

# APEX Program Guidelines

Welcome to the APEX Program! This program provides for recognition of exemplary professional achievement by variety of clinical professionals whose primary focus is working directly with patients. The program promotes professional clinical practice through professional development and education, and professional certification (by definition, this excludes Managers, Assistant Managers, Coordinators, Educators, Clinical Nurse Specialists, Assistants, and Supervisors). It supports organizational values of lifelong learning, continual improvement of practice, and furthering the development of health care careers of all types.

The program has required elements that will determine the category you are eligible for. In addition, each applicant needs to have a minimum of 40 points from the elective elements. The required and elective elements fall under the following focus areas: People, Performance, Service, Quality, and Community. All professional activities must have occurred within the twelve months since your last application to meet each element. For the elective elements, points must come from each focus area so that all are covered. The number of points for some elective items is limited to a maximum level to promote a variety of activities. No professional activity can be counted in more than one element, either required or elective.

Each applicant for the APEX award compiles an application, using the appropriate worksheet relevant to their category, with supporting documentation that shows how and when each required and elective element is met, organized in order of the worksheet. After a thorough review of the final application, submit the application through the digital APEX submission form.

For objectivity, applications are reviewed by the APEX Review Committee, which consists of a multi-disciplinary team. This committee may request input on the final decision as to whether a candidate has met all of the criteria for the award from the Human Resources Director of Employee Wellness, Compensation, and Benefits who would make the final decision about awarding APEX. See the steps below for the full application submission process.

Applications may take up to four weeks to be processed and reviewed. Once an outcome has been determined for an employee's APEX, an AskHR ticket will be created to communicate the outcome.

**For assistance, please submit an AskHR ticket with the submission topic as "APEX Submission"**

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# Eligibility

- Must be employed at least 0.5 FTE
- A performance review with no improvements needed for the prior twelve months.
- Must be employed in one of the qualified job codes (listed below) for at least two years within the last four years at the time of your next performance review. To obtain your current job description, ask your manager.
- The application year can start after one year of employment in the qualifying position with the goal of applying on the two-year anniversary.
- A new application must be submitted each year, based on new professional activities and achievements over the past twelve months of work.

4276 - Angio Tech  
4203 - Cardiac Sonographer  
3053 - Certified Diabetes Educator RD  
3254 - Clinical Nurse BSN  
3652 - Clinical Navigator  
4621 – COTA  
4420 - CT Tech  
4445 - CT Tech Lead  
4820 - CT Tech Shift Lead  
4820 - Lactation Consultant  
3213 - LPN (Hospital)  
4619 - LPTA  
3056 - LCSW Care Manager  
4418 - Mammographer  
44458 - Mammography Tech Lead  
5842 - Master Social Worker  
4045 - Medical Technologist Lead  
4044 - MLS Medical Technologist  
4422 - MRI Tech  
4447 - MRI Technical Lead  
5842 - MSW Care Manager  
5844 - MSW Care Manager Licensed  
4465 - Nuclear Medicine Technologist  
4475 - Nuclear Medicine Tech Lead  
4677 - Occupational Therapist  
3215 - Ostomy & Wound Nurse

5830 - Pharmacist  
5832 - Pharmacist On Call  
4656 - Physical Therapists  
4431 - Polysomnographic Technologist  
4897 - Radiation Therapist  
4896 - Radiation Therapist Lead  
4862 - Radiology Technologist  
5670 - Registered Dietitian  
4434 - Respiratory Care Pract (Registered)  
4439 - Respiratory Care Pract (Registered) Lead  
4440 - Respiratory Therapist  
3230 - RN Care Manager  
3672 - RN First Assistant  
3252 - RN Staff Nurse  
5005 - RN Navigator  
4048 - Section Technical Specialist  
4515 - Speech Therapist  
4454 - Ultrasound Technologist  
4417 - Ultrasound Tech Lead  
4462 - Vascular Tech  
4470 - Vascular Tech

## **Determine the category you meet all the requirements**

Determine if you meet all the required elements or if you need to develop a plan to meet the requirements.

## **Compile documentation for all required elements**

Refer to the 'Supporting Documentation' section for examples and explanations of the type of documents that need to be included with the application as proof of completion of the professional activity for the required elements.

To be awarded points, professional activities must have taken place within the twelve months since your last review due date

Ex. from 12/1 -11/30 if your review was on 12/1 the previous year.

Complete the 'Required & Elective Elements Worksheet' for your Category – Category 1, Category 2, Category 3, or Category 4. Input the supporting documentation you've included in your application to meet each required element behind the worksheet in the order according to the worksheet.

You cannot use the same professional activity in more than one element, either required or elective.

## **Review each of the elective elements**

You must have a minimum of 40 points from the elective elements, with at least one point coming from each of the focus areas.

## **Complete the “APEX Manager Support Form”**

Complete the employee section of the APEX Manager Support Form and have your manager complete the manager's section.

This form verifies you meet eligibility by confirming there are no improvements needed on the performance review.

The original copy of this form should be submitted along with your APEX application to HR.

# Submitting your APEX application

APEX applications can now be submitted using the new APEX digital turn-in system or through the current submission methods. However, beginning September 8, 2025, all applications must be submitted through the digital system.

