



Clinical Ladder Program Guide

2024-2025

Dear SSM Health Colleague:

Thank you for your interest in the SSM Health Clinical Ladder Program. The Clinical Ladder Program was developed in support of the following:

- To provide reward and recognition for career advancement and professional development.
- To recognize work above and beyond role requirements.
- To be nationally recognized as the ministry where people can reach their greatest potential and fulfill their calling to serve others.
- The SSM Health Professional Practice Model “I am “statements.

As an SSM Health clinician, you strive to live the tenets of our Professional Practice Model, described by the five “I Am” statements.

- *I am an Advocate*
- *I am Accountable*
- *I am a Partner*
- *I am Professional*
- *I am a Leader*

We strive to support you in your continued professional growth and career development.

Questions? Please contact clinicalladder@ssmhealth.com.

This guide includes information and requirements for the Clinical Ladder Program. Please complete and submit all supporting documents with your application between August 1 and September 15, 2025. More resources and tools are available on the [Clinical Ladder Program SharePoint site](#).

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2025 Clinical Ladder At a Glance

SSM Health Clinical Ladder Program is an optional 12-month growth and development opportunity for eligible staff within SSM Health. Staff who successfully achieve one of the levels will receive a one-time achievement bonus and professional development stipend.

October 1st 2024 – March 31st 2025

- Interested and eligible staff must complete an **Intent to Apply** by March 31st, 2025
- Those who complete an **Intent to Apply** receive email reminders and announcements.
- Employees are responsible for checking whether they meet eligibility criteria at time of submission.

August 1st 2024 – July 31st 2025

- This is the time frame for accepted activities.
- Familiarize yourself with the categories and activities included in the clinical ladder application and choose topics and activities that interest you!
- Participate in activities to accumulate the appropriate number of points based on the level pursuing.
- Be sure to save proof of participation for clinical ladder activities as they're completed throughout the time frame.

August 1st – September 15th 2025

- Submission portal opens on August 1st
- Submit your application and supporting documents electronically by September 15th

August 1st – October 15th 2025

- Regional peer review committees review submissions.
- Review committees provide feedback and decisions to applicant.

November 1st – 30th 2025

- Communication of finalized clinical ladder applications following good standing checks.
- One-time achievement bonuses are released (typically last paycheck of November).
- Professional development reimbursement funds become available based on successful completion of the 2024 clinical ladder program. Funds are available through December 31st, 2025.

Applicant Eligibility

SSM Health is proud to offer the Clinical Ladder Program to eligible staff who successfully complete the number of points and variety of activities required for the level of the clinical ladder they are pursuing.

To be eligible for the Clinical Ladder Program, an applicant must meet all of the following criteria at the time of submission:

1. Be employed by SSM Health for a minimum of 12 months, in a direct care position or a clinician managing a team that works directly with patients at the time of application. See [list of eligible roles](#).
2. Be classified in a full time, part time (minimum 0.5 FTE), or PRN4 position (minimum 40 hours per pay period).
3. Be an SSM employee and in good standing, which is defined as not on level 2, 3 or 4 of the corrective action process at time of application through receipt of awards.

Those in a Director, contingent or PRN (other than PRN4) or in a hired student role are not eligible. Employees covered by a collective bargaining agreement are not eligible for this program unless provided for in their collective bargaining agreement or a side agreement.

Things to know when preparing to participate in the clinical ladder program

- The application process is the responsibility of the staff member applying.
- You **MUST** reapply every year to continue to receive the achievement bonus and professional development stipend.
- You can apply for any level you meet the minimum qualifications for.
- You can apply for the same level consecutive years.
- It is not necessary to apply for a higher level than you previously achieved.
- A staff member's intent to pursue the Clinical Ladder Program must be documented by completing the Clinical Ladder [Intent to Apply](#) form by March 31st, 2025.
 - **This step is now required.**
 - Submission of an Intent to Apply form should not be viewed as approval of eligibility to participate.
- Complete appropriate number of activities based on the level pursuing. Choose topics that interest you. The same activity cannot be counted in more than one category. Activities required for your role cannot be counted (ex. Manager participation in the leadership committee).
- Unless otherwise noted, all activities must be healthcare related.
- The activity completion period will be a rolling 12 months from August 1-July 31.
- Ensure your degree and certification (as applicable) are listed in WorkDay in the Career Tab/Professional Profile ([see table on page 7](#) on how to update your degree and certification)
- Download or print an application [here](#).
- Clinical Ladder Program applications will be accepted annually in WorkDay between August 1 and September 15. Submissions after September 15 will not be accepted.

