>Lead (inpatient) position or Report-out position for a Tier I or Tier II huddle.</u></p> <p><i>Lead is defined by running the MESS board at the location or across locations for a minimum of 3 months.</i></p> <p>12 Tier I or Tier II /IP huddles = 1 point 24 Tier I or Tier II /IP huddles = 2 points</p> <p><i>Report-out is defined by reporting out at the physical location to Lead during huddle.</i></p> <p>24 Tier I or Tier II = 1 point 48 Tier I or Tier II = 2 points</p> <p><i>Max of two (2) points awarded for this achievement idea</i></p> <p><i>Not available for Respiratory</i></p> <p><i>Social Work – See SW guideline for expectations</i></p> <p><i>PT/OT- see PT/OT guideline for expectations</i></p>	1-2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Takes ownership and completes minimum of 10 Quick Hits on Readiness Board.</p> <p>Completion of 10 quick hits= 1 point Completion of 20 quick hits= 2 points</p> <p><i>Requirements of the owner:</i></p> <ul style="list-style-type: none"> • <i>write on huddle board, include date added and date complete/removed from board</i> • <i>must take additional actions such as service now request, calling contracted companies, etc.</i> <p><i>Max of two (2) points awarded for this achievement idea</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Ownership of Readiness Board Method or Metric for full duration of Method/Metric or a maximum of 6 months for extended items.</p> <p>Completion of 1 metric= 1 point Completion of 2 metrics= 2 points</p> <p><i>Max of two (2) points awarded for this achievement idea</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.

Achievements	Point(s)	Required Verification
<p>Completion of STP project on the LEAN Idea Board that was selected and implemented.</p> <p>Completion of 1 STP project = 1 point Completion of 2 STP projects = 2 points Completion of 3 STP projects = 3 points</p> <p><i>Max of three (3) points awarded for this achievement idea</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool.
<p>Designated 5S Champion for department including initial workshop, spread of concepts through department, and training of additional staff as needed for a minimum of 90 days.</p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copies of supporting documentation
<p>Participates in 5S project for focused area in department.</p> <p>1 5S project = 1 point 2 5S projects = 2 points</p> <p><i>Must be approved by department supervisor and complete duties as assigned by direct supervisor for a minimum of 30 days.</i></p> <p><i>Duties may include initial 5S to area, replication to additional areas, and sustainment sweeps.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool. • Copies of supporting documentation
<p>Read one of the following then writes a 1200 word summary of the information and how it applies to your department (1 point)</p> <p>1 book = 1 point Max of 1 point awarded</p> <p><i>The Toyota Way: 14 Management Principles from the Worlds' Greatest Manufacturer</i> By Jeffrey K. Liker</p> <p><i>Humble Inquiry: The Gentle Art of Asking Instead of Telling</i> By Edgar H. Schein</p> <p><i>A3 Thinking</i> By D. Sobek II and A. Smalley</p> <p><i>Advanced Lean in Healthcare</i> By C. Albanese, D. Aaby, and T. Platchek</p> <p><i>All summaries will be checked for plagiarism</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Write a 1200 word summary in electronic submission tool on how the literature applies to QI practice in the healthcare setting and implications to the department and/or hospital

Achievements	Point(s)	Required Verification
<p>Authors a peer-reviewed publication related to a quality project.</p> <p>First author = 3 points Subsequent author = 1 point</p> <p><i>If being used in the QI Domain, this publication may not be used in Education of Others and CPA Domains.</i></p>	<p>1 or 3</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of final manuscript. • Copy of email/letter from journal editor acknowledging acceptance of <u>final</u> manuscript.
<p>Acts as the unit/department Infection Prevention & Control Advocates</p> <p>Two (2) points awarded as follows: Leadership= 1 QI= 1</p>		<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool (this is located in the leadership domain)

Clinical Practice Analysis Domain (Quality Caring Model = Caring for Patients and Families) -- Applicants can choose achievements from either Evidence Based Practice, Research and/or Innovation.

Evidence Based Practice Sub-Domain

Definition: Integrates the best research evidence with clinical expertise and patient values.