## Digital turn-in system steps

1. Visit <https://salemhealth.omegastaging.net/education-assistance-career-development/> and scroll down to the APEX section to review all resources, forms, and Healthstream resources to ensure you have completed and included the necessary work for a completed application.
2. Follow the turn-in link that is listed in the APEX section, [APEX Application Submission](#). It is important to fill in all the required information and upload the correct documentation. Incorrect documentation or missing information may delay the review of your application



The screenshot shows the 'APEX Submission Form' for Salem Health Hospitals & Clinics. The form is titled 'APEX Submission Form' and includes a 'Program' section with a welcome message and an 'Eligibility' section with three bullet points. Below these sections are five required fields: 'Employee Name' (split into 'First Name' and 'Last Name'), 'Work E-mail', 'Employee ID Number', 'Department', and 'Job Title'. Each field is marked with an asterisk to indicate it is required.

**Salem Health<sup>®</sup>**  
Hospitals & Clinics

### APEX Submission Form

Program

Welcome to the Acknowledging Professional Excellence (APEX) application. The APEX program at Salem Health Hospitals and Clinics celebrates and recognizes clinical professionals who demonstrate exemplary achievement in their roles, with a focus on those working directly with patients. This program promotes professional clinical practice through ongoing education, certification, clinical research, and continuous improvement. By supporting lifelong learning and professional growth, APEX aligns with our organizational values and commitment to excellence in patient care. Eligible employees may qualify for a one-time recognition award for their dedication to advancing clinical practice. Please review the following information carefully to ensure you meet the eligibility criteria and understand the steps required to complete the application process.

Eligibility

- Employed at Salem Health in a 0.5 FTE or greater position for at least two years
- No active corrective actions (does not include verbal warning or coaching), for the 12 month period preceding application submission
- Hold a position in an eligible job code (review APEX Policy)

Employee Name \*

First Name Last Name

Work E-mail \*

Your E-mail Address

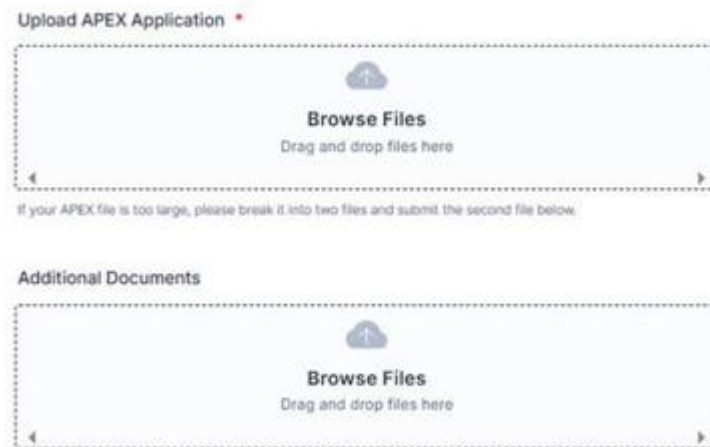
Employee ID Number \*

Department \*

Job Title \*

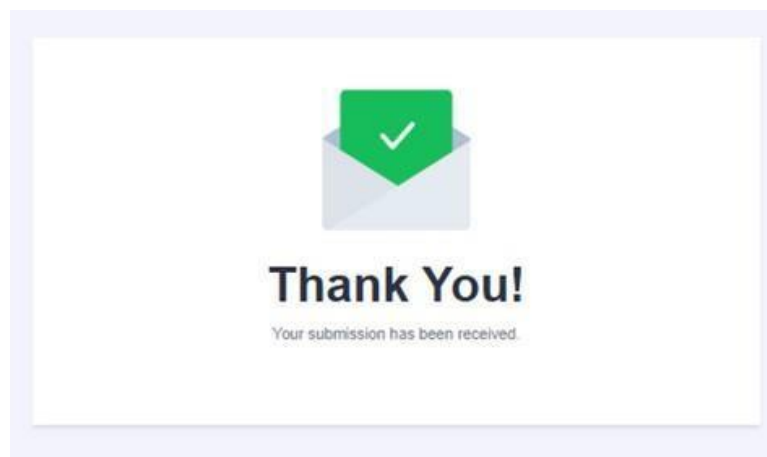
The bottom section of the APEX turn-in system is where you will upload your APEX application. If you are uncertain about how to scan your APEX, please review the [APEX Scanning Tips resource](#).

Applications should be scanned as ONE document and uploaded under “Upload APEX application”. However, if your application is too large, you may split your application into two parts and upload the first part into “Upload APEX application” and the second part into “Additional Documents.”



The screenshot shows two file upload sections. The top section is titled "Upload APEX Application" with a red asterisk. It contains a dashed box with a cloud upload icon, the text "Browse Files", and "Drag and drop files here". Below this box is a note: "If your APEX file is too large, please break it into two files and submit the second file below." The bottom section is titled "Additional Documents" and also contains a dashed box with a cloud upload icon, the text "Browse Files", and "Drag and drop files here".

3. When you submit your APEX application through the digital system, you will receive a submission confirmation and an email receipt confirming your submission.



4. APEX application will be distributed to the APEX Committee and reviewed. Once reviewed, you will be notified via AskHR ticket with the results of your application.

