

PEN PROGRAM
Professional Excellence in Nursing
The University of Toledo Medical Center

NEW APPLICATION FORM FOR PEN III or IV

Name: _____ Rocket #: _____

Date of Hire: _____

Department/Unit: _____

Applying for: PEN III PEN IV

Eligibility Requirements:

1. Minimum of 2 years of clinical (RN) experience. At least one year at UTMC. Hire Date: _____
2. Annual Performance Appraisal overall score of 3.0 or higher with no 1's or 2's.
3. A registered nurse working in an hourly position. Salaried staff are not eligible for this program.
4. Completed Letter of Intent and scan to Maura.Luettke@utoledo.edu attn: PEN, or hand delivered to Nursing Administration, MLA 245

Performance Activities:

1. Indicate which of the following performance activities you have chosen. Each activity must be separate and distinct.

** Submit documentation of evidence of achievement within in the last 12 months by answering all criteria questions for each of the performance activities.

<input type="checkbox"/>	Primary clinical education (self/others)
<input type="checkbox"/>	Standard of Care (SOC)/policy development
<input type="checkbox"/>	Development of patient education materials
<input type="checkbox"/>	In-service presentation
<input type="checkbox"/>	Special projects
<input type="checkbox"/>	Committee participation
<input type="checkbox"/>	Attend national/state/regional conference
<input type="checkbox"/>	Performance/quality improvement activities
<input type="checkbox"/>	Community outreach activity, health-care related
<input type="checkbox"/>	Positive customer experience
<input type="checkbox"/>	Years of active RN experience
<input type="checkbox"/>	Years of active RN experience at UTMC
<input type="checkbox"/>	Continuing education beyond the required 24/2 year license renewal

2. In essay format, discuss what you believe "Excellence in Nursing" to be and how you demonstrate "Excellence in Nursing" in your clinical practice.

3. Provide a **signed** copy of your most recent Performance Appraisal. Annual Performance Appraisal overall score of 3.0 or higher with no 1's or 2's.

4. Provide a copy of your current resume.
5. Select 2 registered nurses to complete the Peer Evaluation form. Provide peers with evaluation form and an envelope they can return to you after sealing and signing on the seal. Return peer evaluations with your packet.

6. All material must be completed and present in the packet at deadline of submission, any material not signed or present will result in a denied packet

Initials of applicant are required for all of the following:

- _____ I authorize evaluators to release information to the PEN Review Board.
- _____ I have reviewed all sections of the PEN Clinical Ladder Reference Manual.
- _____ I submit this application and the attached forms with the understanding that the PEN Review Board will evaluate my eligibility for the PEN III or IV level and determine if I have met all of the requirements for that position.
- _____ I understand that all materials must be submitted by the deadline outlined in the program details.

Applicant Signature: _____ **Date:** _____

PEN Mentor Signature: _____ **Date:** _____

Notes:

