MA Ladder Checklist Initial Application

Step 1: Candidate / Leader Conversation

- ☐ Candidate / Leader conversation to discuss intent to advance

- ☐ Candidate / Leader review eligibility criteria for chosen level of advancement (eg. MA 2 or MA 3)

- ☐ Once level of advancement chosen and eligibility criteria confirmed, leader completes MA Ladder Eligibility Application

- ☐ After view of leader eligibility application, MA ladder program manager sends applicant and leader e-mail to verify eligibility and includes link to MA ladder redcap application

Step 2: Candidate Completes Application

- ☐ Candidate reviews MA Ladder Validation Item Worksheet

- ☐ Candidate selects 3 criteria for MA 2 advancement and 5 criteria for MA 3 advancement, following the application requirements in the MA Ladder Guidebook

- ☐ Candidate collects all required validation items per chosen criteria based on the MA Ladder Guidebook tables for MA 2 and MA 3

- ☐ Candidate ensures that all validation items have been achieved the 12 months prior to submitting the application

- ☐ Candidate ensures that all validation items are new and not used in previous applications.

- ☐ Candidate is encouraged to reach out to coaches for any questions / guidance

Step 3: Candidate Submits Application

- ☐ Once all validation items are collected, candidate uploads each item into redcap application and submits application

Tips for uploading:

- ☐ Candidate uses either pdf or office format (eg. word, ppt;). Google doc and like platforms are unable to be opened and are not supported.
- ☐ Candidate reviews all links to articles or information to ensure they are working
- ☐ Candidate removes any patient identifiers

Step 4: Application Review / Decision

- ☐ Applications are reviewed within 2-3 weeks of submission.

- ☐ If revisions are requested, the candidate will then update the application and reach out to a coach for questions/guidance. They will email the maladder@vumc.org when the application is complete.

- ☐ The application will be reviewed within 2-3 weeks and staff member notified via email of decision.