Achievements	Point(s)	Required Verification
<p>Revises, updates, or develops a policy and/or procedure related to <i>clinical practice</i>. The policy, procedure, and or protocol must reflect the integration of current literature (published within the last five years) within Children’s Mercy and/or a national organization.</p> <p>Points are awarded as follows: <u>Develops</u> Content = 2 points <u>Revises</u> Content = 1 point</p> <p><i>Policies and procedures need to be related to clinical practice, not related administrative and/or staffing.</i> <i>Must be listed as the content owner or a reviewer for points to be awarded. Policy must be approved.</i></p>	<p>1 or 2</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Upload the Critically Appraised Topic (CAT) Form. • Complete verification fields in electronic submission tool • Copy of the approved policy or procedure. • Copy of unit/dept/clinic meeting minutes in which policy or procedure was discussed and/or reviewed.
<p>Establishes, implements, and presents an educational plan to disseminate the care approach identified in the literature or garnered through group consensus.</p> <p>1 education plan = 2 points 2 education plan = 4 points</p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor.</i> <i>If being used in Clinical Practice Analysis, this educational plan may not be used in the Education of Others Domain.</i></p>	<p>2 or 4</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Upload the Educational Plan signed by Department Education Coordinator and/or Direct Supervisor. • Cite a minimum of 2 references published within the last 5 years
<p>Presents EBP findings at Patient Care Services Research Grand Rounds or Patient Care Services Research Symposium.</p> <p>1 point for up to 30 mins 2 pts for up to 60 mins</p>	<p>1-2</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of PowerPoint. • Patient Care Services Grand Rounds announcement email announcement or Research Symposium brochure. • Cite a minimum of 2 references published within the last 5 years

Achievements	Point(s)	Required Verification
<p>EBP manuscript submitted and accepted to a peer-reviewed journal for publication.</p> <p>First author = 3 points Subsequent author = 1 point</p> <p><i>If being used in the CPA Domain, this publication may not be used in Education of Others and QI Domains.</i></p>	1 or 3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of final accepted manuscript. • Copy of notification from journal editor acknowledging acceptance of <u>final</u> manuscript.
<p>Presents EBP findings, either podium or poster presentation at a local/regional/national conference.</p> <p>Poster = 1 point Podium = 2 points</p> <p>For podium: 1 point for up to 30 mins 2 pts for up to 60 mins</p> <p><i>If being used in Clinical Practice Analysis, this poster/presentation may not be used in the QI Domain.</i></p>	1-2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Acceptance letter from organization. • Picture of poster and/or copy of PowerPoint presentation. • Conference brochure listing the presentation. • Cite a minimum of two (2) references within the last five (5) years.
<p>Actively participates as a member of the Evidence Based Practice Scholar's Program.</p>	3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool
<p>Contributes to national exam updates as an item-writer for example NBCOT, C-NPT, CFRN, etc.</p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of verification (email/letter) of acceptance of question items as well as copy of resources cited.
<p>Textbook Editor for discipline specific textbook.</p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the title page and table of contents of book • Email/letter indicating role as editor to book.

Achievements	Point(s)	Required Verification
<p>Author of a chapter in discipline specific textbook.</p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the title page and table of contents of book • Email/letter indicating role as author to book. • Copy of notification from editor acknowledging acceptance of final manuscript.
<p>Writes and presents to staff a Clinical Practice Assessment (CPA) on a challenging or educational case.</p> <p><i>CPA must follow specified guidelines.</i></p> <p><i>Presentation minimum of 15 mins</i></p> <p><i>Max of two (2) points awarded for this achievement idea</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification field in electronic submission tool • Reports must be at least 800 words in length • 1 of the 2 required references must be a randomized controlled trial or meta-analysis or systematic review (Hierarchy of Evidence)
<p>Attains higher level or national specialty certification (certification cannot qualify for hospital certification pay)</p> <p><i>Examples: NPS, C-NPT, AE-C, APTA Pediatric or Sports Specialty, AOTA Feeding Certification, CPHQ, Lean Six Sigma, Six Sigma Greenbelt</i></p> <p><i>Certification obtained can count as prerequisite for level 4.</i></p>	3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of Certificate of Certification • Complete verification field in electronic submission tool to reflect on knowledge
<p>Completion and application to 10 patients of departmental advanced competency.</p> <p><i>Examples: UE Ortho, feeding, brachial plexus, FES cycle, Casting, ICN, VFSS, Vestibular, Burns, compression garments, Indirect Calorimetry</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Completed competency check-off documentation signed by mentor • Supervisor signature verifying application to 10 patients obtained following meeting with supervisor to discuss knowledge, how it was applied, and verify use/impact.

