Perioperative Services
Surgical Technologist
Advancement Process
The Advancement Process ST1 to ST2

- Advancement from a ST1 to an ST2 may happen once the ST1 reaches the 2 year mark.

- Surgical Technologist may advance from ST1 to ST2 if they meet the following criteria:
  - Two years of experience as an ST1
  - Hold current surgical technology certification
  - Last annual review score of 3.7 or greater
  - Must not be currently on performance improvement counseling
    
    
    "ST on performance improvement must demonstrate minimum of 6 months consistent performance, after performance improvement ends"

- Manager and candidate must meet to discuss advancement.

- There is no pay increase associated with advancement from a ST1 to a ST2.
The ST2 may advance to an ST3 by challenging the clinical ladder.

The process for advancing to an ST3 includes 4 phases:

1. Conversation with manager
2. The advancement evaluation package
3. Submitting the evaluation package
4. The review session
Phases of Advancement

- Candidates must meet the following criteria before challenging the clinical ladder:
  - 1 year of experience as an ST2
  - Hold current surgical technology certification
  - Last annual review score of 3.7 or greater
  - Must not be currently on performance improvement counseling

  *ST on performance improvement must demonstrate minimum of 6 months consistent performance, after performance improvement ends*

- If the ST2 meets the above criteria they may then submit a **Candidate Letter of Intent** to the manager.
Phases of Advancement

• The letter of intent is an official statement that the applicant wishes to challenge the clinical ladder.

• Managers will respond with one of the following actions:
  a. Manager may fully endorse applicant
  b. Manager may have additional questions for applicant
  c. Manager may not endorse applicant at the present time

*For responses “b” and “c” the manager and applicant should meet to develop an action plan for advancement success.*
Phases of Advancement

• The advancement evaluation tool must be completed by the manager, the candidate, and two peers.

• Each advancement evaluation tool will consist of 4 key elements.
  - Planning and Managing Care
  - Problem Solving
  - Communication and Collaboration
  - Continuous Learning (Self-Reporting Tool only)
**Phases of Advancement**

- For each tool the candidate will be scored using the following descriptors.

<table>
<thead>
<tr>
<th>Quality / Expertise</th>
<th>Effect on Team</th>
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<tbody>
<tr>
<td>a Does not perform</td>
<td>a Unaware or ignores standards and/or direction</td>
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<tr>
<td>b Performs inconsistently or not to standard</td>
<td>b Requires much direction</td>
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<tr>
<td>c Consistently competent = performing to standard consistently</td>
<td>c Requires some support = what would be expected of a new ST within their first year</td>
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<tr>
<td>d Consistently proficient = model performance exceeding standard with big picture view</td>
<td>d Performs independently</td>
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<tr>
<td>e Consistently an expert = exceptional, masterful performance, specialist</td>
<td>e Role model &amp; resource to others (beyond precepting) = A positive example for others to try to meet; demonstrates knowledge &amp; expertise that others recognize and go to (outside the preceptor relationship), personal behavior demonstrates interest in sharing knowledge/expertise with others</td>
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Benner’s definitions for above descriptors:

- **Competent** = uses experience-based practical knowledge to apply this criteria appropriately and efficiently while mindful of goals
- **Proficient** = has achieved a global “big picture” perspective, attends to total situation, proactive
- **Expert** = highly skilled performance intuitively knowing what to do and expected results
- **Initiates informal coaching 1:1 with others (beyond precepting)** = Takes opportunities to share expertise with the intention of facilitating other’s professional development
  - Isn’t waiting until asked (resource), sees a situation and spontaneously coaches
  - Not telling how, but uses questions, etc. to prompt critical thinking
  - Random, and persons and topics vary
- **Facilitates improved group practice** = beyond 1:1 individual coaching, does something to improve the practice group’s performance:
  - In-service
  - Poster, posting, group email
  - Develop or update a standard, protocol, etc.
  - Debrief a critical incident for the benefit of the group present
- **Formally mentors individuals &/or groups by mutual agreement** =
  - **Individual**
    - Active, personal relationship by mutual agreement focused on specific personal &/or professional goals
  - **Group**
    - Commits to perform an operational or clinical activity or service for a group or practice area, e.g. competency training, review of policies, pathways, area super-user, etc.
Phases of Advancement

- Manager reviews all completed evaluations and debriefs peers who provided feedback.

- Once the manager has insured eligibility the candidate will be given five interview questions to prepare for the Review Session.

- The interview question will be based on the Vanderbilt Pillar Goals.
  - People
  - Service
  - Quality
  - Growth and Finance
  - Innovation
Phases of Advancement

• Once all of the tools have been completed and submitted to the manager for review and peers have been debriefed, candidates are ready to submit their package to the review committee.

• The evaluation package must consist of the following for submission:
  1. Manager Tool
  2. Self Tool
  3. Peer Tools
  4. Pillar Based Interview Questions
Phases of Advancement

• All submitted materials will be reviewed by the advancement committee.

• The candidate will be notified of the outcome of the application package.

• Once the candidate’s packet has been reviewed and the committee has approved advancement, the candidate may receive a $1.10 hr. pay increase.

• If the candidate is not approved for advancement by the committee:
  - candidate will receive a written summary of the committees reason for not approving advancement
  - manager and candidate must meet and discuss an action plan to resolve deficiencies