

UVMH PMC - Licensed Practical Nurse (LPN) Career Ladder

The following career ladder is designed to recognize and acknowledge the experience and contribution of Licensed Practical Nurses (LPNs) to quality, safety, nursing practice, and professional advancement.

The LPN Career Ladder consists of three levels, is voluntary, and is available to full time, part time & per diem LPNs who work, at minimum, 1000 hours per year, with demonstration of excellence in clinical practice and a minimum number of years of experience.

Eligibility

LPN I:

Practice LPN: Pay Grade 8 (FY25 Step 1 Rate: \$23.82)

Unit LPN: Pay Grade 9 (FY25 Step 1 Rate: \$28.71)

- All newly hired LPNs are placed at this level

LPN II:

5% pay increase from rate at LPN I

Minimum qualifications

- Employee is in good standing, verified by leader (Good standing defined as an employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities)
- Works, at minimum, 1000 hours per year.
- A minimum of 1 yr experience as an LPN and a minimum of 12 months in current position.
- Demonstrates clinical excellence as evidenced in Domains of Practice:
 - Domain 1: Clinical Practice
 - Domain 2: Teaching and Coaching
 - Domain 3: Ensuring the Quality of Health Care Practices
 - Domain 4: Professional Collaboration and Consultation
 - Domain 5: Clinical knowledge Development

An LPN II who transfers to a new unit/department will remain an LPN II until the annual review process, at which time the employee's eligibility to remain or to be upgraded will be evaluated according to this policy.

Process for Advancement

- The LPN will submit a self-assessment to their manager/supervisor, and will meet with their manager/supervisor, to review that all requirements and all elements in the Domains of Practice are met before moving into a LPN II, per the LPN II checklist/assessment document.
- The LPN's manager/supervisor will validate all documentation and approve promotion once all minimum requirements are met, and all Domains of Practice have been verified.
- The LPN I will be promoted to LPN II at the start of the next pay period.
- Annually, the LPN II and their manager/supervisor will review the Domains of Practice to ensure all requirements for an LPN II continue to be met. This meeting will occur as part of the annual performance review.
- Annually, if all minimum requirements are met, and all Domains of Practice are met, the LPN will continue as an LPN II. If any of the minimum requirements are not met, or not all Domains of Practice are met, the LPN will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

LPN III:

5% pay increase from rate at LPN II

Minimum qualifications

- Employee is in good standing, verified by leader (Good standing defined as an employee who is not currently under corrective action greater than verbal counseling and is currently meeting their job accountabilities)
- Works, at minimum, 1000 hours per year.
- A minimum of 3 years of experience as an LPN and a minimum of 3 months in current position.
- Demonstrates clinical excellence as evidenced in Domains of Practice:
 - Domain 1: Clinical Practice
 - Domain 2: Teaching and Coaching
 - Domain 3: Ensuring the Quality of Health Care Practices
 - Domain 4: Professional Collaboration and Consultation
 - Domain 5: Clinical knowledge Development

An LPN III who transfers to a new unit/department will remain an LPN III until the annual review process, at which time the employee's eligibility to remain will be evaluated according to this policy.

Process for Advancement

- The LPN will submit a self-assessment to their manager/supervisor, and will meet with their manager/supervisor, to review that all requirements and all elements in the Domains of Practice are met before moving into a LPN III, per the LPN III checklist/assessment document

- The LPN's manager/supervisor will validate all documentation and approve promotion once all minimum requirements are met, and all Domains of Practice have been verified.
- The LPN II will be promoted to LPN III at the start of the next pay period.
- Annually, the LPN III and their manager/supervisor will review the Domains of Practice to ensure all requirements for an LPN III continue to be met. This meeting will occur as part of the annual performance review.
- Annually, if all minimum requirements are met, and all Domains of Practice are met, the LPN will continue as an LPN III. If any of the minimum requirements are not met, or not all Domains of Practice are met, the LPN will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

Requirements Overview:

	LPN I	LPN II	LPN III
Initial Self Evaluation	No	Yes	Yes
Renewal Process	No	Yes, at annual evaluation	Yes, at annual evaluation
Evidence of Work at Each Level	No	Yes, at the initial application, and annually at annual evaluation	Yes, at the initial application, and annually at annual evaluation
Meet with Manager	No (other than regular check ins)	Yes, at annual evaluation	Yes, at annual evaluation
Minimum Hours Worked	No	≥1000 hrs annually	≥1000 hrs annually
Years of Experience	<1 year	≥1 year	≥3 years

Implementation

This career ladder will become active with the start of the annual performance review evaluations in October 2025.

UVMHN PMC Representative

Print Name: _____

Signature: _____ Date: _____

PFNHP Representative

Print Name: _____

Signature: _____ Date: _____

Domains of Practice

Domain 1: Clinical Practice

Supportive practices, compassionate patient care, family-centered care, provision of emotional and spiritual support, identification of ethical issues, patient and family advocacy, and provision of care in a non-judgmental manner. Proficient, advanced skills and technical competence, critical thinking in carrying out delegated tasks within the State of Vermont LPN scope of practice, recognizing subtle changes in a patient, fostering a calm environment, and serving as a resource to others (Burket et al., 2010)

Domain 2: Teaching and Coaching

Participation in individualized teaching plans developed and delegated by RN to patients and/or families (Burket et al., 2010)

Domain 3: Ensuring the Quality of Health Care Practices

Identification, initiation, and participation of system-wide improvements in patient safety by addressing organizational issues, such as program development and leading practice innovations that influence quality patient outcomes (Burket et al., 2010)

Domain 4: Professional Collaboration and Consultation

Facilitation of a climate of mutual respect and enhanced communication among health care team members and characterized by showing how communication and teamwork produce optimal patient outcomes (Burket et al., 2010)

Domain 5: Clinical Knowledge Development

Contributions to the scholarly practice of nursing and actively sharing this expertise as a role model and coach for peers and other health care team members (Burket et al., 2010)



UVMH PMC - LPN II Checklist and Assessment Form

Name: _____ Job Title: _____

Clinic/Site Location(s): _____ Authorized hours per pay period: _____

Years in specialty: _____ Current position start date: _____

Supervisor's name: _____

LPN II Checklist and Self-Assessment:

- ☐ New Applicant: Application Date _____
Meeting with Manager/Supervisor Date _____
- ☐ Annual Assessment: Annual Review Meeting Date _____

Ensure you meet the minimum requirements: All requirements must be met

- ☐ Employee in good standing, verified by immediate supervisor
- ☐ Works, at minimum, 1000 hours annually as assessed at the annual performance review
- ☐ A minimum of 1 yr experience as an LPN and a minimum of 12 months in current position
- ☐ Complete your self-assessment, identifying how you have met the Domains of Practice
- ☐ Schedule a time to meet with your manager/supervisor

Self-Assessment: Each element must be met at the time of application, and annually to move to or remain at an LPN II

- ☐ Completed the preceptor workshop (Date of preceptor workshop: _____)
- ☐ Functions as a preceptor for new employees and precepts 1-2 new employees per year (as applicable)
- ☐ Contributes as a role model for professional behavior, patient centered care, and contributes to problem solving within the larger practice and site care team
- ☐ Participates in the completion of at least two (2) of the following site based clinical initiatives relative to your site and locations clinical practice
- ___ Monthly Environment of Care Audits
 - ___ Pharmacy Audits
 - ___ Flu Champion
 - ___ State Supplied Vaccine Champion
 - ___ NCQA Quality Metrics
 - ___ Role based champion for LPNs within the site/unit

___ EKG Machine Operator

___ Phlebotomy Site/Unit based Train the Trainer

___ Participate in PMC volunteer committees/groups (ex. DEI, Living Well for Life, staffing PMC tent at community events, etc.)

