UVA Health
University Medical Center

# RN Professional Development Goal Repository

**Created by: NPGO Professional Development Committee | Revised October 2026**

All Registered Nurses at University Medical Center are required to include a professional development goal as part of their annual self-evaluation. This is a repository of professional development goal examples, developed by the NPGO Professional Development Committee, that can be utilized in the annual performance appraisal process.

**Select a goal and edit to personalize the language** to your specific information, topic, area, and timeline. Please note: These are examples only - you are not limited to only these examples or topics in your goal-setting process.

## Professional Board Certification

- I will follow a structured study plan to prepare for the <name> professional board certification, completing all study modules and practice questions by _____.
- I will complete an online review course for <name> certification by January.
- I will schedule and sit for the certification exam by February to meet the deadline for the annual certification bonus.
- I will partner with a colleague to study for the exam with me by _____.

## Already Certified

- I will complete <#> of CEU hours required for certification renewal by _____.
- I will lead certification exam practice questions at our team huddle from September to December to support others becoming certified.
- I will coach another colleague to study for and schedule their certification exam by _____.
- I will discuss a plan with my manager to become the Certification Champion for my practice area and attend a Certification Champion Bootcamp by _____.
- I will present the certification resources to my local NPG committee by _____.
- I will attend a Certification Champion Networking event to gain/share ideas for my practice area certification goals by _____.


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## External Professional Organization Participation

- I will join the <name> professional organization by _____.
- I will attend one conference/webinar/seminar offered by my professional organization by _____.
- I will attend a chapter meeting for the professional organization and share the educational insights I gain with my department by _____.
- I will present information about <specific topic> from my professional organization to my local professional governance meeting by _____.

## Clinical Career Ladder Advancement

- I will review the CCL grid and track my progress by documenting evidence of readiness using the Readiness Assessment Tool by _____.
- I will sign up and complete the CCL Advancement Prep Class by _____.
- I will prepare two exemplars and complete a mock interview by _____.
- I will reach out and work with a mentor from the provided CCL Mentor List to help me prepare and apply for advancement by _____.
- I will schedule a meeting with my manager to review my Readiness Assessment Tool and create an action plan to prepare for applying to advance by _____.
- I will coach a colleague to prepare and apply for CCL advancement by _____.

## Clinician 1 to Clinician 2 Advancement: Nurse Residency

- I will enroll as a mentee in the Clinician 1 Transition To Practice Mentorship Program by _____.
- I will complete the Nurse Residency Program by _____.
- I will present my Nurse Residency project to my local Professional Governance meeting by _____.

## General CEU Completion

- I will take one virtual professional development class offering CEUs by _____.
- I will complete <#> CEU hours required for re-licensure, recertification, or professional development by _____.
- I will complete a course on budgeting/nursing finance by _____.


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- I will enroll and actively participate in one course provided by HR Learning & Development by _____.
- Attend one educational event (e.g., Nursing Summit) by _____.
- I will deliver an in-person educational presentation on a relevant clinical topic to my unit by _____.

## Formal Nursing Education/Degrees (RN–BSN, MSN, DNP, PhD)

- I will attend two informational sessions and select my degree program by _____.
- I will select my degree program and enroll in as a student with a confirmed graduation date by _____.
- I will establish my plan using the Academic Progression Milestone Tool and am on track by _____.
- I will enroll in a program and complete one course by _____.
- I will complete two courses with a grade of B or higher by _____.
- I will enroll and participate in the RN Degree Mentorship Program by _____.

## Mentorship Programs

- I will sign up to be a mentor in the <name> RN Mentorship Program for the next available cohort.
- I will sign up to be a mentee in the <name> RN Mentorship Program for the next available cohort.
- I will present to my local NPG committee about the Mentorship programs, share about my experience, and encourage others to participate by _____.
- I will coach a colleague to sign up to be a mentee for the next cohort by _____.
- I will coach a colleague to sign up to be a mentor in the next cohort by _____.

## Preceptor

- I will meet with my manager to discuss becoming a preceptor and request completion of the Cotter Preceptor Selection Instrument to evaluate my readiness for the role by _____.
- I will complete the Preceptor Basic Training and the UVA Preceptor Essentials course(s) within the required timeframe, with Essentials completed within 3 months of Basic Training by _____.


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- I will enhance my preceptor readiness by completing an advanced preceptor development course or communication class (e.g., Crucial Conversations or Giving, and Receiving Feedback) by _____.