Achievements	Point(s)	Required Verification
<p>Applies knowledge by implementing a specific technique learned at a continuing education class, conference, national certification, or formal literature review to 10 patients.</p> <p><i>Applicant must coordinate with Unit Educator and/or Direct Supervisor to <u>pre-approve</u> the specific technique.</i></p> <p><i><u>CEU cannot be job requirement</u></i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Proof of continuing education attendance or upload the Critically Appraised Topic 'CAT' form from literature review • Complete verification fields in electronic submission tool
<p>Attends four (4) Journal Club Presentations</p> <p><i>Excludes journal articles presented</i></p> <p><i>Max of one (1) point awarded for this achievement idea</i></p> <p><i>Refer to your department's journal club guidelines.</i></p> <p><i>If you claim the "Journal Club Coordinator" achievement, you cannot also claim this achievement.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification fields in electronic submission tool
<p>Completed an academic course offered by an accredited college or university which relates to healthcare and the applicant's profession.</p> <p>1 class = 2 points 2 classes = 4 points</p> <p><i>Max of four (4) points awarded for this achievement idea</i></p> <p><i>May not use this activity if the course is being used as Continuing Education Credit for CAP.</i></p>	2-4	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of grade report from school with a "C" or better. • Complete verification field in electronic submission tool to reflect on knowledge
<p>Completion of a degree which is above that which is required by job description.</p> <p><i>May not be used if using courses from degree as points in this category.</i></p>	3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of diploma or email/letter verifying completion of program and eligibility for graduation. • Complete verification field in electronic submission tool to reflect on knowledge
<p>Participates in the implementation of new tests/instruments/methods by assisting Technical Supervisor.</p> <p><i>Must work on a minimum of 2 facets of implementation (Accuracy, Precision, Analytical Sensitivity, specificity/Interference, Linearity/AMR, and Clinical Reportable Range).</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification field in electronic submission tool to reflect on knowledge

Research Sub-Domain

Definition: Utilizes and participates in current IRB approved research to promote optimal nursing practice and positive patient outcomes.

Achievements	Point(s)	Required Verification
<p>Principal investigator (PI)/co-principal investigator (CPI) and author of a research protocol initially approved by the IRB.</p> <p>2 points = 1 research protocol 4 points = 2 research protocols</p>	2	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol. • Copy of the initial approval notification from the IRB. • Complete verification field in electronic submission tool
<p>Principle investigator (PI)/co-principal investigator (CPI) for active research protocol approved by the IRB.</p> <p><i>Used subsequent years following initial IRB protocol submission. May receive points annually while study remains active.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the initial IRB approval protocol OR copy of subsequent IRB approval amendments • Copy of the current approval notification from the IRB. • Complete verification field in electronic submission tool showing specific contributions to study progress if receiving points for annual activity
<p>Is a sub-investigator on a research protocol approved by the IRB.</p> <p><i>May receive points annually while study remains active.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol OR the subsequent IRB approved amendment. • Copy of the current approval notification from the IRB. • Complete verification field in electronic submission tool showing specific contributions to study progress if receiving points for annual activity
<p>Serves as primary author of the <i>Background Section</i> of the research protocol on initial submission to the IRB.</p> <p><i>This achievement cannot be used if obtaining points as the PI, CPI, or sub-investigator of the IRB protocol and may only be used on initial IRB submission.</i></p>	1	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol. • Copy of the initial approval notification from the IRB. • Letter from the PI stating Background Section was written by CAP applicant