How to Apply

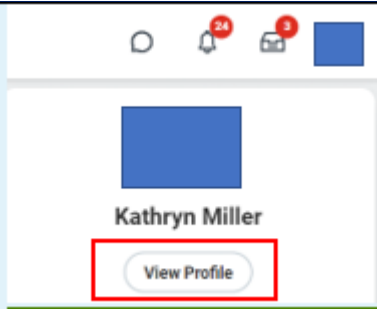
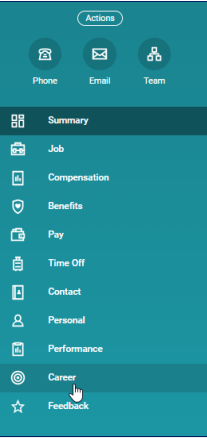
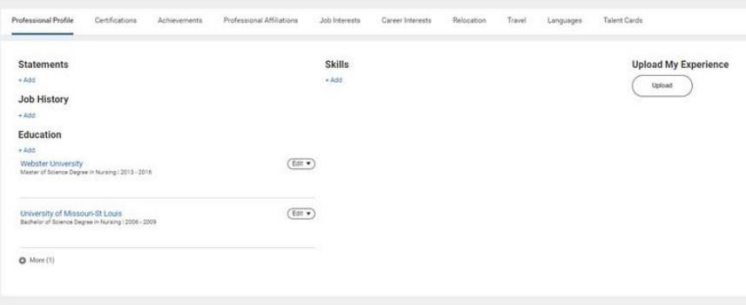
Achieving the highest level possible: Determining a clinical ladder level based on minimum qualifications.

	Minimum Qualifications to Participate	Compensation ⁽¹⁾	
Level I	Non-licensed or non-professional certification See list of eligible roles	Achievement bonus: \$1,000 Professional development: \$200	
Level II	Clinical Licensure or Professional Certification Example: RN, RT, MA, SW	Achievement bonus: \$1,500 Professional development: \$300	
Level III	One of the following: <ul style="list-style-type: none"> Associate’s degree in healthcare related field⁽²⁾ with recognized certification Bachelor’s degree or higher in healthcare related field⁽²⁾ 	Proof of degrees and certifications must be provided to be considered for level 3 and higher. Education can be added to your career profile in WorkDay (appears on talent card) <i>Recognized certifications that are required for your role count toward level eligibility but cannot count towards points (see page 10-12)</i>	Achievement bonus: \$2,000 Professional development: \$400
Level IV	One of the following: <ul style="list-style-type: none"> Bachelor’s degree in healthcare related field⁽²⁾ with recognized certification Master’s degree or higher in healthcare related field⁽²⁾ 		Achievement bonus: \$2,500 Professional development: \$600
Level V	One of the following: <ul style="list-style-type: none"> Master’s degree in healthcare related field⁽²⁾ with a recognized certification Doctoral degree in healthcare related field⁽²⁾ 		Achievement bonus: \$3,000 Professional development: \$800

(1) The achievement bonus is a taxable award. One-time payments, like the achievement bonus, are taxed at a higher rate. The professional development reimbursement is not taxable.

(2) Degree in a healthcare related field is defined as degrees that are eligible for tuition reimbursement through SSM Health. Questions related to tuition reimbursement can be directed to tuition@ssmhealth.com

Steps to update degree and certification in WorkDay (Required for levels III, IV, V)



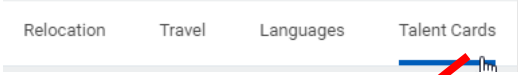


<p>Step 1 – Log into Workday and locate “view profile” under profile picture/cloud in upper right corner</p>	
<p>Step 2 - Select Career</p>	
<p>Step 3 – Education can be added by selecting the Add button under Education on the Professional Profile tab and Certifications can be added under the Certifications tab</p>	

Achieving the highest level possible: Based on points and categories

After determining the highest level based on qualifications, review the categories and points you can claim within the activity window (Aug 1 2024-Jul 31 2025). Total the points and categories to identify the appropriate level.