___ Volunteer for at least 6 hours per year in the local community (ex. Red Cross, free meals programs, etc.).
Must provide proof of participation (form signed by person supervising volunteers, program coordinator, etc.).

___ Workplace Violence Prevention Train the Trainer (EVADE, MOAB, etc.)

Program Name:_____ Date of Training:_____

___ DEI Train the Trainer (Everyday Inclusion, Cultural Humility, etc.)

Program Name:_____ Date of Training:_____

___ BLS Train the Trainer

Date of Training:_____

___ Dementia Care Certified (Date:_____)

___ IV Certified (Date:_____)

___ Wound Care Certified (Date:_____)

___ Function as Fit Tester for your unit

___ RN Pathway (this counts as 2 items)

___ Other quality improvement initiatives not listed & approved by manager:

LPN Signature:_____ **Date:**_____

Supervisor Signature:_____ **Date:**_____



UVMH PMC - LPN III Checklist and Assessment Form

Name: _____ Job Title: _____

Clinic/Site Location(s): _____ Authorized hours per pay period: _____

Years in specialty: _____ Current position start date: _____

Supervisor's name: _____

LPN III Checklist and Self-Assessment:

- ☐ New Applicant: Application Date _____
Meeting with Manager/Supervisor Date _____
- ☐ Annual Assessment: Annual Review Meeting Date _____

Ensure you meet the minimum requirements: All requirements must be met

- ☐ Employee in good standing, verified by immediate supervisor
- ☐ Works, at minimum, 1000 hours annually as assessed at the annual performance review
- ☐ A minimum of 3 yrs experience as an LPN and a minimum of 3 months in current position
- ☐ Current LPN II
- ☐ Complete your self-assessment, identifying how you have met the Domains of Practice
- ☐ Schedule a time to meet with your manager/supervisor

Self-Assessment: Each element must be met at the time of application, and annually to move to or remain at an LPN III

- ☐ Completed the preceptor workshop (Date of preceptor workshop: _____)
- ☐ Functions as a preceptor for new employees and precepts 1-2 new employees per year (as applicable)
- ☐ Contributes as a role model for professional behavior, patient centered care, and contributes to problem solving within the larger practice and site care team
- ☐ In collaboration with the manager/supervisor, provides three (3) or more (minimum of 30 minutes each) educational sessions per year to the care team/unit, focused at enhancing the clinical skills, and patient centered care within the practice site/unit. (List the three education session topics and dates)

- | | |
|-----------|-------|
| 1. Topic: | Date: |
| 2. Topic: | Date: |
| 3. Topic: | Date: |

☐ Participates in the completion of at least four (4) of the following site based clinical initiatives relative to your site and locations clinical practice

___ Monthly Environment of Care Audits

___ Pharmacy Audits

___ Flu Champion

___ State Supplied Vaccine Champion

___ NCQA Quality Metrics

___ Role based champion for LPNs within the site/unit

___ EKG Machine Operator

___ Phlebotomy Site/Unit based Train the Trainer

___ Participate in PMC volunteer committees/groups (ex. DEI, Living Well for Life, staffing PMC tent at community events, etc.)

___ Volunteer for at least 6 hours per year in the local community (ex. Red Cross, free meals programs, etc.). Must provide proof of participation (form signed by person supervising volunteers, program coordinator, etc.).

___ Workplace Violence Prevention Train the Trainer (EVADE, MOAB, etc.)

Program Name:_____ Date of Training:_____

___ DEI Train the Trainer (Everyday Inclusion, Cultural Humility, etc.)

Program Name:_____ Date of Training:_____

___ BLS Train the Trainer

Date of Training:_____

___ Dementia Care Certified (Date:_____)

___ IV Certified (Date:_____)

___ Wound Care Certified (Date:_____)

___ Function as Fit Tester for your unit

___ RN Pathway (this counts as 2 items)

___ Other quality improvement initiatives not listed & approved by manager:

LPN Signature:_____ **Date:**_____

Supervisor Signature:_____ **Date:**_____