5. For assistance, please submit an AskHR ticket with the submission topic as “APEX Submission”

## **Additional information**

Upon approval, a monetary award is awarded. Monetary awards are provided as lump sums with a regular paycheck and are subject to tax deductions. The award amount is listed for full-time employees

Please note: The incentive will be prorated based based on FTE

To locate skills and course requirements for your qualifying role, please view your role in your Infor profile or reach out to your leader

## Required Elements – Determine your Category

Category 1 Award = \$2,000*			
Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
Service	2 years in <b>qualifying role in the last 4 years</b> at Salem Health (at least 0.5 FTE)	<b>Resume showing years of experience in current role/job code.</b> You may list out work experiences rather than creating a formal resume. For example: 1994-1996 Main OR, 1996-2000 PACU, 2000-present Endoscopy. Make sure the years of experience are adequate for the category of award you are seeking.	<input type="checkbox"/>
Education and Professional Certification	Holds <b>minimum qualifications*</b> for hire into current role  *review job description for minimum qualifications	<b>For education</b> , if the category you are applying for just requires the minimum level of education required for the job code you are not required to submit additional educational achievements.(see list of minimum educational requirements for job code). If you are applying for a category based on an education level beyond the minimum, please submit your diploma showing your achievement of the degree. <b>For the certification</b> , please submit a copy of any documents confirming professional certification (letter from granting organization, certificate). Document must show date of granting and expiration of the certification. <b>Job Description must be included (ask your manager, if needed)</b>	<input type="checkbox"/>
Performance and Professional Development	5 continuing education hours beyond minimum required for licensure or via the job description	These are hours for classes other than hospital mandatory classes. If a class like ACLS is required for your job and for which you also would earn CE, then the associated CE are not eligible for inclusion here. Include copies of certificates of completion that show date attended and the number of contact hours for the class or seminar. If you have more than the required number of CE hours, you may receive points in the performance and professional development elective section for hours above the required number for your category.	<input type="checkbox"/>
Quality	Reviews, summarizes and shares with at least 5 peers one article published in the last two years describing evidence-based practice specific to the population served	Submit the reference for the article reviewed including author, title of article, journal, and date of publication. It is not necessary to submit a copy of the article. Provide your conclusions on the article's recommendations and how the practice applies to your patient population. Consider any best practices that are appropriate to implement in your department. Describe how you shared this information with at least 5 peers and who those peers are, including peers signatures.	<input type="checkbox"/>
People	Makes a specific effort to recognize the work of <u>5 individual coworkers</u> in your department or colleagues from another department in providing outstanding care and/or teamwork	Provide a copy of a completed "You're A Star" form. Provide your email copy/confirmation of electronic thank you sent to another staff member. Provide a copy of a Service Excellence, Clinical Excellence, or Daisy Award nomination of another staff member. Create a brief summary of action taken such as one-to-one contact. Provide a copy of a card of thanks or describe what the card was sent to recognize. Provide a copy of an e-mail recognizing work (may be sent to the person or to the manager).	<input type="checkbox"/>
Community	Serves as a volunteer in at least 2 hours of community events or activities <b>AND</b> Describes how these hours served to improve the health and well-being of	Submit proof of your involvement as a <b>volunteer</b> (event support or participation in event) – letter from event organizer, certificate of attendance, minutes showing involvement. <b>Describe</b> how these hours served to improve the health and well-being of the community. Examples of activities include volunteering at: a fitness event run/walk that benefits an organization; a clinic; a fair; teaching a class to a community group, or donates blood. If you have more hours than required, you can submit them under the	<input type="checkbox"/>



Category 1 Award = \$2,000*			
Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
	the community	community elective section.	<input type="checkbox"/>

## Required Elements – Determine your Category

Category 2 Award = \$3,000*			
Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
Service	3 years in <b>qualifying role in the last 6 years</b> at Salem Health (at least 0.5 FTE)	<b>Resume showing years of experience in current role/job code.</b> You may list out work experiences rather than creating a formal resume. For example: 1994-1996 Main OR, 1996-2000 PACU, 2000-present Endoscopy. Make sure the years of experience are adequate for the category of award you are seeking.	<input type="checkbox"/>
Education and Professional Certification	Next level of education in role from <b>minimum qualifications*</b> <b>OR</b> National certification relevant to current role beyond requirement for your job  *review job description for minimum qualifications	<b>For education,</b> if the category you are applying for just requires the minimum level of education required for the job code you are not required to submit additional educational achievements.(see list of minimum educational requirements for job code). If you are applying for a category based on an education level beyond the minimum, please submit your diploma showing your achievement of the degree. <b>For the certification,</b> please submit a copy of any documents confirming professional certification (letter from granting organization, certificate). Document must show date of granting and expiration of the certification. <b>Job Description must be included (ask your manager, if needed)</b>	<input type="checkbox"/>
Performance and Professional Development	10 continuing education hours <b>beyond minimum</b> required for licensure or via the job description	These are hours for classes other than hospital mandatory classes. If a class like ACLS is required for your job and for which you also would earn CE, then the associated CE are not eligible for inclusion here. Include copies of certificates of completion that show date attended and the number of contact hours for the class or seminar. If you have more than the required number of CE hours, you may receive points in the performance and professional development elective section for hours above the required number for your category.	<input type="checkbox"/>
Quality	Presents at a staff meeting/learning session: Case Study relevant to your specialty <b>OR</b> Information learned from a conference you attended and how it relates to best practice specific to the population served	Provide documentation of date and time of presentation of the case study, and the case study itself including any relevant references. <b>OR</b> Provide a copy of the conference brochure and describe how information learned (specific or general) relates to best practice in your department. Provide evidence of sharing your findings with your colleagues including who attended, presented, a note from a manager and/or signatures (agenda, staff meeting minutes, etc.).	<input type="checkbox"/>
People	Makes a specific effort to recognize the work of <u>10 individual coworkers</u> in your department or colleagues from another	Provide a copy of a completed "You're A Star" form. Provide your email copy/confirmation of electronic thank you sent to another staff member. Provide a copy of a Service Excellence, Clinical Excellence, or Daisy Award nomination of another staff member. Create a brief summary of action taken such as one-to-one contact.	<input type="checkbox"/>

