



CLINICAL TRANSFORMATION LADDER FORMS

JULY 1, 2024
INTERMED

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[Template 1] Letter of Intent to Manager (Required)

Purpose: Addressed to the candidate's manager, the letter must outline the following:

- a. Identify intent to climb the ladder to the next level (specify level).
- b. Request Manager support for the process.
- c. Describe how current practice reflects the requirements of the position for which you are seeking to advance to.
- d. Describe why you want to take these next steps and what your professional goals are.

Guidelines:

- 1-2 pages maximum
 - Send to clinical manger within 30 days of final submission.
 - Submission to be included in the entire package to be submitted by clinical candidate into Staff Garden platform.
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[Template 2] Letter of Support from Manager (Required)

Purpose: Each eligible clinical candidate must be in good standing (no active performance management plans within the past 90 days) and Clinical Manager validates the need for the position due to operational need and/or outstanding contributions by clinician. Addressed to the CTLOC, each clinical manager must outline the following:

- a) Statement of Recommendation for [clinical candidate name] to advance to [ladder level] during the [specified date range].
- b) Include three statements of support that align to the ladder competencies (performance improvement, ongoing professional development, and/or leadership).

Guidelines:

- 1-2 pages maximum
 - Submission to be included in the entire package submitted by clinical candidate into Staff Garden platform.
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[Template 3] Letters of Recommendation from Colleagues (Required)

I, [MDDO, NPPA, or clinical Peer name] recommend [clinical candidate name seeking to advance in the ladder] advance from [insert level] to [insert level] in the InterMed Clinical Transformation Ladder for the following reasons -- Insert 3 examples in areas such as: leadership, ongoing professional development, teamwork, continuous improvement – does not need to be one example of each.

Example 1

Example 2

Example 3

Submitted by: _____ Date: _____

Guidelines:

- Submission to be included in the entire package submitted by clinical candidate into Staff Garden platform.
- Must include 2 letters of recommendation:
 - 1 from MDDO or NPPA
 - 1 from clinical peer (RN, MA, LPN, ATC)

[Template 4] Personal Narrative (Required)

Purpose: The clinical candidate must submit a 2-page narrative outlining why the candidate should be considered for progression in the ladder. This must include and may not be limited to:

- a) Describe a patient care situation in which you felt the intervention you made positively impacted the patient or the care team environment. Examples: May be a situation that went very well or a situation that didn't go as planned. Describe the following:
 - i. Brief overview of the situation (what happened, identify any concerns, and what you did)
 - ii. Discuss why the incident was significant to you, how your intervention positively impacted the patient experience or care team experience, and what knowledge or insights you gained and have shared with others.
- b) Briefly touch upon the Ladder competencies you have achieved and explain the impact these have on patients and/or the care team.

Guidelines:

- 2 pages minimum, 3 pages maximum.
 - Submission to be included in the entire package submitted by clinical candidate into Staff Garden platform.
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[Template 5] Clinical Transformation Ladder Application and Submission Checklist:

Name: _____ Date: _____

Contact Phone Number _____

InterMed E-mail address: _____

Manager Name: _____

Number of hours hired to work per week: _____

Role (Check one):

Registered Nurse (RN) Medical Assistant (MA) Licensed Practical Nurse (LPN) Athletic Trainer (ATC)

Highest Level of Education _____

Current Level in Ladder: _____

Applying for Level (Check one): Level Two Level 3 Level 4

Employee Signature: _____ Date: _____

To be completed by manager:

- Candidate work equal to or greater than 20 hours per week.
- Candidate is in good standing (no performance improvement plans within last 90 days).
- Candidate is compliant with mandatory annual education and clinical competencies.
- I confirm the candidate meets the application criteria.

Clinical Manager Signature _____ Date: _____

Must have completed ALL these components completed at time of submission (incomplete applications will not be accepted).

- Clinical Candidate Letter of Intent to Manager
- Letter of Support from Manager
- Current Resume
- Two letters of recommendation:
 - One from MDDO or NPPA
 - One from clinical peer
- Personal Narrative
- Supporting Documentation in one or more of the following elements:
 - Quality Improvement / Lean Improvement Work
 - Ongoing Professional Development
 - Leadership or Teamwork
- Completed Clinical Transformation Ladder Application and Submission Checklist (this form).

