



# **Academic Progression Milestone Tool Job Aid**

Step-by-step instructions for utilizing this tool  
And uploading it into WorkDay

January 2019  
Nursing Retention Program



# **Part 1:** **Utilizing the Academic Progression Milestone Tool**

Name:		Department:		Degree Completion Deadline (5 years from date of hire):		
School for Pre-requisite(s):			Pre-requisite(s) Completion Date:			
School for Degree Program:		Style of Program: <input type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid		Graduation Date:		
Year 1 ( _____ to _____ )	Year 2 ( _____ to _____ )	Year 3 ( _____ to _____ )	Year 4 ( _____ to _____ )	Year 5 ( _____ to _____ )		
<ul style="list-style-type: none"> <li>• If Clinician 1: Complete Nursing Residency Program               <ul style="list-style-type: none"> <li>• Receive 3 credits towards BSN</li> <li>• Focus should be primarily on establishing clinical skills</li> <li>• Establish Milestone Tool within 6 months of hire</li> <li>• Educational Assistance available per HR Policy 301</li> <li>• Determine pre-requisite needs and programs available if required</li> <li>• Explore programs and confirm application deadlines</li> <li>• Enter Academic Progression as Professional Development goal</li> </ul> </li> </ul>		<div style="border: 2px solid red; padding: 10px; background-color: #f0f0f0;"> <p><b>This is an editable PDF document. To use it:</b></p> <ul style="list-style-type: none"> <li>• <b>Save a copy of the tool to your file</b></li> <li>• <b>Click and type information and action steps in the boxes</b></li> <li>• <b>You can also copy/paste your courses into the boxes</b></li> </ul> <p><b>For meetings with your Manager/ANM:</b></p> <ul style="list-style-type: none"> <li>• <b>Send to Manager/ANM for review</b></li> <li>• <b>Add notes from meeting and save</b></li> <li>• <b>Print a copy</b></li> <li>• <b>SIGN! (2 signatures)</b></li> <li>• <b>Keep copy in your records/personal file.</b></li> <li>• <b>One form can be used each year for two meetings – Performance Appraisal and mid-year check-point.</b></li> <li>• <b>UPLOAD your signed Tools to WorkDay after each meeting. (Tip: Try using a scanning app on your smart phone to email it to yourself and then upload).</b></li> </ul> <p><b>Update Tool as needed for future check points.</b> <b>Upload each version to your profile in WorkDay.</b></p> <p><i>Blue font: WorkDay specific actions</i></p> </div>				

**Meeting 1:** RN and ANM/NM/Leader Check Point

- On Track based on review of evidence of course completion
- Off Track
- Update Milestone Tool with new expectations
- Update Tracking Spreadsheet with new completion date and plan

If degree completion date will be past deadline with revised Milestone Tool:

- Contact Employee Relations for review and support re: Policy 701

Notes:

RN Signature: \_\_\_\_\_

ANM/NM/Leader Signature: \_\_\_\_\_

**Meeting 2:** RN and ANM/NM/Leader Check Point

- On Track based on review of evidence of course completion
- Off Track
- Update Milestone Tool with new expectations
- Update Tracking Spreadsheet with new end date and plan

If degree completion date will be past deadline with revised Milestone Tool:

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Notes:

RN Signature: \_\_\_\_\_

ANM/NM/Leader Signature: \_\_\_\_\_

Check Point Date: \_\_\_\_\_

Evidence of course completion

with new expectations

Update Tracking Spreadsheet with new end date and plan

If degree completion date will be past deadline with revised Milestone Tool:

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Name:		Department:		Degree Completion Deadline (5 years from date of hire):		
School for Pre-requisite(s):			Pre-requisite(s) Completion Date:			
School for Degree Program:		Style of Program: <input type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid		Graduation Date:		
Year 1 ( _____ to _____ )	Year 2 ( _____ to _____ )	Year 3 ( _____ to _____ )	Year 4 ( _____ to _____ )	Year 5 ( _____ to _____ )		
<p><b>School pre-reqs will be done at or already completed at if needed.</b></p> <ul style="list-style-type: none"> <li>establishing clinical skills</li> <li>Establish Milestone Tool within 6 months of hire</li> <li>Educational Assistance available per HR Policy 301</li> <li>Determine pre-requisite needs and programs available if required</li> <li>Explore programs and confirm application deadlines</li> <li>Enter Academic Progression as Professional Development goal</li> </ul>		<p><b>BSN program</b> Ex: UVA RN-BSN</p>		<p><b>Date pre-reqs will be completed or were completed</b></p>		
<p><b>Anticipated Month &amp; Year for Graduation from BSN program</b></p>						
<p><b>Step 1.</b></p> <p><b>Fill out information at the top of the page following the prompts.</b></p> <p><b>Remember:</b> <b>Include your Degree Completion Deadline which is 5 years from date of hire.</b></p>						

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**Step 2.**

**Fill out each year with the steps and classes needed to obtain your BSN degree within the required timeline.**

**This establishes your expectations and timeline to be successful.**

**This is a communication tool and will be used when you meet with your Manager/ANM during the performance appraisal and mid-year check point.**

**Example Milestone Tools are located on the RN Retention Website.**

Department:		Degree Completion Deadline (5 years from date of hire):			
		Pre-requisite(s) Completion Date:			
Style of Program: <input type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid		Graduation Date:			
Year 2 to _____)	Year 3 (_____ to _____)	Year 4 (_____ to _____)	Year 5 (_____ to _____)		
Professional Development goal					

**Include your actions and classes to obtain BSN degree:**

**Items to consider including:**

- BSN program selected by
- Application deadline
- Enrollment deadline
- Class start date
- Classes, credits, semester

**Map out each year until Graduation!**

**Year countdown to 5 year deadline.**

**Example:**

**If I was hired in May 2018:**

- Year 1: May 2018 to April 2019
- Year 2: May 2019 to April 2020
- Year 3: May 2020 to April 2021
- Year 4: May 2021 to April 2022

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Year 1 ( _____ to _____ )	Year 2 ( _____ to _____ )	Year 3 ( _____ to _____ )	Year 4 ( _____ to _____ )	Year 5 ( _____ to _____ )		
<ul style="list-style-type: none"> <li>• If Clinician 1: Complete Nursing Residency Program               <ul style="list-style-type: none"> <li>• Receive 3 credits towards BSN</li> <li>• Focus should be primarily on establishing clinical skills</li> <li>• Establish Milestone Tool within 6 months of hire</li> <li>• Educational Assistance available per HR Policy 301</li> <li>• Determine pre-requisite needs and programs available if required</li> <li>• Explore programs and confirm application deadlines</li> <li>• Enter Academic Progression as Professional Development goal</li> </ul> </li> </ul>		<div style="border: 2px solid red; padding: 10px;"> <p><b>Step 3.</b></p> <p><b>Schedule time to meet with your Manager/ANM during the performance appraisal and mid-year check points (2x per year).</b></p> <p><b>Two places for notes and signatures:</b></p> <ul style="list-style-type: none"> <li>• <b>This form can be used for two separate meetings throughout the year, i.e. Perf. appraisal and mid-year check point</b></li> </ul> <p><i>Find an example of a completed Milestone Tool on last page.</i></p> </div>				

**Meeting 1:** RN and ANM/NM/Leader Check Point Date: \_\_\_\_\_

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ANM/NM/Leader Signature: \_\_\_\_\_

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Name:		Department:		Degree Completion Deadline (5 years from date of hire):		
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School for Degree Program:		Style of Program: <input type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid		Graduation Date:		
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<ul style="list-style-type: none"> <li>• If Clinician 1: Complete Nursing Residency Program               <ul style="list-style-type: none"> <li>• Receive 3 credits towards BSN</li> <li>• Focus should be primarily on establishing clinical skills</li> <li>• Establish Milestone Tool within 6 months of hire</li> <li>• Educational Assistance available per HR Policy 301</li> <li>• Determine pre-requisite needs and programs available if required</li> <li>• Explore programs and confirm application deadlines</li> <li>• Enter Academic Progression as Professional Development goal</li> </ul> </li> </ul>	<p><b>Step 4.</b></p> <p><b>Use this communication tool to review your progress and plan with your Manager/ANM.</b></p> <p><b>Document your meeting below.</b></p> <p><b>Save, print and sign (2 signatures required).</b></p> <p><b>Keep a copy in your file for tracking purposes and to use at the next meeting.</b></p> <p><b>UPLOAD your signed Tools to WorkDay after each meeting.</b></p> <p><b>(Tip: Try using a scanning app on your smart phone to email it to yourself and then upload).</b></p>			<p><b>New for WorkDay in 2019:</b></p> <p><b>Each RN will save their Tool in their WorkDay profile within the Personal → Documents section: Academic Progression category.</b></p> <p><b>It can then be accessed by the RN, Manager, and RN Retention Program for tracking purposes.</b></p>		

**Meeting 1:** RN and ANM/NM/Leader Check Point Date: \_\_\_\_\_

On Track based on review of evidence of course completion

Off Track

Update Milestone Tool with new expectations

Update Tracking Spreadsheet with new completion date and plan

*If degree completion date will be past deadline with revised Milestone Tool:*

Contact Employee Relations for review and support re: Policy 701

**Meeting 2:** RN and ANM/NM/Leader Check Point Date: \_\_\_\_\_

On Track based on review of evidence of course completion

Off Track

Update Milestone Tool with new expectations

Update Tracking Spreadsheet with new end date and plan

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Notes:

Notes:

RN Signature: \_\_\_\_\_

RN Signature: \_\_\_\_\_

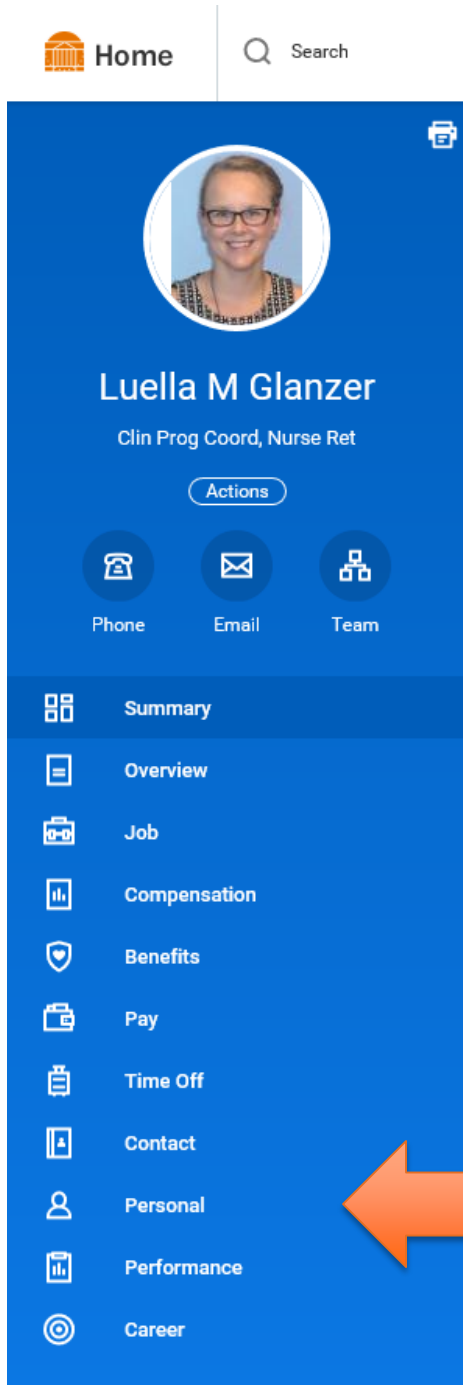
ANM/NM/Leader Signature: \_\_\_\_\_

ANM/NM/Leader Signature: \_\_\_\_\_



# **Part 2:**

## **Uploading your completed Academic Progression Milestone Tool into WorkDay**



# Steps for RN to Upload Completed Milestone Tool into Workday

1. Log into WorkDay
2. Click on your picture
3. Click on “View Profile”
4. Click on “Personal” within blue column on left side of screen