## Category 2 Award = \$3,000\*

Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
	<p>department in providing outstanding care and/or teamwork</p> <p><b>AND</b></p> <p>Serves as a mentor, peer consultant, or resource in practice area on <u>5 different occasions—per person per day basis</u> that is above and beyond your job description</p>	<p>Provide a copy of a card of thanks or describe what the card was sent to recognize. Provide a copy of an e-mail recognizing work (may be sent to the person or to the manager).</p> <p><b>AND</b></p> <p>Serves as a mentor, peer consultant, or resource in practice area. Write up a brief summary of an experience where you functioned as a mentor, consultant, or resource. This can be written up by the person who received assistance or by the applicant. Examples might include guiding learning for a student carrying out a new procedure, sharing expertise on equipment with staff in another department, and/or providing expert guidance (such as Wound/Skin Experts, Super Users), etc.</p>	<input type="checkbox"/>
<b>Community</b>	<p>Serves as a volunteer in at least 4 hours of community events or activities</p> <p><b>AND</b></p> <p>Describes how these hours served to improve the health and well-being of the community</p>	<p>Submit proof of your involvement as a <b>volunteer</b> (event support or participation in event) – letter from event organizer, certificate of attendance, minutes showing involvement.</p> <p><b>Describe</b> how these hours served to improve the health and well-being of the community.</p> <p>Examples of activities include volunteering at: a fitness event run/walk that benefits an organization; a clinic; a fair; teaching a class to a community group, or donates blood.</p> <p>If you have more hours than required, you can submit them under the community elective section.</p>	<input type="checkbox"/>

## Required Elements – Determine your Category

Category 3 Award = \$4,000*			
Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
Service	4 years in <b>qualifying role in the last 8 years</b> at Salem Health (at least 0.5 FTE)	<b>Resume showing years of experience in current role/job code.</b> You may list out work experiences rather than creating a formal resume. For example: 1994-1996 Main OR, 1996-2000 PACU, 2000-present Endoscopy. Make sure the years of experience are adequate for the category of award you are seeking.	<input type="checkbox"/>
Education and Professional Certification	Next level of education in role from <b>minimum qualifications*</b> <b>AND</b> National certification relevant to role beyond requirement for your job <b>OR</b> Masters or higher degree relevant to role  *review job description for minimum qualifications	<b>For education,</b> if the category you are applying for just requires the minimum level of education required for the job code you are not required to submit additional educational achievements.(see list of minimum educational requirements for job code). If you are applying for a category based on an education level beyond the minimum, please submit your diploma showing your achievement of the degree.  <b>For the certification,</b> please submit a copy of any documents confirming professional certification (letter from granting organization, certificate). Document must show date of granting and expiration of the certification.  <b>Job Description must be included (ask your manager, if needed)</b>	<input type="checkbox"/>
Performance and Professional Development	15 continuing education hours <b>beyond minimum</b> required for licensure or via the job description	These are hours for classes other than hospital mandatory classes. If a class like ACLS is required for your job and for which you also would earn CE, then the associated CE are not eligible for inclusion here. Include copies of certificates of completion that show date attended and the number of contact hours for the class or seminar. If you have more than the required number of CE hours, you may receive points in the performance and professional development elective section for hours above the required number for your category.	<input type="checkbox"/>
Quality	Provide a description of a quality or process improvement project in which you were <b>instrumental</b> including the recommended actions for implementation and any available outcomes. Describe the differences this project has made in your daily practice <b>OR</b> Researches current references for a policy, procedure, protocol, or standard of care applicable to practice. Uses this research to make a recommendation to revise, continue with current or create new policy, procedure, protocol or standard of care.	Provide a description of a quality or process improvement project in which you were <b>instrumental</b> (initiated and/or led the project to the end impacting a key strategy) including the recommended actions for implementation and any available outcomes. Include references used in the project. Describe the differences this project has made in your daily practice. <b>OR</b> Submit the title of the policy/procedure/protocol/standard, etc and the number, if applicable. Provide two references or articles published within the last five years that support your recommendation. For the articles provide author, title of article, journal, and date of publication. For web based references submit author, title or piece, website, date posted. Summarize whether the policy (etc.) is supported by the articles or not. Describe who you made your recommendation to and the response or action taken. Provide evidence of sharing your findings with your colleagues including who attended, presented, a note from a manager and/or signatures (agenda, staff meeting minutes, etc.).	<input type="checkbox"/>