<p>Collects retrospective study data by chart reviews of at least 35 patient records in the CAP applicant's one-year time frame.</p> <p><i>To obtain subsequent annual points, must submit evidence of ongoing activities</i></p> <p><i>Reviews need to be comprehensive and not just an electronic data pull of records.</i></p> <p><i>This achievement cannot be used if obtaining points as the PI, CPI, or sub-investigator of the IRB protocol.</i></p>	<p>1</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol OR the subsequent IRB approved amendment. • Copy of the current approval notification from the IRB. • Paragraph delineating role in data collection that is signed by the PI. • Copy of the IRB approved data collection form.
<p>Enrolls, consents research subjects, and/or collects research subject data for <u>at least 20%</u> of the estimated sample size or ≥ 10 participants (whichever is greater) in the CAP applicant's one-year time frame.</p> <p><i>This achievement cannot be used if obtaining points as the PI, CPI, or sub-investigator of the IRB protocol.</i></p>	<p>2</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol AND the subsequent IRB approved amendment. • Copy of the current approval notification from the IRB. • Paragraph delineating role in data collection that is signed by the PI. • Copy of the IRB approved informed consent and data collection forms.
<p>Analyzes the IRB approved research study data and interprets findings once the study data collection period is complete.</p>	<p>2</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol AND the subsequent approved amendment. • Copy of the data analysis plan, a summary, and interpretation of the findings written and signed by the PI

<p>Presents research findings at Patient Care Services Research Grand Rounds and/or Patient Care Services Research Symposium. (15 minutes minimum)</p> <p>1 point for up to 30 mins 2 points for up to 60 mins</p> <p><i>If being used in the CPA Domain, this presentation may not be used in Education of Others or QI Domains.</i></p>	<p>1-2</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol. • Copy of the initial approval notification from the IRB. • Copy of PowerPoint. • PCS Research Grand Rounds announcement email and/or PCS Research Symposium brochure. • Cite a minimum of two (2) references within the last five (5) years.
<p>Research manuscript submitted and accepted to a peer-reviewed journal for publication.</p> <p>First author = 3 points Subsequent author = 1 point</p> <p><i>If being used in the CPA Domain, this publication may not be used in Education of Others and QI Domains.</i></p>	<p>1 or 3</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the initial IRB approved protocol • Copy of the initial approval notification from the IRB. • Copy of final accepted manuscript. • Copy of notification from journal editor acknowledging acceptance of final manuscript.
<p>Presents research findings, either podium or poster presentation at a local/regional/national conference.</p> <p>Poster = 1 point Podium = 2 points</p> <p>For podium (15 minutes minimum): 1 point for up to 30 mins 2 points for up to 60 mins</p> <p><i>If being used in the CPA Domain, this presentation may not be used in Education of Others or QI Domains.</i></p>	<p>1 point for poster 1-2 points for podium presentation</p>	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Copy of the Initial IRB approved protocol. • Copy of the initial approval notification from the IRB. • Acceptance letter from organization. • Picture of poster and/or copy of PowerPoint presentation. • Conference brochure listing the presentation. • Cite a minimum of two (2) references within the last five (5) years.

<p>Actively participates as a member of the Institutional Review Board.</p> <p><i>Must be a member of the committee for at least 9 months and attend 75% of the meetings</i></p> <p><i>If employee does not meet the 75% attendance requirement but completes valuable work outside of meeting time to make up for missed meetings, that employee must submit a letter from the committee chair stating the employee's involvement inside and outside of the committee</i></p>	3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Complete verification field in electronic submission tool
---	---	--

Innovation Sub-Domain

Definition: A process that helps innovators create ways to "improve the health and well-being of children"

Achievements	Point(s)	Required Verification
<p>Develops a new innovation concept and creates a prototype</p> <p><i>Must complete "Innovation 101" course via Cornerstone</i></p>	3	<p>For portfolio approval, the following must be included:</p> <ul style="list-style-type: none"> • Problem to Solve worksheet from course • Picture/supporting documentation for proof of prototype

Revised 1/18/23 Content owner: Julie Musick PT/OT