Luella M Glanzer

Clin Prog Coord, Nurse Ret

Actions



Phone



Email



Team



Summary



Overview



Job



Compensation



Benefits



Pay



Time Off



Contact



Personal



Performance



Career

Personal Information

Names

IDs

Documents

Add

none entered



5



6

5. Click on "Documents"
6. Then click on "Add" to upload your completed Milestone Tool

# Add Worker Document

Luella M Glanzer Actions

The image shows a 'Choose File to Upload' dialog box in a web browser. The dialog is open to the 'Milestone Tool' folder on the 'LMK6F5 (\\HSCS-SS13) (F:)' drive. A file named 'LGlانzer MSN MilestoneTool.pdf' is selected. The file's details are shown in a table:

Name	Date modified	Type
LGlانzer MSN MilestoneTool.pdf	8/9/2018 9:36 AM	Adobe Acrobat D...

Below the table, the 'File name' field contains 'LGlانzer MSN MilestoneTool.pdf' and the file type is set to 'All Files (\*.\*)'. The 'Open' button is highlighted. To the right of the dialog is a 'Drop files here' area with a 'Select files' button. An orange arrow with the number '7' points to the 'Select files' button.

- 7. Select file
- 8. Click "Open" to upload



# Add Worker Document

Luella M Glanzer Actions



LGlanzer MSN MilestoneTool.pdf

Document Category \*

Comment

Upload

- Academic Progression
- Benefits
- Department Specific Competency (DSC)
- Educational Benefit
- Leave of Absence
- Orientation Competency Assessment (OCA)
- Personal Information
- Regional Competency Assessment (RCA)



9

9. Select “Academic Progression” for Document Category
10. Click “OK” to finish upload



10

OK

Cancel

# Add Worker Document

Luella M Glanzer Actions

You have successfully completed this task.

Add

1 item

Worker Document	Document Category	File Name
		LGlanzer MSN MilestoneTool.pdf



11. Select "Done" to complete the process!

Done

# EXAMPLE:



Name: Example Clinician 1 w/ 9 pre reqs		Department: 12 South		Degree Completion Deadline (5 years from date of hire): 02/10/23	
School for Pre-requisite(s): UVA			Pre-requisite(s) Completion Date: July 2019		
School for Degree Program: UVA RN - BSN		Style of Program: <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid		Graduation Date: 05/31/21	
Year 1 ( Feb 2018 to Jan 2019 )	Year 2 ( Feb 2019 to Jan 2020 )	Year 3 ( Feb 2020 to Jan 2021 )	Year 4 ( Feb 2021 to Jan 2022 )	Year 5 ( Feb 2022 to Jan 2023 )	
<ul style="list-style-type: none"> <li>If Clinician 1: Complete Nursing Residency Program                             <ul style="list-style-type: none"> <li>Receive 3 credits towards BSN</li> </ul> </li> <li>Focus should be primarily on establishing clinical skills</li> <li>Establish Milestone Tool within 6 months of hire</li> <li>Educational Assistance available per HR Policy 301</li> <li>Determine pre-requisite needs and programs available if required</li> <li>Explore programs and confirm application deadlines</li> <li>Enter Academic Progression as Professional Development goal</li> </ul>	Start pre-req program Spring: 6 credits Class A Class B  Apply for RN - BSN program at UVA SON by March 1  Summer 3 credits Class C  Start UVA RN to BSN program Fall: 7 credits NUCO 4420 NUIP 4430	Spring: 7 credits NUCO 4450 NUIP 4420 or GNUR 6054  Summer 3 credits GNUR 6056  Fall: 6 credits NUIP 4610 Elective (NRP applies)	Spring: 7 credits NUIP 4200 NUCO 4440  Graduate! May 2021!		
Fall: Apply for pre-reqs					

RN and ANM/NM/Leader Check Point Date: 7/15/18

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 Off Track
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Notes: Programs and requirements explored. Programs selected. Time line allows some flexibility to meet requirement. Will adjust schedule Fall 2019.

RN Signature: ABC

ANM/NM/Leader Signature: XYZ

RN and ANM/NM/Leader Check Point Date: \_\_\_\_\_

- On Track based on review of evidence of course completion  
 Off Track
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Notes: \_\_\_\_\_

RN Signature: \_\_\_\_\_

ANM/NM/Leader Signature: \_\_\_\_\_