

UVMH PMC – Laundry Tech Career Ladder

The following career ladder is designed to recognize and acknowledge the experience and contribution of Laundry Techs to quality, safety, patient care, and professional advancement.

The Laundry Tech Career Ladder consists of three levels, is voluntary, and is available to full time, part time & per diem Laundry Techs who work, at minimum, 1000 hours per year, with demonstration of excellence in their role and a minimum number of years of experience.

Eligibility

Laundry Tech I:

Laundry Tech I: Pay Grade 1

- All newly hired Laundry Techs are placed at this level

Laundry Tech II:

5% pay increase from rate at Laundry Tech 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 a Laundry Tech and a minimum of 6 months in current position.
- Demonstrates job excellence as evidenced in Domains of Practice:
 - o Domain 1: Non-clinical Practice
 - o Domain 2: Teaching and Coaching
 - o Domain 3: Ensuring the Quality of Health Care Practices
 - o Domain 4: Professional Collaboration and Consultation
 - o Domain 5: Professional Knowledge Development

A Laundry Tech II who transfers to a new unit/department will remain a Laundry Tech 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 Laundry Tech will submit a self-assessment to their manager/supervisor, and will meet with their manager/supervisor, to review that all requirements have been met before moving into a Laundry Tech II, per the Laundry Tech II checklist/assessment document.
- The Laundry Tech'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 Laundry Tech I will be promoted to Laundry Tech II at the start of the next pay period.
- Annually, the Laundry Tech II and their manager/supervisor will review the Domains of Practice to ensure all requirements for a Laundry Tech 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 Laundry Tech will continue as a Laundry Tech II. If any of the minimum requirements are not met, or not all Domains of Practice are met, the Laundry Tech will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

Laundry Tech III:

5% pay increase from rate at Laundry Tech 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 2 years of experience as a Laundry Tech and a minimum of 6 months in current position.
- Demonstrates job excellence as evidenced in Domains of Practice:
 - o Domain 1: Non-clinical Practice
 - o Domain 2: Teaching and Coaching
 - o Domain 3: Ensuring the Quality of Health Care Practices
 - o Domain 4: Professional Collaboration and Consultation
 - o Domain 5: Professional Knowledge Development

A Laundry Tech III who transfers to a new unit/department will remain a Laundry Tech 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 Laundry Tech 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 Laundry Tech III, per the Laundry Tech III checklist/assessment document.
- The Laundry Tech'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 Laundry Tech II will be promoted to Laundry Tech III at the start of the next pay period.
- Annually, the Laundry Tech III and their manager/supervisor will review the Domains of Practice to ensure all requirements for a Laundry Tech 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 Laundry Tech will continue as a Laundry Tech III. If any of the minimum requirements are not met, or not all Domains of Practice are met, the Laundry Tech will reduce to the next level lower beginning in the first pay period in the start of the next fiscal year.

Requirements Overview:

	Laundry Tech I	Laundry Tech II	Laundry Tech 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	≥2 years

Implementation

UVMH PMC Representative

Print Name: _____

Signature: _____ Date: _____

PFNHP Representative

Print Name: _____

Signature: _____ Date: _____



UVMH PMC - Laundry Tech 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: _____

Laundry Tech 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 a Laundry Tech and a minimum of 6 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 a Laundry Tech II

- ☐ Possess CLT or Daniels Equipment Training certifications (or other equivalent certifications as determined by PMC & current practice)
- ☐ Trained to work both PMC & Helen Porter soiled & clean laundry duties
- ☐ Demonstrate competency in laundry handling and washing knowledge & practice
- ☐ Contributes as a role model for professional behavior, patient centered care, and contributes to problem solving within the department
- ☐ Participates in the completion of at least one of the following site based initiatives or performance improvement projects.
- ___ Monthly Environment of Care Audits
- ___ 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 (AVADE, 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:_____

___ Function as Fit Tester for your department

___ 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)

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

Laundry Tech Signature:_____ **Date:**_____

Supervisor Signature:_____ **Date:**_____



UVMH PMC - Laundry Tech 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: _____

Laundry Tech 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 2 yrs experience as a Laundry Tech and a minimum of 6 months in current position
- ☐ Current Laundry Tech 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 a Laundry Tech III

- ☐ Trained to work both PMC & Helen Porter soiled & clean laundry duties
- ☐ Conduct data entry for laundry weights & PAR levels
- ☐ Demonstrate competency in laundry handling and washing knowledge & practice
- ☐ 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 one of the following site based initiatives or performance improvement projects.

___ Monthly Environment of Care Audits

___ 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 (AVADE, 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:_____

___ Function as Fit Tester for your department

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

Laundry Tech Signature:_____ **Date:**_____

Supervisor Signature:_____ **Date:**_____