

RN Professional Development Goal Repository

Created by: NPGO Professional Development Committee | March 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 ____.

Nursing Professional Governance Organization

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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 discuss development opportunities to *become* a preceptor with my manager, utilizing the Preceptor Readiness Assessment, by _____.
- I will discuss development plan to grow further in my skills as a preceptor with my manager by _____.
- I will complete the UVA Preceptor Essentials class by _____.

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- I will participate in preceptor program improvement activities such as reviewing or updating orientation materials by _____.
- I will enhance my preceptor readiness by completing an advanced preceptor development course or communications class (i.e. Crucial Conversations) 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 _____.

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- I will sign-up to be a regional representative for a central NPGO Committee via the Annual Call for Interest by December.
- 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 ____.

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Sustainability

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

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

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