



# ACTIVITY MENU TALLY SHEET

---

**Highlight** each ACTIVITY for which you are submitting an activity sheet on this tally sheet under the appropriate column and include this tool in the front of the Activity Summary section. Be sure to include your employee number in the designated spot and to total the points in each section.

## CN3 INSTRUCTIONS

---

- All CN3 column activities are worth 1 point.
- A CN3 must earn no fewer than 10 points, annually.
- No more than 3 activities from any one domain can be claimed.
- No one activity can be claimed under more than one domain.
- A minimum of 4 domains must be represented by the activity sheets.
- Claimed committee/workgroup/membership involvement must be for a minimum of 12 months with proof of attendance of 80% or greater. Signature of Chair is required for claimed committee work and attendance.
- Evidence of the activity must be documented and supported on the appropriate **Activity Summary sheet**. Activity sheets should be detailed and thorough. Supportive evidence must be included behind the summary sheet.

## CN4 INSTRUCTIONS

---

- All CN4 column activities are worth 2 points.
- A CN4 must earn no fewer than 16 points, with minimum of 8 points from the CN4 column.
- No more than 3 activities from any one domain can be claimed.
- No one activity can be claimed under more than one domain.
- A minimum of 4 domains must be represented by the activity sheets.
- Claimed committee/workgroup/membership involvement must be for a minimum of 12 months with proof of attendance of 80% or greater. Signature of Chair is required for claimed committee work and attendance.
- Evidence of the activity must be documented and supported on the appropriate **Activity Summary sheet**. Supportive evidence must be included behind the summary sheet. Two point activities take an intensive amount of work; substantial evidence of initiative, follow through, and outcomes should be included.

**DO NOT INCLUDE THIS PAGE IN YOUR SUBMISSION**



# Activity Menu Tally Sheet

## PROFESSIONAL PRACTICE

Promoting exemplary professional practice as evidenced by:

ACTIVITY	CN3	CN4
Membership to a Professional Organization	Active member > 1 year with written support of how this benefits your practice	Active member > 1 year and serving on committee, board or office
Presentation/Poster	Unit based	Hospital wide, regional, national, or international conference
Written Communication	Unit based column writer; Contributor to newsletter; Assistant grant writer	Hospital wide articles; external work submitted for publication or actually published; authors grant writing
Obtaining/Maintaining National Certification in Specialty	Specialty certification in addition to BSN <i>(Not applicable if applying for CN4)</i> <i>Does not include skill certification such as CPR</i>	More than one specialty certification <i>Does not include skill certification such as CPR</i>
Continuing Education	Additional undergraduate degree applicable to role; Currently enrolled in advanced degree program	MSN; Applicable Masters or Doctorate
Recognition for Exemplary Performance	Unit based award; Nomination for awards; Recognition letter from patient/family, Physician, and/or Director/CPES.	Hospital wide award recipient <i>within the last 12 months</i> (NOY, Spotlight, Safety Hero). Team DAISY award for 12 month cycle after awarded. Lifetime achievement of State/National level award (Individual DAISY, professional organization).
Earning CNE <i>(does not include CHECs)</i>	>15 – 25 CNE minimum of 15 CNE required for CN3)	>25 CNE minimum of 25 CNE required for CN4
	<b>Total CN3 Points:</b>	<b>Total CN4 Points:</b>

Total Number of Activities in Professional Practice: \_\_\_\_\_

Total Combined Points for Professional Practice: \_\_\_\_\_

Employee #:



## TEAM WORK

Working together for a shared purpose as evidenced by:

ACTIVITY	CN3	CN4
Promoting CHKD and its Mission through Community Outreach/Volunteerism	Participation in sponsored events or associated programs: health fairs, job fairs, EVMS programs, camp volunteer, Survivor Day, St. Baldrick's, Run/Walks, Lemonade Stand, phone-a thon, NICU BIG reunion, Norfolk City Union, Ronald McDonald House, Cereal Drive, MCI drills, Blood drive volunteer etc.	Planner/ lead on events or programs that enhance CHKD in the community; School site education; organ donation(OTDAC); Military service within current calendar year
Participation in a Medical Mission	Participant	Lead organizer
Enhancing Interdisciplinary Relationships	Resident shadow volunteer; Active member of interdisciplinary work group; Unit based relationship and/or communication efforts	Coordinating/facilitating interdisciplinary rounds, educational opportunities, communication
Contributing Exceptionally to Hospital Service	CHKD loyalty 10-20 years; No tardiness x 1yr; Perfect attendance x1yr; Picks up extra shifts > 120 hours; RN experience 10-20 years; Urgent call > 120 hours;	Formally cross trained > 60 hours to area outside of home unit within 12 months (excludes floating/previously worked unit); CHKD loyalty over 20 years; RN experience over 20 years
Collaboration/ Conflict resolution	Evidence of exceptional and consistent behaviors at the department level that promote accountability and trust between colleagues and leadership ( <i>specific details must be provided</i> )	Evidence of exceptional and consistent behaviors at the systems level that promote accountability and trust between colleagues and leadership
	<b>Total CN3 Points:</b>	<b>Total CN4 Points:</b>

