

IX. PDP AMBASSADOR

PURPOSE

The purpose of the Professional Development Program (PDP) Ambassador is to review a portfolio prior to submission to the PDP Committee Chairperson.

PRIMARY RESPONSIBILITY

The function of the PDP Ambassador is to check for appropriate and required portfolio content, and guide the RN through the application process. The Ambassador can review any portfolio from any specialty. The PDP Ambassador will be a voting member of the PDP Committee; however will not be allowed to vote on the portfolio they reviewed as the Ambassador.

TERM

Refer to VI. PDP Committee for TERM requirements

QUALIFICATIONS

Refer to VI. PDP Committee for QUALIFICATION requirements

SELECTION

Refer to VI. PDP Committee for SELECTION requirements

SPECIFIC DUTIES/RESPONSIBILITIES

The specific duties and responsibilities of the PDP Ambassador include:

- Reviewing an RNs portfolio prior to submission to the PDP Chair
- Checking completeness of portfolio
- Checking for appropriate supporting documentation including dates of all materials (previous 12 months to current annual evaluation due date)
- Checking the PDP Core and Elective Grid
- Completing the Ambassador Section of the Applicant Checklist (Exhibit C)
- Returning the portfolio back to the RN within seven days of receipt of portfolio
- Cannot accept/deny PDP Applicant portfolio during final committee review that he/she reviewed. However, this ambassador/committee member may be asked to clarify content of the Applicant's portfolio.

CONFIDENTIALITY

The PDP Ambassador must demonstrate the ability to interact professionally and in a confidential manner with peers and administration. A Confidentiality Statement will be signed at the beginning of their term (Exhibit L).