### Category 3 Award = \$4,000\*

Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
<b>People</b>	<p>Makes a specific effort to recognize the work of <u>15 individual coworkers</u> in your department or colleagues from another department in providing outstanding care and/or teamwork</p> <p><b>AND</b></p> <p>Serves as a mentor, peer consultant, or resource in practice area on <u>10 different occasions— per person per day basis</u> that is above and beyond your job description</p>	<p>Provide a copy of a completed "You're A Star" form</p> <p>Provide your email copy/confirmation of electronic thank you sent to another staff member.</p> <p>Provide a copy of a Service Excellence, Clinical Excellence, or Daisy Award nomination of another staff member.</p> <p>Create a brief summary of action taken such as one-to-one contact, providing a gift as a recognition, etc.</p> <p>Provide a copy of a card of thanks or describe what the card was sent to recognize</p> <p>Provide a copy of an e-mail recognizing work (may be sent to the person or to the manager)</p> <p><b>AND</b></p> <p>Serves as a mentor, peer consultant, or resource in practice area. Write up a brief summary of an experience where you functioned as a mentor, consultant, or resource. This can be written up by the person who received assistance or by the applicant. Examples might include guiding learning for a student carrying out a new procedure, sharing expertise on equipment with staff in another department, and/or providing expert guidance (such as Wound/Skin Experts, Super Users), etc. Make sure the number of instances matches the requirements for category you are applying for.</p>	<input type="checkbox"/>
<b>Community</b>	<p>Serves as a volunteer in at least 6 hours of community events or activities.</p> <p><u>At least 50% of volunteer hours must be in healthcare</u></p> <p><b>AND</b></p> <p>Describes how these hours served to improve the health and well-being of the community</p>	<p>Submit proof of your involvement as a <b>volunteer</b> (event support or participation in event) – letter from event organizer, certificate of attendance, minutes showing involvement.</p> <p><b>AND</b></p> <p><b>Describe</b> how these hours served to improve the health and well-being of the community.</p> <p>At least 50% of the hours must be in healthcare related volunteer activities.</p> <p>Examples of healthcare related activities include volunteering at: a fitness event run/walk that benefits a health related organization; a health clinic; a health fair; teaching a class to a community group that relates to healthcare.</p> <p>Volunteer activities that focus primarily on providing care to animals are not considered healthcare, however they can be included as non-healthcare related volunteer activities.</p> <p>If you have more hours than required, you can submit them under the community elective section.</p>	<input type="checkbox"/>

## Required Elements – Determine your Category

Category 4 Award = \$5,000*			
Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
Service	5 years in <b>qualifying role in the last 10 years</b> at Salem Health (at least 0.5 FTE)	<b>Resume showing years of experience in current role/job code.</b> You may list out work experiences rather than creating a formal resume. For example: 1994-1996 Main OR, 1996-2000 PACU, 2000-present Endoscopy. Make sure the years of experience are adequate for the category of award you are seeking.	<input type="checkbox"/>
Education and Professional Certification	Next level of education from <b>minimum qualifications*</b> above that in level 3 or Masters or higher degree <b>AND</b> National certification relevant to role beyond requirement for your job  *review job description for minimum qualifications	<b>For education</b> , if the category you are applying for just requires the minimum level of education required for the job code you are not required to submit additional educational achievements.(see list of minimum educational requirements for job code). If you are applying for a category based on an education level beyond the minimum, please submit your diploma showing your achievement of the degree. <b>For the certification</b> , please submit a copy of any documents confirming professional certification (letter from granting organization, certificate). Document must show date of granting and expiration of the certification.  <b>Job Description must be included (ask your manager, if needed)</b>	<input type="checkbox"/>
Performance and Professional Development	20 continuing education hours <b>beyond minimum</b> required for licensure	These are hours for classes other than hospital mandatory classes. If a class like ACLS is required for your job and for which you also would earn CE, then the associated CE are not eligible for inclusion here. Include copies of certificates of completion that show date attended and the number of contact hours for the class or seminar. If you have more than the required number of CE hours, you may receive points in the performance and professional development elective section for hours above the required number for your category.	<input type="checkbox"/>
Quality	Develops, collects and reports a minimum of <u>6 months</u> of comparative data on one performance or process improvement project <b>OR</b> Researches current references for a policy, procedure, protocol, or standard of care applicable to practice and uses this research to make a revision to the policy, procedure, protocol or standard of care.	Describe the project and your role in the quality or performance improvement project. Provide graphs, charts, or tables that reflect the department and comparative data for the last six months (or longer). The data reported should be pertinent to the patient population of the department and the project. Include in your description your impressions of the data – does the trend show improvement, decline, have new approaches been put in place to influence the results, etc? Did you observe any outcomes based on the new approaches or the project? Examples include infection rates, fall rates, measure of turnaround times, error rates, etc. <b>OR</b> Submit the title of the policy/procedure/protocol/standard, etc and the number, if applicable. Provide two references or articles published within the last five years that support your recommendation. For the articles provide author, title of article, journal, and date of publication. For web based references submit author, title or piece, website, date posted. Summarize how the articles/references support the policy/procedure/protocol or standard. Describe the revisions you made and where the policy/procedure/protocol or standard is in the approval process.	<input type="checkbox"/>
People	Makes a specific effort to recognize the work of <u>20 individual coworkers</u> in your department or colleagues from another	Provide a copy of a completed "You're A Star" form Provide your email copy/confirmation of electronic thank you sent to another staff member. Provide a copy of a Service Excellence, Clinical Excellence, or Daisy Award nomination of another staff member.	<input type="checkbox"/>