**Total Number of Activities in Team Work:** \_\_\_\_\_

**Total Combined Points for Team Work:** \_\_\_\_\_

Employee #:



# LEADERSHIP

**Directing toward the mission & vision of CHKD through influence & empowerment as evidenced by:**

ACTIVITY	CN3	CN4																																
Facilitating Learning and Growth through Teaching	Skills station at unit education day or class; Unit based education (bulletin boards, CHEC opportunity, creating a teaching tool, lunch and learn, poster, staff meeting, post-conference share, etc.)	Instructor- <b><i>teaching no less than two classes per year (PALS, BLS, ACLS, NRP, PEARS, APHON, ELNEC, OSHA BBP, STABLE, Chemotherapy/Biotherapy); College or University level Instructor; Lead facilitator for certification study group</i></b>																																
Role Modeling Excellence	<p>Serves as preceptor (excludes Ed Coordinators for number of hours based on FTE annually.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>FTE</th> <th>Preceptor Hours</th> </tr> </thead> <tbody> <tr><td>.45</td><td>54</td></tr> <tr><td>.5</td><td>60</td></tr> <tr><td>.6</td><td>72</td></tr> <tr><td>.75</td><td>90</td></tr> <tr><td>.8</td><td>96</td></tr> <tr><td>.9</td><td>108</td></tr> <tr><td>1.0</td><td>108</td></tr> </tbody> </table> <p>Routinely used as a peer resource for clinical expertise in a specialized area of practice; Best practices coach</p>	FTE	Preceptor Hours	.45	54	.5	60	.6	72	.75	90	.8	96	.9	108	1.0	108	<p>Serves as a CAP Mentor; Mentor for professional organization (requires letter from mentee); Member of clinical leadership team (CCL, Education Coordinator); Charge Nurse. Serves as preceptor (excludes Ed Coordinators for number of hours based on FTE annually.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>FTE</th> <th>Preceptor Hours</th> </tr> </thead> <tbody> <tr><td>.45</td><td>108</td></tr> <tr><td>.5</td><td>120</td></tr> <tr><td>.6</td><td>144</td></tr> <tr><td>.75</td><td>180</td></tr> <tr><td>.8</td><td>192</td></tr> <tr><td>.9</td><td>216</td></tr> <tr><td>1.0</td><td>216</td></tr> </tbody> </table>	FTE	Preceptor Hours	.45	108	.5	120	.6	144	.75	180	.8	192	.9	216	1.0	216
FTE	Preceptor Hours																																	
.45	54																																	
.5	60																																	
.6	72																																	
.75	90																																	
.8	96																																	
.9	108																																	
1.0	108																																	
FTE	Preceptor Hours																																	
.45	108																																	
.5	120																																	
.6	144																																	
.75	180																																	
.8	192																																	
.9	216																																	
1.0	216																																	
Presenting/Clinical Expertise	Schwartz panel participant; NGR Panel participant	Nursing Grand Rounds presenter; Conference presenter																																
Demonstrating Leadership Role on a Committee, Professional Organization or Work Group	<p>Unit based leader of committee; Unit based project.</p> <p><i>*Minimum of 6 months</i></p>	<p>Holds office in a professional organization; Chair/Co-Chair of hospital wide or unit based Shared Governance, state, national or international committee or workgroup; CAP committee member</p> <p><i>*Minimum of 6 months</i></p>																																
	<b>Total CN3 Points:</b>	<b>Total CN4 Points:</b>																																

**Total Number of Activities in Leadership:** \_\_\_\_\_

**Total Combined Points for Leadership:** \_\_\_\_\_

Employee #:



# OUTCOMES

**Improves quality outcomes through continuous performance improvement as evidenced by:**

ACTIVITY	CN3	CN4
Participation in a Performance/ Quality Improvement Initiative	Unit based	Hospital wide coordination, facilitation, and engagement of other staff
Performing Audits/ Collection of Data	Contributes as auditor ( <i>minimum quarterly</i> ); Conducts literature reviews; Performs data collection	Engages other staff, coordinates data collection, measurement and evaluation of outcomes
Identifying Areas of Need with Use of Clinical Inquiry	Assists in design of PDSA	Leads project through IRB process
Active Role in a Safety Initiative	Improves work process to address identified safety concern	Navigates work process improvements through adoption house-wide or to additional clinical areas
Participation in a Work Group	Active member of work group with noted outcomes	Facilitates/leads work group with noted outcomes
Serving on the CHKD Innovations Evidence Based Practice Council	Active council member; Assists in team project	Conducts research project; Co-Investigator with evidence of active participation
Active Role in an Evidence-Based Practice Initiative	Leads a unit based presentation of research article	Completes a literature review to support hospital-wide practice or policy change
Utilizing Quality Data to Guide Practice	Provides peer education or promotes awareness of department data analysis and relevance to daily practice	Implements department or hospital wide strategies for continuous improvement of dashboard indicators and evaluating outcomes quantitatively
	<b>Total CN3 Points:</b>	<b>Total CN4 Points:</b>