	Minimum Qualifications to Participate	Minimum Number of Points/Categories
Level I	Non-licensed or non-professional certification See list of eligible roles	10 points in at least 4 different activity types
Level II	Clinical Licensure or Professional Certification	15 points in at least 5 different activity types
Level III	One of the following: <ul style="list-style-type: none">• Associate's degree in healthcare related field with recognized certification• Bachelor's degree or higher in healthcare related field	20 points in at least 6 different activity types
Level IV	One of the following: <ul style="list-style-type: none">• Bachelor's degree in healthcare related field with recognized certification• Master's degree or higher in healthcare related field	40 points in at least 7 different activity types
Level V	One of the following: <ul style="list-style-type: none">• Master's degree in healthcare related field with a recognized certification• Doctoral degree in healthcare related field	60 points in at least 8 different activity types

Activities by Category - Illustrates specific activities that can be completed to meet the requirements for each level. Examples listed are not all inclusive. Download or print an application [here](#).

Section 1: Activities that require supplemental documents for proof of participation			
Activity	Required Documents	Details	Points
Years of service within SSM Health	<p>Submit Workday Talent Card</p> <p>For levels 1-2: copy of job profile showing years of service is acceptable</p> <p>For levels 3-5: Talent card showing education level is required</p>	<p>Includes the number of years at a ministry prior to that ministry becoming SSM Health</p> <p>Instructions to Access/Print Talent Card</p> <ol style="list-style-type: none"> 1. Log on to Workday. 2. Click on profile picture in upper right corner.  3. Click on "View Profile" 4. Click on Career tab on left side of screen.  <ol style="list-style-type: none"> 5. Click on Talent Card tab at top of screen. This will look blank until you move to step 6.  <ol style="list-style-type: none"> 6. Click "Print" at bottom of screen  <ol style="list-style-type: none"> 7. You will be prompted "Your request is being processed". Talent card should populate in approximately 30 seconds or less. 8. Once talent card populates, click on printer icon in top right corner of screen.  <ol style="list-style-type: none"> 9. Print your talent card. 	<p>1-5 years: 2 points 6-10 years: 4 points 11-15 years: 6 points 16-20 years: 8 points >20 years: 10 points</p> <p>Max: 10 points</p>
Participation in a Population Health Related Community Event	<p>Proof of participation</p> <p>Example: registration or a photo showing you at the event.</p>	<p>Community events that support population health of the community such as drug take back events, health fairs, blood drives (whole blood or plasma donations) and walks supporting health awareness (Heart Walk, March of Dimes, etc.).</p> <p>Note: 5K/races without health related affiliation won't be accepted.</p>	<p>1 event - 1 point</p> <p>Max: 4 points</p>
Nominate a Peer for a Healthcare Award	<p>Title of award and copy of nomination</p>	<p>At a minimum, the nomination must be at the ministry level (not department level). Examples include Professional Practice Model awards, DAISY award, Mission in Motion, March of Dimes, BEE award, PHIL award, Spark Award, Sunshine Award. External awards are included as well, ex: Awards through Professional Organizations, March of Dimes, etc.</p> <p>Electronic nomination forms may not be retrievable once submitted. Please cut and paste your letter or take a screen image of the nomination form and save it in a separate document.</p>	<p>0.5 points per nomination</p> <p>Max: 1 point</p>

Care for Creation	Proof of participation Example: registration or a photo showing you at the event.	Organized SSM Health or community events that support preservation of the earth. Examples include: planting trees, picking up litter. Personal landscaping (e.g., planting trees or garden in your own yard) does not count in this category, unless it is part of a larger effort for land preservation/restoration (for example, the DNR prairie restoration project).	1 event - 1 point Max: 4 points
Serve as a Peer reviewer or panelist for journal articles, abstracts, award nominations, clinical ladder, etc.	Proof of reviewer or panelist	Review of material for a professional publication, conference, award, or clinical ladder program.	1-6: 1 point 7-12: 2 points 13-18: 3 points 19-24: 4 points 25-30: 5 points ≥ 31: 6 points Max: 6 points
Complete Internet-based Continuing Education relevant to your work	Proof of completion	This category includes eLearning modules approved for continuing education (contact hours, NCPD). Examples include continuing education modules in Relias or available through professional organizations. Continuing education needed to renew a license or certification can be counted in this category as long as it was not assigned by SSM Health. Activities required for your role cannot be counted. Must be in increments of 4 hours (can combine multiple sessions). Partial points are not awarded in this category.	1 point per 4 contact hours Max: 6 points Only whole points awarded
Attend an Educational Seminar, Webinar, Skills-Based Course, or Conference relevant to your work	Proof of attendance and number of hours	Attendance at a health-care related educational seminar, webinar, skills-based course (FlexPath Funded), or conference. Example: Convention for a professional organization, recorded webinars, <u>education podcasts</u> , grand rounds sessions or SSM Health diversity and inclusion offering. Activities required for your role cannot be counted. Must be in increments of 4 hours (can combine multiple sessions.) Partial points are not awarded in this category.	1 point per 4 hours Max: 6 points Only whole points awarded
Develop and Present Continuing Education	Presentation content, proof the activity was approved to provide continuing education, and sign-in sheet or evaluations or other verification the education was provided.	The applicant provides accredited continuing education. Proof the activity was approved to provide continuing education could be an approval notification or certificate containing the appropriate CE accreditation statement. Completing continuing education as a learner does not count toward this category.	2 points per 30 minutes of presentation Max: 8 points
Additional Recognized Certifications not Required for my Role	Copy of certification	Certifications required for your job do not count in this category. Certifications typically require both an exam and ongoing continuing education for renewal.	2 points per recognized certification Max: 8 points

		<p>Certificates typically require education and exam but do not have ongoing renewal requirements. Certificates are <u>not accepted</u> in this category.</p> <p>This category does not include life safety certifications including but not limited to BLS, ACLS, PALS, PEARS, TNCC, ENPC, NIH Stroke, NRP, etc.</p> <p>Professional certifications accepted in this category include:</p> <p>Nursing: Approved certifications include all nursing certifications accredited through the Accreditation Board for Specialty Nursing Certification (ABSNC): https://absnc.org/certification/accreditedprograms and any certifications listed in the healthcare section of the [LB: ICE] Accredited Program Search (learningbuilder.com)</p> <p>Surgical Tech: CST, TSC, CRCST, CFRS</p> <p>Medical Assistant: CMA (AAMA), RMA (AMT), CCMA (NHA), NCMA (NCCT)</p> <p>Vision Assistant: COA, COT, COMT, CO, CRA, ABOC (updated 5.9.25)</p> <p>Dietetics: CDCES, CNSC, Board Certified Specialist credentials listed here: https://www.cdrnet.org/board-certified-specialist</p> <p>Respiratory: ACCS, NPS, ACE, RPFT, CPFT</p> <p>Pharmacy: BPS, SIDP, EMC, PTCB, all certifications (not certificates) offered by the American Society of Health-System Pharmacists (ASHP)</p> <p>Laboratory: MLS, MLT, PBT, HT, BB, C, CG, CT, DLM, H, HTL, M, MB, MLA, PA, SBB, SC, SCT, SH, SM, SCYM, SMB</p> <p>Imaging: Certified Radiology Administrator Certificate, Ultrasound Certifications, PET Certification, NCT, RCIS, RCES, Bone Densitometry, Breast Sonography, Cardiac Interventional Radiography, Computed Tomography, Magnetic Resonance Imaging, Mammography, Vascular Interventional Radiography, Vascular Sonography, Radiation Therapy.</p> <p>Social Services: Certified Case Manager (CCM) Accredited Case Manager (ACM) Certifications available through NASW</p> <p>Therapy Services:</p>	
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Maintains additional Healthcare License in another profession	Copy of license	<p>Maintains licensure in an additional healthcare profession.</p> <p>Example: RN also holds a Paramedic license Certified Nursing assistant is not considered a professional license.</p> <p>Maintaining a license of the same profession in multiple states is not included.</p>	<p>2 points per additional Healthcare License</p> <p>Max: 4 points</p>
Member, Officer, or Committee Member of Professional Healthcare Organization	Proof of membership or verification of holding an office or committee membership	<p>A member is someone who has paid their membership dues and has a current, active membership.</p> <p>Officer/Committee Member is selected to serve in a leadership capacity. Examples of local organizations are Milwaukee Chapter of AACN, MBRC District 1. Examples of regional, state or national groups include MONA, American</p>	<p>Member: 1 point Local Officer or Committee Member: 3 points National, Regional or State Officer or Committee Member: 4 points</p>

		Nurses Association, AARC, MBRC, WSRC, NRRRCC, ISRC, OSRC. Cannot claim more than one position per organization.	Max: 6 points
Participates in a healthcare-related research study or comparable scholarly project	Screen clipping showing study completion, email thanking participant, or comparable	A participant completes a research survey, interview, or other form of data collection for a healthcare-related research study. This category is intended to support colleagues (both internal and external) in conducting healthcare research. Participating in consumer/product research from a vendor or other company does NOT count in this category. Electronic forms may not be retrievable once submitted. Please take a screen image of the thank you for participating screen and save it in a separate document.	0.5 points per study Max: 2 points
Listed as PI, co-PI or Research Team Member for Institutional Review Board (IRB) Proposal	Proof of proposal	A principal investigator (PI) is the lead individual responsible for the management and integrity of the design, conduct and reporting of the research project. A co-PI is an individual working in partnership with the principal investigator. A research team member is an individual who participates in a research project in a non-leadership role. Their name appears on the Institutional Review Board (IRB) application. This research may occur outside of SSM Health.	Team Member – 3 points PI/Co-PI – 6 points Max: 12 points
QI project	Abstract, Poster, or project summary including outcomes	Quality Improvement – Innovative projects consisting of systematic and continuous actions that lead to measurable process improvements. Examples include QI projects completed in partnership with Continuous Improvement.	2 points per project Max: 4
Evidence Based Practice (EBP) project	Abstract, poster, completed evidence table, presentation, or project summary including outcomes	Evidence Based Practice (EBP) – “A problem-solving approach to clinical decision making within a health-care organization that integrates the best available scientific evidence with the best available experiential (patient and practitioner) evidence. EBP [evidence-based practice] considers internal and external influences on practice and encourages critical thinking in the judicious application of evidence to care of the individual patient, patient population, or system” (Newhouse et al. 2005, 3-4) Examples include EBP projects completed for school or residency.	Project Participant: 3 points Project Leader: 6 points Max: 12 points
Grant writing NEW!	Proof of submission	Author or co-author a grant submitted to support a project within SSM Health.	3 points per grant Max: 6 points
Conference Speaker	Name of conference, date/time, title	Conference can be internal or external to SSM Health. Virtual conferences are included.	4 points Max: 8 points

	of presentation, and abstract if applicable	Regularly scheduled onboarding programs are not conferences.	
Conference Poster Presentation	Name of conference, date/time, title of poster, and abstract if applicable	Conference can be internal or external to SSM Health. Virtual conferences are included. Regularly scheduled onboarding programs are not conferences.	2 points Max: 4 points
Named as Author or Co-Author in a Recognized PEER REVIEWED Professional Healthcare Publication	Copy of or link to publication	A peer reviewed professional healthcare publication is one where the article comes under the scrutiny of peers within the scientific community prior to publication.	1 publication - 8 points Max: 16 points
Named as Author or Co-Author in a Recognized NON-PEER REVIEWED Professional Healthcare Publication	Copy of or link to publication	A non-peer reviewed publication is one that is not peer reviewed. Ex. newspaper, magazine article, or professional newsletter such as <i>ForwardNursing</i> or <i>Advance Magazine</i> .	1 publication - 2 points Max: 4 points
Participate in a Health Care Advocacy Activity	Proof of participation	Letter(s): Involves writing and submitting a letter to a politician or group in support of a health care related topic. Same letter may be sent to multiple legislators. Participant: Involves participation at an advocacy event such as nurse advocacy day at a state capital. Meeting: Involves meeting with a legislator to advocate for healthcare Testifying: Involves serving as a subject matter expert in an advocacy related event or government hearing.	Letter – 0.5 point Participant – 1 point Meeting – 2 points Testifying - 3 points Max: 5 points
Participate in a Health Care or Leadership Related Book Club or Journal Club.	Proof of participation	A leader leads or initiates the journal or book club. For tips on how to start a journal or book club, click here . Examples include: What got you here won't get you there – leadership, by Marshall Goldman; The spirit catches you and you fall down – healthcare, by Anne Fadiman Not eligible: Fiction, Romance, other non-healthcare related topics, non-peer reviewed journals.	Participant – 1 point per article/book Leader – 2 points per article/book Max: 4 points
Serve as a Trained or Certified Instructor	Proof of instructor status to teach class	Instructor in a TeamSTEPPS class or class that results in a certification for participants examples include BLS, ACLS, PALS, NRP, Avade. Cannot be part of normal work responsibilities.	1 point per instructor certification Max: 4 points
Serve as a Classroom or Clinical Instructor	Proof of instructor status	Employed by an academic institution and serves as a classroom or clinical instructor for nursing, CNA, or other healthcare related field. Note: There is variation between professions on how the term “clinical instructor” is used. If you have a student working with you as part of their clinical hours while you are	1 point per course Max: 3 points

