UVAMC - Tracking Non Patient Care Work Rules

Local Shared Governance: GOV LOCAL

- Unit-based shared local shared governance committee meetings
- Designing research or evidence-based practice studies that are single or multi-unit focused

Central Shared Governance: GOV CNTRL

- PNSO Regional Committees
- PNSO Central Committees and Sub-committees (Nursing Cabinet, Clinical Practice, Nursing Doc and Informatics, Professional Development, Awards, NEC, Clinical Career Ladder, CNA/RN, Summit Planning, Night Shift, Nursing Scheduling, Nominating)

Professional Development: PROF DEV

Time spent by staff in internal and external education activities such as:
- Conference attendance (per Travel Policy- not personal PTO)
- Attends unit-based classes outside of orientation necessary for nursing interventions specific to that unit
- Receiving unit-based in-services such as new device/equipment initiative training
- Attendance at PNSO Events that include education (Evidence-Based Practice day, Nursing Summit, etc.)
- Attendance at HR Talent Development, NPD Services, and Life Support Learning Center
- Clinical education that does not occur during a staff meeting
- Peer review and performance review sessions (prep and delivery)
- Competencies to include skills days
- Completion of mandatory or required on-line learning

Preceptor: PRE

- All clinical hours assigned with an orientee
- Coordination of orientee/preceptor schedules
- Competency checklist (OCA, RCA, DSC) and required orientation paperwork completion (Conscious sedation, IV competency)
- Orientation Progress meetings and associated paperwork (weekly and/or daily)
- Preceptor attendance at Manager Orientation Checkpoint (MOC) meeting

Nursing Education/Onboarding: NEC/OC

- Coordination of education/PD/Competency validation
- Delivery or teaching of education/ PD/Competency validation
- Transition to Practice/Onboarding planning

Administrative Time: ADM

- Staff Meetings
- Nurse Scheduling

Orientation: ORI

- NPD Services Nurse Residency Program classes and meetings that occur during orientation
- Orientation related education/PD activities (during orientation)
- Orientation Progress meetings and associated paperwork (weekly and/or daily)
- Orientee attendance at Manager Orientation Checkpoint (MOC) meetings
- Orientee evaluation of preceptor and unit-based orientation process
- Clinical orientation time with preceptor and/or designee

Quality Performance Improvement: QPI

- Participation in Lean methods for improvement such as:
  - A3 Problem Solving

- o Root Cause Analysis
- o Direct observations for current state (practice or process)
- o 5-S
- o Participation in Failure Mode and Effects Analysis
- o Others
- Pressure ulcer prevalence rounds, or other clinical metric Champion work
- Coalition participation

Benefited Staff Work rule prefix:

- RN = 07- ....
- PCA= 12- ....

Additional Questions?

- Call the Help Desk at 434-924-5334
  OR

- Go to KNOWLEDGELINK and enter a ticket online

  IT HELP

  See job aid located on the *Kronos Welcome Page* titled:
  Submit a Help Desk Ticket On-line