**Total Number of Activities in Outcomes:** \_\_\_\_\_

**Total Combined Points for Outcomes:** \_\_\_\_\_

Employee #:



## CARE DELIVERY

Improves standards of care as evidenced by:

ACTIVITY	CN3	CN4
Committee Involvement	Participating member unit based or hospital wide committee ( <i>proof of attendance must be provided</i> ) <i>*Minimum of 12 months</i>	Lead, Chair, Co-chair or Scribe for hospital wide committee or unit based Shared Governance committee <i>*Minimum of 6 months</i>
Assisting with Expertise as a Specialty RN	Best Practices coach; ECMO; PICC trained; Palliative care; Skin/Wound Team; Team Lead, Skin and Wound Team; Rapid Triage Nurse, Dialysis Nurse, Small Baby Nurse, etc.	Charge RN (CCLs excluded); Interpreter; Lactation, OR Specialty Team Leader; RNFA (active); SANE; Support U RN; Wound Treatment Associate; Laser Nurse; Cell Saver Nurse, PICC Inserter
Identifying Needs and Implementing Solutions to Support Best Practices	Unit based projects; Active participation in hospital wide project	Lead/developer hospital wide projects; Job Instruction Task Force; Develops Job Instruction
Implementation of RBC activity; Morale Booster, Self- Care, Team Building/Customer Service	Unit based efforts; bulletin board, unit outings	Hospital wide efforts
Promotion of Therapeutic Relationships; Patient Centered Care	Primary nursing and promoting continuity of care for chronic or palliative patients as evidenced by active collaboration and decision making with patients, families, and providers. Develop comprehensive care plans; active participant in patient rounds. Exceptional initiatives in patient/family education ; Psychosocial rounds liaison	Leading patient rounds on primary patients; calling or leading patient care conferences with documented outcomes; leading multidisciplinary conferences in order to develop care plans.
Advocacy; Moral Agency	Internal involvement in issues related to health care (ethical dilemmas, family advisory council, noteworthy response to parent complaints/requests)	External involvement in issues related to health care; Professional organization involvement in advocacy on a state or national level
Evaluating Policy and Procedures	Revisions	Development
	<b>Total CN3 Points:</b>	<b>Total CN4 Points:</b>

**Total Number of Activities in Care Delivery:** \_\_\_\_\_

**Total Combined Points for Care Delivery:** \_\_\_\_\_

Employee #:



# RESOURCES

**Maximize efficiency, responsibility and stewardship as evidenced by:**

ACTIVITY	CN3	CN4
Participation in Committee Work	Informatics Council; Engagement Council <i>*Minimum of 12 months</i>	Chair/Co-Chair of these committees <i>*Minimum of 6 months</i>
Becoming a Technology Resource; Product Super User	Unit based Super User/Trainer with demonstration of current practice within 12 months	Hospital wide lead trainer within 12 months
Management of Hospital Work Force	Scheduler; Interviewer <i>(not included in job description/duties)</i>	Charge RN (CCLs excluded); Acting in management role outside of unit; Covering in crisis mode <i>(above &amp; beyond requirement)</i>
Serves as Staff Resource/Specialty Nurse	Routinely used as peer resource for clinical expertise in a specialized area of practice; Best practices coach; ECMO Nurse; Team Lead; PICC trained; Palliative Care; Skin/Wound Team; Rapid Triage Nurse; Dialysis RN, Small Baby Unit, etc.	Member of clinical leadership team (CCL, Education Coordinator); Interpreter; Lactation; OR Specialty Team Leader; RNFA (active); SANE; Support U RN; Wound Treatment Associate; Laser Nurse; Cell Saver Nurse; PICC inserter
Implementing and Evaluating Waste/Cost Cutting Measures	Unit based LEAN project	Hospital wide LEAN project
Facilitating Patient Flow; Throughput	Unit based- Innovative practice with regard to efficient and safe practice with discharge planning process, documentation of patient family education, medication review, and collaboration with physician and unit case managers	Hospital wide innovation for same
	<b>Total CN3 Points:</b>	<b>Total CN4 Points:</b>

**Total Number of Activities in Resources:** \_\_\_\_\_

**Total Combined Points for Resources:** \_\_\_\_\_

**Total CN3 Points for All Domains:** \_\_\_\_\_

**Total CN4 Points for All Domains:** \_\_\_\_\_

**Total Points for All Domains:** \_\_\_\_\_

Employee #: