MedStar Georgetown University Hospital
Clinical Practice Advancement Program Application FAQs

1. **What is the timeline of the clinical advancement program?**
   - **CLICK HERE** to view the entire CAP process**!**
2. **Am I eligible to apply?**
   - Must be a direct care RN who practices at MedStar Health on a full or part time (benefit eligible; non-exempt) basis, working for a minimum of 48 hours/pay period.
     - Job title must be Clinical Nurse
   - Applicants must be BSN prepared or higher to apply for level IV and those without a BSN must be enrolled in a BSN program to apply for level III
   - Must have a nation certification related to your specialty
3. **Where can I get the application?**
   - The application is on page 20 of the information packet or **CLICK HERE** for the application form directly.
4. **In addition to my application form, what else do I need to submit?**
   - Updated resume, 2 profession/career goals, proof of contact hours, proof of certification
5. **How many contact hours do I need and how do I submit proof of my contact hours?**
   - Clin III needs 20 contact hours and Clin IV needs 30 contact hours
   - Contact hour proof of completion may include certificate or transcript copies
6. **How many credit hours is equivalent to contact hours?**
   - 1 Credit=15 hours based on ANCC formula
7. **When can applications be submitted? When can final portfolios be submitted?**
   - Applications for advancement can be submitted year-round
   - Final portfolios can be submitted twice a year:
     - January 1st-31st
     - August 1st-31st
8. **How many people can I work on my project with?**
   - The size of the group is the manager's decision.
9. **Where do I submit my application?**
   - Submit to the CAP mailbox in the Nursing Administration office (1st floor, next to Nurse Recruitment)
10. **Once I apply, what next?**
    - You will hear from a CAP committee member via email in regards to your application status. Once your application is approved, you will receive additional portfolio resources. You will also receive the contact information for your CAP advisor. This individual will be available to you throughout the process and can assist you with any current/future questions you may have.
11. **What does my final portfolio have to include?**
    - Clinical Exemplar
    - Completed Project
    - Proof of Elements:
      - Clin III: 6 elements
      - Clin IV: 8 elements
      - Your Project will count towards one of your EBP/R elements
    - **CLICK HERE** to view the portfolio outline

It's how we treat people.

12. **This will be my first time applying. When can I submit my final portfolio?**
    - o Once your application has been approved, you may submit your portfolio during the next submission window. Maximum amount of time for completion is 2 years.
13. **How much money will I receive once my portfolio is accepted by the CAP committee? When will I receive it?**
    - o The CAP compensation award will now be a percentage-based premium increase and an applicant will receive the increase for 2 years after successful completion.
    - o Clin III: 5% premium increase
    - o Clin IV: 11% premium increase
14. **After I receive my compensation award, what next?**
    - o First, celebrate all your hard work!
    - o To continue to receive compensation award and to keep your clinical ladder status, you must reapply and submit a portfolio every 2 years.
15. **My question is not listed above. Who should I contact?**
    - o Contact any member of the Clinical Advancement Program Committee. You may also **CLICK HERE** to complete an electronic inquiry form.