## Category 4 Award = \$5,000\*

Focus Areas	Professional Activity	Supporting Documentation	Focus Area Met
	<p>department in providing outstanding care and/or teamwork</p> <p><b>AND</b></p> <p>Serves as a mentor, peer consultant, or resource in practice area <u>on 15 different occasions— per person per day basis</u> that is above and beyond your job description</p>	<p>Create a brief summary of action taken such as one-to-one contact, providing a gift as a recognition, etc.</p> <p>Provide a copy of a card of thanks or describe what the card was sent to recognize</p> <p>Provide a copy of an e-mail recognizing work (may be sent to the person or to the manager)</p> <p><b>AND</b></p> <p>Serves as a mentor, peer consultant, or resource in practice area.</p> <p>Write up a brief summary of an experience where you functioned as a mentor, consultant, or resource. This can be written up by the person who received assistance or by the applicant. Examples might include guiding learning for a student carrying out a new procedure, sharing expertise on equipment with staff in another department, and/or providing expert guidance (such as Wound/Skin Experts, Super Users), etc. Make sure the number of instances matches the requirements for category you are applying for.</p>	<input type="checkbox"/>
<b>Community</b>	<p>Serves as a volunteer in at least 6 hours of community events or activities</p> <p><u>At least 50% of volunteer hours must be in healthcare</u></p> <p><b>AND</b></p> <p>Describes how these hours served to improve the health and well-being of the community</p> <p><b>AND</b></p> <p>Teaches a total of 2 hour healthcare related class or seminar for a community audience.</p>	<p>Submit proof of your involvement as a <b>volunteer</b> (event support or participation in event) – letter from event organizer, certificate of attendance, minutes showing involvement.</p> <p><b>AND</b></p> <p><b>Describe</b> how these hours served to improve the health and well-being of the community.</p> <p>At least 50% of the hours must be in healthcare related volunteer activities.</p> <p>Examples of healthcare related activities include volunteering at: a fitness event run/walk that benefits a health related organization; a health clinic; a health fair; teaching a class to a community group that relates to healthcare.</p> <p>Volunteer activities that focus primarily on providing care to animals are not considered healthcare, however they can be included as non-healthcare related volunteer activities.</p> <p>If you have more hours than required, you can submit them under the community elective section.</p> <p><b>AND</b></p> <p><b>For Class teaching component:</b> Submit a flier or schedule showing your name as the presenter for the class. Document should show the title of the class, the date(s) presented the length of the session, and the attendance sheet. If this type of documentation isn't available, submit a brief description of the content including the date presented, the target audience, and the length of the session.</p>	<input type="checkbox"/>

## Elective Elements

- A minimum of 40 points from the elective elements, with at least one point under each of the focus areas.
- **All professional activities must have occurred within the twelve months** since your last annual review date.
- No professional activity can be counted in more than one element, either required or elective (i.e. applying for category 1 - volunteered 6 hours: claim 2 hours under the Community requirement which leaves 4 hours, not 6, to claim under the elective elements)
- Complete the **Worksheet** by inputting the supporting documentation you are including for the professional activity you are claiming for points. Note the number of points you are applying for in the appropriate "my points" box. Include a copy of the supporting documentation behind the worksheet.

## Focus Area: Service

Service Elective Professional Activity	Supporting Documentation	My Service Points
Specifically mentioned in positive patient, family, physician, or peer comments. Value: 1 point each Max: 4 points	Provide a copy of a note or document from a patient, family member, physician or from leadership rounding notes. Copy section of the Press-Ganey patient comments with name noted.	
Member of a state or national professional society within your practice Value: 2 point each Max: 4 points	Copy of membership card or certificate which shows expiration date.	
Number of years of service at Salem Health beyond those required (only 0.5 FTE and greater is counted) Value: 1 point for each year Max: 10 points	Resume showing work history or brief description of work history. May list out work experiences that are pertinent. For example: 1996-2000 PACU, 2000-present Endoscopy  based off seniority date - check with HR if needed	
Active member of department based team, committee, or task force Value: 2 points per committee OR 4 points for lead/chair Max: 12 points	Submit signed document from leader of committee or task force, or copy of agenda or meeting minutes (just page with attendance) showing attendance at a minimum of 50% of the meetings over the last year. <b>For lead/chair status:</b> Agenda or minutes must show attendance and designation of the applicant as the team leader. Team leader should be present/leading for at least 75% of the meetings.	
Active member of a house-wide or division council or committee  Value: 2 points each as member OR 4 points as lead/chair Max: 12 points	Submit signed document from leader of committee or task force, or copy of agenda or meeting minutes (just page with attendance) showing attendance at a minimum of 50% of the meetings over the last year. <b>For lead/chair status:</b> Agenda or minutes must show attendance and designation of the applicant as the team leader. Team leader should be present/leading for at least 75% of the meetings.	
Holds a voting leadership or committee planning position in a state or national organization related to your current role Value: 4 points each Max: 8 points	E-mail or letter specifying appointment and title of position. For a planning committee, minutes showing the chairperson's name or a brochure for a conference that shows the planning committee names and roles.	
Service Excellence, Star award, Clinical excellence or Daisy awardee or nominee Value: 4 points – Awardee, 2 points – Nominee Max: none	Provide copy of award certificate or nominee notification.	
<b>Total Points: Service</b>		

## Elective Elements

- A minimum of 40 points from the elective elements, with at least one point under each of the focus areas.
- **All professional activities must have occurred within the twelve months** since your last annual review date.
- No professional activity can be counted in more than one element, either required or elective (i.e. applying for category 1 - volunteered 6 hours: claim 2 hours under the Community requirement which leaves 4 hours, not 6, to claim under the elective elements)
- Complete the **Worksheet** by inputting the supporting documentation you are including for the professional activity you are claiming for points. Note the number of points you are applying for in the appropriate "my points" box. Include a copy of the supporting documentation behind the worksheet.