		working for SSM Health, please use the preceptor category instead of this category.	
Academic Credits Toward a Degree or Certificate	Copy of transcript	The classes must be part of a program that qualifies for tuition reimbursement or offered through FlexPath Funded. Credits must be earned during the clinical ladder year. <u>FlexPath Funded</u> If submitting FlexPath funded classes, must submit documentation that includes number of hours to complete the course. Use this formula to calculate points: 45 hours of training time = 1 credit. Partial points can be claimed.	1 point per 2 credits Max: 12 points
Participate in a Medical Mission Trip	Proof of participation	A medical mission trip includes travel to a location greater than 100 miles from home address. Typically involves a group of volunteers providing health-related care. Examples include Operation Smile, Operation Renewed Hope. Proof of participation could include registration or other related documentation from the trip.	National 1 week or less – 4 points National greater than 1 week – 6 points International 1 week or less – 6 points International greater than 1 week – 8 points Max: 16 points

Section 2: Activities that do not require supplemental documents *subject to audit

Activity	Support details	Details	Points
Community Volunteer	Volunteer date, activity, organization, number of hours	Any non-paid volunteer hours. Volunteerism related to healthcare, including social determinants of health (SDoH), is weighted double. Examples of non-healthcare community related volunteering: <ul style="list-style-type: none"> Volunteering at a child's school event Volunteering at a humane society Volunteering for a sports event/team Volunteering for spiritual formation activities Examples of healthcare related volunteering: <ul style="list-style-type: none"> Volunteering through a hospital Delivering meals for Meals on Wheels (SDoH) Participating in food and school supply distribution events (SDoH) 	Non-healthcare related 8 hours - 0.5 point 16 hours - 1 point 24 hours - 1.5 points 32+ hours - 2 points Healthcare related 8 hours - 1 point 16 hours - 2 points 24 hours - 3 points 32 hours - 4 points Max: 4 points
Participate in Employer Based Wellness Programs	Name of program and date participated	Participate in an employer-based wellness program. Check out options on the well-being home page . Examples include: participation in ShareCare challenges and Real Age test completion. Note: Personal preventative care such as annual physicals do not count in this category	0.5 points per activity Max: 2 points
Policy work outside of regular committees	Proof of participation	Name of policy reviewed and person/committee requesting review.	1 point per policy Max: 4 points

		Policies reviewed as part of a committee member responsibility do not count in this category.	
Focus Group Participant	Title of the focus group and name of the lead person	Group where participants share feedback and personal experiences. Could be a one-time focus group, could be internal or external for research. Support groups or Social Media groups do not count in this category.	1 point per group Max: 2 points
Task Force/Steering Team Participant	Title of the task force and name of the lead person	May be an internal or external group charged with developing, evaluating or guiding a program or addressing a relevant concern. Participants in these groups are usually selected due to their expertise. Examples: starting-up/evaluating a new program (clinical ladder, patient education steering committee) or an external task force (Narcan program).	2 points per task force/steering team Max: 4 points
Serve as a Mentor	Name of mentee and dates of relationship	A long-term, one on one relationship in which an experienced clinician (mentor) provides information, advice, support, and ideas at the request of a mentee. Mentors and mentees may be matched through a formal mentoring program or may connect with each other privately. Mentoring occurs outside of onboarding/precepting.	2 points Max: 2 points

Section 3: Validator initialed Clinical ladder activities (initials/signature of validator(s) ie leader, committee chair and/or manager required) *Previously a separate clinical ladder verification form

Activity	Required Documentation	Details	Points
Preceptorship, Clinical Coach, Onboarding New Staff or Students	Validator initials and signature in application	Total number of hours spent as preceptor or clinical coach to an employee or student. Provide proof of hours to manager when requesting a signature on the <u>Clinical Ladder Verification Form</u> <u>Hours may be logged on the preceptor log</u> <u>Use this category if you are working with students during their clinicals or new hires during orientation/onboarding.</u>	50-99 hours: 1 point 100-199 hours: 2 points 200-299 hours: 3 points 300-399 hours: 4 points 400-499 hours: 5 points >500 hours: 6 points Max: 6 points
Actively Serve as a Competency Validator	Validator initials and signature in application	Serves as a department annual competency validator Validating students or new hires during onboarding does not count in this category.	2 points Max: 2 points
Participate or contribute to SSM Health Mission Related Event or Activity	Validator initials and signature in application	Participation in an SSM Health sponsored event or activity. Examples include: Heritage Tour, visiting the SSM Archive site, Leading Blessing of the Hands, Handing out Bread during Heritage Week, Leading Hospital Week activities	0.5 points per activity Max: 2 points
Participate in an SSM Health Sponsored Recruitment Activity	Validator initials and signature in application	Examples include serving as a representative of SSM Health at a recruitment fair, hosting a job shadow for a prospective employee or participating in peer interviews. Participants in peer interviews can count one point per positioned interview, not per number of interviewees.	Up to 20 minutes: 0.5 point 20-40 minutes: 1 point 40-60 minutes: 1.5 points Greater than 60 minutes: 2 points

