

III. PROCESS

The PDP portfolio is a showcase of the ongoing development of the professional direct care nurse who meets the qualifications and wishes to extend his or her skills, talents, and abilities to enhance the outcomes of patient care. The RN applicant will discuss their interest to apply to the program with their manager, who in turn will sign the verification of readiness portion of the Applicant Checklist (Exhibit C) after reviewing the eligibility requirements with them. To determine eligibility for the Bronze, Silver, or Gold levels, the RN applicant will complete the PDP Core and Elective Grid (Exhibit D). The RN applicant will complete and submit a portfolio that will contain copies and not originals of all necessary documents to verify accomplishment of professional activities as defined by the PDP program. Required documents for each Core and Elective are outlined in the Definitions for Core Elements and Electives (Section V) of the PDP program. All professional accomplishments must be current and/or have occurred during the 12-month period rolling backward from the applicant's most recent effective performance evaluation date. (Effective performance evaluation = evaluation due date, not actual date given).

A. Portfolio Submission

The RN applicant will complete and submit his or her portfolio to the Ambassador for initial review within three months from the date of the most recent performance evaluation date (date evaluation given not due). Any Manager signature required throughout the PDP document must be a hand written signature indicating a review and agreement of the submitted documents.

The portfolio is required to be professional in appearance:

- 3 ring binder appropriately sized for content
- Page protectors
- Labeled tabs in appropriate sequence based on the PDP grid

B. Ambassador

The Ambassador will complete the initial review of the portfolio for completeness, measureable outcomes, and/or value-added activities, in addition to meeting the core requirements. The reviewed portfolio will be returned to the RN applicant for revision by the Ambassador within seven days of receipt.

If the portfolio is complete, the applicant will submit it to the PDP Committee Chairperson. If the portfolio is found to be incomplete, the RN applicant has the option to resubmit with the recommended additions within seven days of portfolio receipt. The RN applicant is allowed one resubmission to the Ambassador, who will review the resubmitted portfolio within seven days. The Ambassador will forward the resubmitted portfolio to the RN applicant who then will be responsible to submit the revised portfolio to the PDP Committee Chairperson within seven days. If the portfolio is incomplete the process is finished and the RN applicant may reapply the next year.

C. PDP Committee

At the next PDP Review meeting, the portfolio will be reviewed by the PDP Committee members. If there are any questions at the time of the review, the PDP Committee Chair will call the RN applicant at a number provided. At this time, if the RN applicant meets eligibility for a different level than applied, the PDP Committee Chair will discuss options or additional opportunities.

The decision letter (Exhibit M) is sent to the RN applicant and Human Resources (HR) within seven days of the PDP Committee Review meeting.

If the PDP Committee declines the RN applicant's portfolio, the Decision Letter (Exhibit M) will identify options for the RN applicant to consider. The PDP chair will meet with the RN applicant to discuss these comments to ensure clarity. The RN applicant has 14 days to make a decision to file an appeal. (See section IV. PDP Appeal Procedure)