

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

### MA III Renewal 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 complete the requirements for each category below for MA III.

Category	Validation Items
<b>Continuing Education Credits</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of completion of 12 CEU/contact hours</li> </ul>
<b>Professional Organization</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of certification/organizational membership</li> </ul>
<b>Organizational Development (Select Two)</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>
<b>Formal Letters of Professional Recommendation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of two letters</li> </ul>
<b>Professional Resume</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of resume with all required elements included</li> </ul>
<b>SMART Goals</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Type three SMART goal with all elements of goal included in Redcap Application</li> </ul>
<b>Patient Centered Stories</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Two typed patient centered story document. Applicant should not include any patient/family identifying information.</li> </ul>