

## **Advancement Guidelines for Department of Pediatrics Staff Clinicians**

These guidelines provide criteria and process guidelines for advancement of staff clinicians - see the appropriate section below for specific categories of providers. Activities listed in the criteria serve as examples of excellence that may be highlighted in the specified areas and are not a checklist for advancement.

Advancement is made based on merit and should be initiated by the Division Director. Before moving into the advancement process, a proposal must be reviewed and approved by department administration through the Department of Pediatrics Office of Faculty Development.

### **For Providers with Faculty Appointments**

If you have a faculty appointment, your promotion will follow the department's faculty promotion process and should be discussed with your Division Director.

- Promotion criteria for faculty on the Assistant in/Associate in track can be found [here](#).
- If you are unsure whether you have a faculty appointment, you can verify by emailing Amy Nabours at [amy.nabours@vumc.org](mailto:amy.nabours@vumc.org).

### **For Staff APPs (NPs and PAs)**

#### **Staff APP Advancement Levels**

Advancement levels do not correlate with specific job codes or titles – they are labels that indicate advancement, which includes a pay increase for each advancement level.

- Advanced – see [criteria](#), generally requires a minimum of 3 years of clinical experience at the previous level
- Expert – see [criteria](#), generally requires a minimum of 5 years of clinical experience at the previous level

#### **Advancement Criteria**

The Department of Pediatrics will follow the advancement criteria developed by the VUMC Office of Advanced Practice for their health system-wide advancement program, which can be found in the [Advanced Practice Clinical Advancement 9-Square Tool](#).

#### **Process**

- Department of Pediatrics Process
  1. Staff APP discusses advancement with Division Director.

2. Division Director reviews criteria with APP.
  3. If Division Director is in support, he or she recommends advancement to Department of Pediatrics Vice Chair for Faculty Advancement. Proposal includes:
    - a. CV for the APP - [CV template](#).
    - b. Brief statement of justification for the advancement recommendation, addressing contributions that meet the advancement criteria.
  4. Department of Pediatrics Office of Faculty Development will route for approval by department CBO and HR Manager.
    - a. If approved, Department of Pediatrics Office of Faculty Development will refer the APP (copying Division Director) to the appropriate Advanced Practice Leader to begin the [VUMC Office of Advanced Practice Clinical Advancement Process](#).
    - b. When notification of advancement approval is received, the Department of Pediatrics will distribute to the APP, Division Director, and department administration for implementation of necessary changes in Workday.
- After referral to the VUMC Office of Advanced Practice, the advancement process will follow the steps outlined in their health system-wide Clinical Advancement Process.

## For Other Staff Providers (Genetic Counselors and Behavior Analysts)

### **Advancement Levels**

Advancement does not correlate with specific job codes or titles but does include a pay increase for each instance of advancement.

### **Advancement Criteria**

For consideration of advancement, there should be evidence of excellence in both Clinical Practice and at least one area of Professional Contributions as designated below.

Activities listed in the criteria serve as examples of excellence that may be highlighted in the specified areas and are not a checklist for advancement.

Clinical Practice
<ul style="list-style-type: none"> <li>• Recognized for CREDO behavior by department or enterprise</li> <li>• Outstanding productivity</li> <li>• Reputation among peers/community</li> <li>• Outcome metrics pertinent to professional service</li> <li>• Performance on measures of customer/patient/client satisfaction</li> </ul>

- Earns recognition for clinical practice acumen via honors, fellowships, and awards
- Leads development of evidence-based standards of care
- Leads the development of patient specific outcomes measures and integrates these into area quality metrics
- Develops patient and family educational materials
- Seeks additional specialty certifications and/or advanced degrees
- Serves as an interprofessional leader within specialty and organization
- Innovates new models of care delivery to optimize clinical practice
- Actively participates in clinical practice committees (i.e., APSC or Joint Practice) to promote top-of-license clinical practice

## **Professional Contributions**

### **Academic/Education**

- Develops and implements educational offerings within VUMC
- Develops and leads collaborative learning opportunities, such as staff meetings, staff council, conferences, grand rounds, board meetings, simulation training events, skills labs, fellows' conferences, journal clubs, etc
- Develops and leads educational/scholarly events; i.e., conference committee
- Serves as mentor for new staff during orientation and onboarding
- Leads the development of continuing education programs and fellowships
- Participates in CORS conversations
- Earns recognition as an educator through learner evaluations, honors, or awards
- Mentors students by service on doctoral committees or another educational committees
- Mentors colleagues in professionalism, scholarship, and/or research
- Actively provides education/updates of TN regulatory requirements for clinical practice
- Consulted frequently to serve as guest lecturer/speaker in area of specialty
- Proctors ongoing (OPPE) and focused professional practice evaluations (FPPE)
- Develops clinical education teaching and evaluation tools

### **Service/Leadership**

- Leads professional and/or public service
- Leadership roles in committees, workgroups, or professional organizations
- Leads operational and administrative initiatives
- Serves on Vanderbilt Health advanced practice committees
- Advocates for health policy initiatives
- Serves as an accountable leader for survey/Joint Commission visits
- Serves as an officer for a national organization