## Focus Area: Education and Professional Certification

Education and Professional Certification Elective Professional Activity	Supporting Documentation	My Education Points
College level coursework related toward advanced healthcare degree in a related field.  Value: 2 points for each 3 credit hour course Max: 6 points	Document showing completion of the course and the number of hours of credit. Note the purpose of taking the class (for example required 3 hours Humanities credit for entrance into BSN program).	
College credited language course  Value: 2 points for each 3 credit course Max: 6 points	Document showing completion of the language course and the number of hours of credit.	
In <u>addition</u> to the certification used for your required elements current professional certification appropriate to unit/specialty area.  Value: 8 points Max: none	Copy of certification verification with expiration date noted.  If you hold more than one certification, you will be awarded 8 points for all additional certifications not applied to your required elements.	
Continuing education hours <b>beyond the minimum required</b> for the desired award category  Value: 2 CEU = 1 point Max: 10 points	Copy of certificates of attendance that show date attended and the number of contact hours. NOTE: Only contact hours beyond those required for your category are counted for points here. All hours must have been earned within the 12 months preceding the application.	
Qualified instructor teaching certification classes (ACLS, BLS, PEARS, NRP, PALS, TNCC, or ENPC) or other specialized training such as Super Users.  Value: 6 points for each Max: 12 points	Copy of instructor card and copy of schedule of teaching responsibilities. Teaching assignment should show date and time of sessions, and attendance sheet if available.  For EPIC or other Super User training, submit either schedule of classes or documentation of completed training that you provided, and attendance sheet if available.	
<b>Total Points: Education and Professional Certification</b>		



## Elective Elements

- A minimum of 40 points from the elective elements, with at least one point under each of the focus areas.
- ***All professional activities must have occurred within the twelve months*** since your last annual review date.
- No professional activity can be counted in more than one element, either required or elective (i.e. applying for category 1 - volunteered 6 hours: claim 2 hours under the Community requirement which leaves 4 hours, not 6, to claim under the elective elements)
- Complete the **Worksheet** by inputting the supporting documentation you are including for the professional activity you are claiming for points. Note the number of points you are applying for in the appropriate "my points" box. Include a copy of the supporting documentation behind the worksheet.

## Focus Area: Performance and Professional Development

Performance and Professional Development Elective Professional Activity	Supporting Documentation	My Professional Points
Holds additional advanced credentialing for department related skills  Value: 2 point each Max: 4 points	These skills may be nationally recognized or hospital developed. Provide certificate of completion of training, proof of completion of required exam, unit list designating those with skills, skills check-off list, results of examination taken, attendance at initial/refresher classes, etc. * Advanced credentialing refers to skills which are not required for your position. Please refer to your job description and/or manager for help in making this determination*	
Writes an article, book review, article review, or creates a poster for internal use and shares at a team huddle or staff meeting or committee Value: 2 points each piece Max: 8 points	Submit copy of the article, the book review, or poster. Provide how it was shared, whether a team huddle, staff meeting or committee by including the date, time and with signatures of whom you shared it with.  If the poster was not created electronically, submit a picture or description of the poster content and where it was utilized, including your signature on the supporting document.	
Presents a class or in-service internally Value: 2 points each class Max: 8 points	Submit a flier, agenda, or meeting minutes that shows the presentation topic and the presenter name. Flier or agenda should show date of presentation, and attendee's names and/or signatures.	
Writes a clinical-focused, professionally published article or book related to current practice Value: 20 points for each publication	Submit copy of article from publication or article as prepared for publication. If article has been accepted for publication, include the acceptance letter.	
Develops a cost-saving measure that is presented to the Product Standardization Committee or the appropriate unit-based decision-maker for products. Value: 3 points for each Max: 6 points	Submit a brief description of the measure and how promotes cost savings. Include agenda or minutes showing your name as the presenter or a note from the chair. E-mails or fliers regarding the product may be included. Examples might include a change in supplies, ways to reduce wasting of forms, streamlining a process, etc.	
At a healthcare national or regional event presents a class or poster  Value: 6 points for poster and 10 points for teaching class	Provide copies of brochures or agendas that show the session and the presenter's name. The information should show the date and the length of the session and who is was presented to. Provide the content of the poster for submission – abstract or actual material, must include your name on the poster. May include evidence of acceptance for presentation or poster.	
Leads a journal club meeting featuring a best practice Value: 1 point each meeting Max: 4 points	Submit minutes of the journal club meeting. Provide the reference for the article discussed. For the article provide author, title of article, journal, date of publication, and signatures of at least 4 attendees.	
<b>Total Points: Performance and Professional Development</b>		

## Elective Elements

- A minimum of 40 points from the elective elements, with at least one point under each of the focus areas.
- **All professional activities must have occurred within the twelve months** since your last annual review date.
- No professional activity can be counted in more than one element, either required or elective (i.e. applying for category 1 - volunteered 6 hours: claim 2 hours under the Community requirement which leaves 4 hours, not 6, to claim under the elective elements)
- Complete the **Worksheet** by inputting the supporting documentation you are including for the professional activity you are claiming for points. Note the number of points you are applying for in the appropriate "my points" box. Include a copy of the supporting documentation behind the worksheet.

## Focus Area: Quality

Quality Elective Professional Activity	Supporting Documentation	My Quality Points
Revises an existing policy, procedure, protocol, or pathway based on current literature  Value: 2 point each Max : 8 points	Submit a copy of the revised policy (etc) with the changes highlighted. Policy (etc) should include appropriate references. Describe your participation in the process of revising the policy. This may be done as part of a task force, unit work group, piloting a new procedure, etc.	
Participates in a department-assigned project related to practice improvement or process improvement Value: 2 points each as participating member OR 4 points as lead/owner Max: 8 points	Provide information on the purpose of the project (could be a task force charter, staff meeting minutes showing the assigned responsibility, copies of e-mails detailing the expectations, etc. The area of improvement could be related to unit work flow, patient care, or systems issues. Include a statement of the problem/issue being addressed and the potential approaches to resolution. <b>For lead/owner:</b> Documentation must show designation of the applicant as the team leader or owner.	
Develops a new policy, procedure, protocol, or pathway based on research  Value: 3 points each Max: 6 points	Documentation that shows you authored the new policy, procedure or pathway. Submit the new policy (etc) as proposed or approved. The policy should include the references used to develop the document. It is recognized that many individuals have input into a policy. This submission is for the individual that gets a policy (etc) initiated/drafted and then helps to move it through the system.	
Identifies, researches, and develops staff/patient/diagnosis specific teaching program or educational tool  Value: 4 points Max: 8 points	Submit the outline of the staff teaching program or the patient education tool as developed. This submission may also be reflected in minutes of a work group developing patient education materials. The topic of the education should apply to the patient population of the unit. Provide at least two references that the content is based on. For the references include author, title of reference, where published, date of publication. Examples include teaching on case studies, new processes, new equipment, medications, disease process explanations, printed materials adapted to other media (video, CD-Rom, etc).	
Observes and validates successful achievement of department competencies  Value: 2 points per competency Max 6 points	Submit a note from your supervisor or manager that shows you as an approved validator. Provide a copy of an orientation checklist or procedural checklist that you are qualified to validate. This might be specific to one particular skill (administering chemo, for example) or to a list of multiple skills (new hire checklist).	
<b>Total Points: Quality</b>		

