

**Kaleida Health**

**Department of Nursing**

**Clinical Progression Program Process**

1. Submit letter of intent and prepare portfolio based on article 96 and the information below. Submissions will be accepted continuously and reviewed the last week of each month
2. Letter of intent must be accompanied by the Clinical Progression Model Application Form and associated manager recommendation form (current or recent manager)
3. Please submit to your site representative or your current manager:

Cassie Church – OCH	Christina Rodriguez – BGMC/CWA
Nora Moore – SEIU	Cathy DiFlavio – SEIU
Sandy Boneberg – BGMC	Annette Mineo-Brady – OCH/SEIU
Tammy Hibbert – MFSH	Lisa Loffredo – MFSH

4. Portfolio submission must include:
  - a. Letter of recommendation from a current or recent direct leader (manager/director)
  - b. Clinical progression tracker with each field indicated based on level of application
  - c. All associated evidence required by level as listed
  - d. Resume/Curriculum vitae
5. Clinical Progression Model Committee will review all letters of intent and portfolios as a team monthly.
6. The Clinical Progression Committee will have monthly meetings during which questions are welcome!
  - a. All applicants are encouraged to reach out with questions regarding process or evidence
  - b. Please email any of the team members listed above in #3