- Leads or directs health system clinical service lines
- Leads the design and implementation of quality improvement projects
- Leads internal or external quality improvement programs (i.e., Quality Academy)

### **Scholarship**

- Demonstrates expertise in the application of scientific evidence and methods to investigate, evaluate, and improve patient care practices
- Disseminates scholarship and practice-based learning through poster or podium presentations and/or publications
- Serves as co-project investigator or key study personnel
- Participates in grant-funded activities other scholarly projects
- Serves as editor or peer-reviewer for research and practice manuscripts
- Serves as grant-writer for research/EB/QI projects

### **Process**

1. Employee discusses advancement with Division Director.
2. Division Director reviews criteria with the employee.
3. If Division Director is in support, he or she recommends advancement to the Department of Pediatrics Vice Chair for Faculty Advancement. Proposal includes:
  - a. CV for provider.
  - b. Brief statement of justification for the advancement recommendation, addressing contributions that meet the advancement criteria.
4. Department of Pediatrics Office of Faculty Development will route for approval by department CBO and HR Manager.
  - a. If approved, Department of Pediatrics HR Manager elevates the recommendation for advancement to institutional HR Business Partner.

## **For Staff Physicians**

### **Advancement Levels**

Advancement does not correlate with specific job codes or titles but does include a pay increase for each instance of advancement.

### **Advancement Criteria**

For consideration of advancement, there should be evidence of excellence in both Clinical Practice and at least one area of Professional Contributions as designated below.

Activities listed in the criteria serve as examples of excellence that may be highlighted in the specified areas and are not a checklist for advancement.

<b>Clinical Practice</b>
<ul style="list-style-type: none"> <li>• Recognized for CREDO behavior by department or enterprise</li> <li>• Outstanding productivity</li> <li>• Reputation among peers/community</li> <li>• Outcome metrics pertinent to professional service</li> <li>• Performance on measures of customer/patient/client satisfaction <ul style="list-style-type: none"> <li>○ Earns recognition for clinical practice acumen via honors, fellowships, and awards</li> </ul> </li> <li>• Leads development of evidence-based standards of care</li> <li>• Leads the development of patient specific outcomes measures and integrates these into area quality metrics</li> <li>• Develops patient and family educational materials</li> <li>• Serves as an interprofessional leader within specialty and organization</li> <li>• Innovates new models of care delivery to optimize clinical practice</li> <li>• Actively participates in clinical practice committees</li> </ul>
<b>Professional Contributions</b>
<p><b><u>Academic/Education</u></b></p> <ul style="list-style-type: none"> <li>• Develops and implements educational offerings within VUMC</li> <li>• Develops and leads collaborative learning opportunities, such as staff meetings, staff council, conferences, grand rounds, board meetings, simulation training events, skills labs, fellows' conferences, journal clubs, etc</li> <li>• Develops and leads educational/scholarly events; i.e., conference committee</li> <li>• Serves as mentor for new staff during orientation and onboarding</li> <li>• Leads the development of continuing education programs and fellowships</li> <li>• Participates in CORS conversations</li> <li>• Earns recognition as an educator through learner evaluations, honors, or awards</li> <li>• Mentors students by service on doctoral committees or another educational committees</li> <li>• Mentors colleagues in professionalism, scholarship, and/or research</li> <li>• Actively provides education/updates of TN regulatory requirements for clinical practice</li> <li>• Consulted frequently to serve as guest lecturer/speaker in area of specialty</li> <li>• Proctors ongoing (OPPE) and focused professional practice evaluations (FPPE)</li> <li>• Develops clinical education teaching and evaluation tools</li> </ul>
<p><b><u>Service/Leadership</u></b></p> <ul style="list-style-type: none"> <li>• Leads professional and/or public service</li> </ul>

- Leadership roles in committees, workgroups, or professional organizations
- Leads operational and administrative initiatives
- Serves on Vanderbilt Health advanced practice committees
- Advocates for health policy initiatives
- Serves as an accountable leader for survey/Joint Commission visits
- Serves as an officer for a national organization
- Leads or directs health system clinical service lines
- Leads the design and implementation of quality improvement projects
- Leads internal or external quality improvement programs (i.e., Quality Academy)

### **Scholarship**

- Demonstrates expertise in the application of scientific evidence and methods to investigate, evaluate, and improve patient care practices
- Disseminates scholarship and practice-based learning through poster or podium presentations and/or publications
- Serves as co-project investigator or key study personnel
- Participates in grant-funded activities other scholarly projects
- Serves as editor or peer-reviewer for research and practice manuscripts
- Serves as grant-writer for research/EB/QI projects

### **Process**

1. Employee discusses advancement with Division Director.
2. Division Director reviews criteria with the employee.
3. If Division Director is in support, he or she recommends advancement to the Department of Pediatrics Vice Chair for Faculty Advancement. Proposal includes:
  - a. CV for provider.
  - b. Brief statement of justification for the advancement recommendation, addressing contributions that meet the advancement criteria.
4. Department of Pediatrics Office of Faculty Development will route for approval by department CBO and HR Manager.
  - a. If approved, Department of Pediatrics HR Manager elevates the recommendation for advancement to institutional HR Business Partner.