## EBP / Research

- I will prepare and discuss starting a journal club with my local NPG committee using resources provided by the Office of Nursing Research by _____.
- I will conduct a literature review of <#> article(s) relevant to my practice area and share with my team by _____.
- I will attend and share my learnings from the EBP Symposium with my team at a staff meeting/local NPG committee meeting by June.
- I will submit an application for the EBP Academy by _____.
- I will partner with my manager and local NPG committee to schedule an EBP Bootcamp for our team, provided by the Office of Nursing Research by _____.

## Career Growth

- I will discuss and make a plan with my manager to prepare for applying for a promotion I'm interested in (i.e. Charge Nurse, RN Care Coordinator, Assistant Nurse Manager, Nurse Manager, etc.) by _____.
- Schedule and hold a meeting with a UVA Career Advisor through HR's Career Navigation Services by _____ to discuss career planning and professional growth opportunities.
- I will schedule an appointment with HR's Career Navigation Services to update my resume and receive interview preparation support by _____.

## Informal Leadership/Engagement Opportunities

- I will attend the training to become a NRP Resident Facilitator by _____.
- I will attend a Nursing Advocacy Initiative Training by _____.
- I will discuss with my manager to become a local champion in my practice area for <topic> by _____.
- I will reach out to the program lead and explore becoming a co-lead for a RN Mentorship Program by _____.
- I will sign-up to be a regional representative for a central NPGO Committee via the Annual Call for Interest by December.


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- I will attend three central NPGO committee meetings to learn about the different professional governance work and opportunities by _____.
- As a NAI (Nursing Advocacy Initiative) Ambassador, I will attend Advocacy Day in Richmond in January and share my experience with my team by _____.
- I will submit my name to be considered as the vice chair for <name> (i.e. local, regional, central, other) committee by _____.
- I will create a plan to mentor a colleague to move into my current role of _____ (i.e. NPDP, vice chair, champion, etc.) by _____ to support their growth and development.

## Skills/Certifications

- I will complete additional education and demonstrate validated competency for _____ (i.e. ultrasound-guided IV insertion, port access, fixation device, hazardous medication administration, etc.) skill by _____.
- I will study and complete a course to obtain my ACLS/PALS by _____.
- I will complete a "Mock Code Train the Trainer" course offered by the Life Support Learning Center and lead mock code simulations in my practice area by____.
- I will complete the <name (i.e. chemo, neurosciences, etc.)> course and receive a certificate of completion by _____.

## NPDP Role

- As a new NPDP, I will join the Nursing Professional Development Practitioners Committee and complete their orientation to the NPDP Role material by_____.
- I will complete a _____ Superuser training (i.e. Point of Care Testing) to validate team member competencies by _____.
- I will participate as a CE session planning team member for one activity by _____.
- I will organize and/or develop an educational in-service/class for my practice area by___.
- I will organize/develop skills retraining for annual competency validations for my team in my practice area by____.
- I will organize a skills day for annual competency validations for my team in my practice by _____.

## Sustainability

- I will join a UVA Sustainability Initiative and participate in at least one activity by _____.


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- I will promote sustainable efforts in my practice area by obtaining recycling bins or Merci donation bins for my practice area and educating my department by _____.
- I will learn about UVA Health's waste-reduction strategies and implement at least one sustainable practice in my daily workflow by _____.
- I will attend an educational session related to healthcare sustainability and apply one practice from the training to my role by _____.
- I will become our department's Sustainability champion and provide information/updates at our staff meetings once a quarter by _____.
- I will identify and help implement a sustainability improvement opportunity in my department (e.g., reducing single-use items, improving recycling accuracy, or promoting reusable PPE programs) by _____.
- I will collaborate with teammates to identify opportunities to reduce unnecessary energy or supply usage on the unit and share measurable outcomes by _____.
- I will partner with the sustainability team at UVA health to develop or share an educational resource or in-service on sustainable nursing practices with my department by _____.

## Quality Champion Role

- As a _____ champion, I will learn how to access, review, & interpret data that I will then report quarterly at our local professional governance meetings, sharing our team's recent data trends, observation learnings, and other opportunities/changes for nursing practice.
- As a _____ champion, I will take a communications class by _____ to increase my confidence and skill providing support and coaching in real time to my peers to support safe practice.
- By June, as a _____ champion, I will attend 75% of the champion meetings and other educational opportunities with clinical leaders to building my knowledge of evolving best practices and learn what other nurses are doing to affect change in their departments.
- As a _____ champion, I will partner with an internal expert (RN or interprofessional colleague) to provide education to my team related to _____ by _____.

Have a suggested goal to add or a revision? Please email NPGO@uvahealth.org.

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**Nursing Professional Governance Organization**

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