

Review the [VUMC MA Clinical Ladder Guidebook](#) for instructions on use of the MA Ladder Item Worksheet below

## MA III Initial Application Validation Item Worksheet

Please use this worksheet is an optional tool to help you organize the validation items you will submit in your application. Each candidate must have one validation item from each category plus two additional items for a total of 5 items for MA III.

Category	Validation Items
<b>Professionalism</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from leader validating that applicant actively participated in at least 2 peer interviews and provided feedback</li> <li><input type="checkbox"/> Letter from leader validating conference attendance and/or copy of material presented by applicant</li> <li><input type="checkbox"/> Copy of professional recognition award</li> <li><input type="checkbox"/> Letter from leader or organization verifying applicants' leadership and/or participation in community/ humanitarian service</li> </ul>
<b>Continuous Learning</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of completion of Elsevier skills (at least 6)</li> <li><input type="checkbox"/> Transcript or letter or letter from school showing completed credit hours for healthcare related course</li> <li><input type="checkbox"/> Certificate of completion of CEUs/contact hours (at least 6)</li> <li><input type="checkbox"/> Letter of participation in clinical research project from leader or research lead</li> </ul>
<b>Organizational Development</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of certificate Advanced Preceptor Concepts LMS and letter from leader</li> <li><input type="checkbox"/> Letter from leader validating applicant's participation in patient experience activity</li> <li><input type="checkbox"/> Employee Engagement- one of the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from leader validating applicants' participation as a department champion</li> <li><input type="checkbox"/> Letter from recruiter or event organizer validating applicant's participation in recruitment activities</li> <li><input type="checkbox"/> Letter from leader validating applicant's participation in retention activities</li> </ul> </li> <li><input type="checkbox"/> Letter from leader or Quality representative validating applicant's participation in performance improvement activities</li> <li><input type="checkbox"/> Certificate of completion from CORS LMS and validation form signed by CORS leader including dates of 2 conversations</li> <li><input type="checkbox"/> Letter from journal club leader validating applicant's participation or applicant may submit exemplar on how research article was incorporated into practice</li> <li><input type="checkbox"/> Leader of VUMC committee- must submit one of the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of attendance by copy of sign in sheets</li> <li><input type="checkbox"/> Letter from meeting Co-Chair or executive sponsor verifying applicant's leadership as chair or co-chair</li> </ul> </li> <li><input type="checkbox"/> Email from translation team verifying status as Certified Bilingual and share a brief story of TWO patient interaction (remove all patient identifying information) where bilingual skills were utilized.</li> <li><input type="checkbox"/> Letter from leader or Nursing Education Specialist validating MA's participation in creating the competency and as a competency champion</li> </ul>