			May be cumulative over multiple sessions Max: 4 points
Serves as a Super User or Champion	Validator initials and signature in application	Responsible for bringing information to and from the department, advocating for change, etc. Super User Examples: Product or technology roll out, Epic, etc. Champion examples: Wound, fall, safe sleep, Magnet, N95 Fit Testing, Employee Flu Clinics, Notary, Care for the Caregiver Tier 2 Support, Audits, regulatory tracers qualified bilingual interpreter, etc. If your champion/super user role includes committee participation, you cannot claim points in both categories.	Per Project: 1 point Max: 6 points
Develop Educational Content	Validator initials and signature in application	Examples of content could include a process related to policy/procedure (hand washing, interventions related to prevention of hospital acquired conditions). Could be a tip sheet, presentation, poster, flyer, scripting for mock drills, etc.	2 points per in-service topic Max: 4 points
Present In-service	Validator initials and signature in application	Examples of an in-service could include process related to policy/procedure (hand washing, interventions related to prevention of hospital acquired conditions). Could present at a department meeting, practice council, roving rounds, huddle, during drills, healthcare related pod cast, etc.	Up to 20 minutes: 0.5 point 20-40 minutes: 1 point 40-60 minutes: 1.5 points Greater than 60 minutes: 2 points May be cumulative over multiple sessions Max: 4 points
Shared/Professional Governance Council	Validator initials and signature in application	Shared/Professional Decision Making – A model in which clinicians are formally organized to make decisions about clinical practice standards, quality improvement, staff and professional development, and research. Examples: Unit/Ministry/Regional/System Professional Practice Council, Evidence Based Practice Councils, Research Council, etc.	Member: 2 points Chair/Co-Chair: 4 points Max: 8 points
Participate in a Healthcare Related Committee	Validator initials and signature in application	Responsible for bringing information to and from the committee meetings, advocating for change, etc. All SSM Health committees are healthcare related. Examples: Wound, fall, safe sleep, magnet, conference planning for professional organization, Code Blue review committee, ethics, Clinical Programs, etc. If your committee role includes being a champion/super user, you cannot claim points in both categories.	Member: 2 points Chair/Co-Chair: 4 points Max: 8 points
Flex in as a Charge, Lead or Supervisor	Validator initials and signature in application	This category applies when an applicant is temporarily assuming a higher level of responsibility. Eligible participants who are not in a charge, lead or supervisor position may have an opportunity to flex into these roles to cover a charge, lead, or supervisor vacancy for a shift. Additionally, eligible	36-99 hours: 1 point 100-199 hours: 2 points 200-299 hours: 3 points 300-399 hours: 4 points 400-499 hours: 5 points

		participants may provide interim coverage for a leader who is out.	>500 hours: 6 points Max: 6 points
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Submitting application

- [Tip Sheet Submitting your application](#)
- If you submit an incomplete application in error, **do not create a new submission**. Notify the clinical ladder steering team at clinicallyadder@ssmhealth.com to send back your original application for modifications.
- Once you've submitted an application, you can check progress within Workday under "Requests" → View My Requests or Clinical ladder requests submitted on my behalf (if applicable)
 - Status appears under resolution and resolution details

Leave of absence and/or FMLA during Submission window

- Clinical ladder applications may be submitted by a manager or colleague if an employee is on leave of absence and/or FMAL during the submission timeframe.
- Applications cannot be submitted before August 1st or after September 15th. Please make arrangements for someone to submit an application on your behalf if you are unable to submit an application during this timeframe.

Peer Review and Approval Process

Review Process

- Review committees manage the review of clinical ladder applications for their professions.
- Two members of the review committee will review each application and contribute to the decision of fulfillment of level requirements.
- The Regional Vice President of Nursing and/or the appropriate Vice President of Operations will provide final approval of clinical ladder applications.
- Members of the review committee who work directly with the applicant or directly supervise an applicant will not participate as one of the reviewers.