## Elective Elements

- A minimum of 40 points from the elective elements, with at least one point under each of the focus areas.
- **All professional activities must have occurred within the twelve months** since your last annual review date.
- No professional activity can be counted in more than one element, either required or elective (i.e. applying for category 1 - volunteered 6 hours: claim 2 hours under the Community requirement which leaves 4 hours, not 6, to claim under the elective elements)
- Complete the **Worksheet** by inputting the supporting documentation you are including for the professional activity you are claiming for points. Note the number of points you are applying for in the appropriate "my points" box. Include a copy of the supporting documentation behind the worksheet.

## Focus Area: People

People Elective Professional Activity	Supporting Documentation	My People Points
Nominates colleague for a Service Excellence, Star, Daisy or Clinical Excellence award  Value: 2 points per nomination Max: 8 points	Submit copy of nomination.	
Completes preceptor required training and serves as a preceptor  Value: 8 points	Submit evidence of completion of the Hospital's preceptor training program (initial and on-going updates as required – if refresher, it must be within the last 2 years). Provide any lists for department that show designation as a preceptor. Include dates or calendar reflecting when you precepted.	
Mentoring a job shadow  Value: 1 point per 2 hours Max: 4 points	Write up a brief summary of date and time when you mentored a job shadow candidate and a brief description for each occasion. This could be written up by the person who received assistance or by the applicant.	
Serve as super user or department champion for related organizational projects, processes or journeys  Value: 4 points per role Max: 8 points	Submit any related documentation showing you have been trained to be the super user or department champion. Write up description of how you fulfilled this role, including dates, times and activities.	
Provides written recognition for the work of a colleague in providing outstanding care and/or teamwork addressing 2 or more focus areas  Value: 1 point each Max: 4 points	Provide a copy of a completed "You're A Star" form. Provide a brief summary of action taken such as one-to-one contact, e-thank you cards, etc. Provide a copy of a card of thanks or describe what the card was sent to recognize. Provide a copy of an email recognizing work (email may be sent to the person or to the manager).	
<b>Total Points: People</b>		

## Elective Elements

- A minimum of 40 points from the elective elements, with at least one point under each of the focus areas.
- **All professional activities must have occurred within the twelve months** since your last annual review date.
- No professional activity can be counted in more than one element, either required or elective (i.e. applying for category 1 - volunteered 6 hours: claim 2 hours under the Community requirement which leaves 4 hours, not 6, to claim under the elective elements)
- Complete the **Worksheet** by inputting the supporting documentation you are including for the professional activity you are claiming for points. Note the number of points you are applying for in the appropriate "my points" box. Include a copy of the supporting documentation behind the worksheet.

## Focus Area: Community

Community Elective Professional Activity	Supporting Documentation	My Community Points
Serves as volunteer in non-healthcare related community events/activities.  Value: 2 hours = 1 point Max: 4 points	Letter or e-mail from event planners noting involvement of applicant. Submit documents that show involvement such as schedules, agendas, etc. including dates, hours of participation and validation of the number of hours. This includes church, community events, school events and any volunteer hours related to working with animals (event support or participation in event counts).	
Serves as volunteer healthcare related community events/activities.  Value: 2 hours = 1 point Max: 8 points	Letter or e-mail from event planners noting involvement of applicant. Submit documents that show involvement such as schedules, agendas, etc. including dates, hours of participation and validation of the number of hours. Healthcare volunteer hours must be related to working in the human healthcare environment (event support or participation in event counts).	
Active member of community-based task force, committee, or non-profit organization.  Value: 3 points each Max: 6 points	An e-mail or letter from the leader of the group validating involvement or a copy of meeting minutes (just page with attendance) showing attendance at a minimum of 50% of the meetings over the last year and any documents that show designation of the applicant as a member.	
Teaches a healthcare class or seminar for a community audience.  Value: 2 point/hour of teaching. Max: 8 points	Flier or schedule showing the applicant's name as a presenter for the class. Document should show the title of the class, the date(s) presented, the length of the session(s), and signatures of attendees.	
Develops a new community outreach opportunity  Value: 6 points Max: none	Submit copies of e-mails, minutes or other planning documents that outline the work completed. A brief description of the project and the reason for involvement should be included. Examples include immunization clinics, book exchanges for kids, sock drives, etc.	
<b>Total Points: Community</b>		

## Total Elective Points

*(minimum of 40 points with at least 1 point from each focus area – Service, Education and Professional Certification, Performance and Professional Development, Quality, People, & Community)*