Send backs: Returned Applications

- Do not submit multiple applications. If your application is sent back, edit and resend that application.
- Multiple submissions with partial number of required documents attached cannot be merged to create a single complete application.
- Submitting a question or comment in response to send backs sends applications back to WorkDay inbox. If you have questions, please send questions to the clinicallyadder@ssmhealth.com inbox.
- There are several reasons an application may be returned without being accepted. The application will be returned to the applicant with notation of missing information. The applicant will have until September 15th or 7 calendar days (the option that provides more time) from the date the email notification was sent to correct the issue and resubmit.
- The reason for the returned application will be noted in the comment section on the application in WorkDay.

- The most common reasons for application return include:
 - The application is incomplete and does not contain all the application elements.
 - The reviewers were unable to validate all activities.
- If you have questions about your returned application, reach out to clinicalladder@ssmhealth.com.
- Note – In order to ensure all applications are reviewed and achievement bonuses are released on time, only one re-submission will be accepted after the September 15 due date. Multiple re-submissions will be accepted before September 15th.
- An applicant may appeal the decision of the regional review committee by responding via email to clinicalladder@ssmhealth.com within 2 weeks of notification of decision. The system steering team will review the appeal and notify the applicant of the final decision within 2 weeks of the appeal.

Communication of Application Decisions

- Clinical Ladder Steering Team will forward recommendations for each submitted application to the Regional Vice President of Nursing and/or Vice President of Operations by October 15.
- Clinical Ladder Steering Team will communicate decisions for all regions to Human Resources and Payroll for processing.
- The decision for each application will be communicated to the applicant via WorkDay during the first week in November.
- Achievement bonuses will be released on the last paycheck of November.

Professional Development Reimbursement

- Professional development reimbursement funds become available for those granted this year based on successful completion of the 2024 clinical ladder program.
 - **Receipts for eligible professional development activities dated between November 1, 2024 through December 31, 2025 will be eligible for reimbursement. Activities occurring before or after this period are not eligible.**
 - Reimbursement requests can be submitted between January 1, 2025 through December 31, 2025.
 - Educational opportunities that qualify for the professional development stipend include:
 - healthcare related seminars
 - conferences (including travel expenses related to the conference)
 - certifications or re-certifications that are not required for your position
 - professional journals or books (related to your field of practice)
 - continuing education credits, webinars, or dues for membership in a relevant professional association
 - apps related to professional growth and development
 - statistical software
 - medical mission trip or advocacy related expenses
 - presentation materials (e.g. conference posters).
 - The Clinical Ladder program will adhere to the Reimbursable Business Expense policy when approving travel expenses related to conferences and seminars.
 - The professional development reimbursement **does not include**:
 - renewal of licensure or renewal of certifications or credentials required for your job
 - equipment such as stethoscopes, scrubs, laptops, etc.
 - education related to clinical jobs *outside* of SSM Health
 - student loan payments
 - tuition expenses
 - research study supplies (including participant incentives)
 - charitable donations
 - Seminar/conference requests must contribute to the employee's current position. Requests to attend a relevant seminar/conference resulting in time away from work must be pre-approved by your manager. Conference time is not a reimbursable expense through the clinical ladder program.
 - See professional development reimbursement tip sheet on how to request professional development reimbursement funds.
 - Reimbursements are eligible when type of activity/purchase, proof of payment including date of payment and amount are included in the request.
 - Multiple reimbursement requests can be placed individually or together.

- Must be an active employee at time of reimbursement approval to receive funds. If leaving organization, must submit reimbursement request 2 weeks in advance of last day to allow for adequate time for processing.

Frequently asked Questions

Eligibility	
My role is not eligible, how can I request review of eligibility	If your role is currently listed as not eligible or is not found on the clinical ladder role eligibility list and you would like the role to be re-evaluated, please complete this form and submit it to clinicalladder@ssmhealth.com .
I have accepted a new position within SSM	You may continue to participate in the Clinical Ladder program if you still meet the eligibility criteria in your new position.
I have plans to move into a PRN role	You must meet the FTE requirement at the time your application is submitted and screened for eligibility.
I work multiple PRN positions	At least one of your positions must meet all eligibility requirements to participate in the clinical ladder. Multiple PRN positions cannot be counted as equivalent to a full or part time FTE.
How to look up Workday job requirements	Using the search bar in WorkDay “Job: [insert exact job title]” All requirements are listed under Overview section required professional licensures/certifications
I have earned a certificate. Does that count for points?	Education completed towards a certificate during the clinical ladder activity window can be counted in the continuing education or attended education category.