



RISE-UP

Rewarding Internal Success to Encourage Upwards Progression

CRMC wishes to enhance, recognize and reward professional development among our star caregivers with our Career Development Ladder Program. Simply, document your efforts: Be the caregiver who goes the extra mile, a resource for co-workers, Rise-Up to be a positive influence for the community, all while you are climbing the Career Ladder.

You may be eligible for a monetary compensation! The program is structured with checklists for you to complete in a 12-month timeframe. The compensation depends on years of service and completion of an eligible checklist.



Meet new people, form new friendships, and have fun climbing up your career ladder!



Apply today – it's easy to join!

Just apply by filling out a Letter of Intent that can be found at www.coffeeregional.org/for-employees-physicians/, on the Public (:S) Drive, or from your department manager and begin your journey. There will be opportunity to enter program each December. If you have questions please contact Teri Hepburn at Ext: 5607

**** Letter of intent due by Dec 15th ****

**COFFEE REGIONAL MEDICAL CENTER
CAREER DEVELOPMENT LADDER PROGRAM
LETTER OF INTENT
Due December 15th for January 1st program enrollment.**

Employee Name:	
Employee Badge #:	
Employee Email Address (work and/or home) and/or Cell Phone # you wish to be contacted at:	
T-Shirt Size:	<input type="checkbox"/> Small <input type="checkbox"/> 1X-Large <input type="checkbox"/> Other: <input type="checkbox"/> Medium <input type="checkbox"/> 2X-Large <input type="checkbox"/> Large <input type="checkbox"/> 3X-Large
Career Development Ladder Program Entry Level Applying For:	<input type="checkbox"/> Rising Star <input type="checkbox"/> Shooting Star <input type="checkbox"/> Super Star
Repeating Level:	<input type="checkbox"/> No <input type="checkbox"/> Yes # of years repeating at same level:
Review Month / Year:	(Month) (year)
Note: The review date must be a minimum of one (1) year from application.	
Employee Status:	<input type="checkbox"/> Full-Time (working 36 or > hours per week) <input type="checkbox"/> Part-Time # hours: <input type="checkbox"/> PRN (averaging 1000 hours a year)
Date of Employment at CRMC:	
Years of Experience at CRMC:	
RESUME MUST BE ATTACHED IN ORDER FOR LETTER OF INTENT TO BE ACCEPTED.	
Employee Signature:	
Department:	
Number of Departmental Inservice Hours Required:	
Department Manager Signature:	
Date Submitted:	

**Note: Forward your Letter of Intent/Resume to
Traci Matson, Patient Care Services, Ext. # 5613 Traci.Matson@CoffeeRegional.org**

RISE-UP CDL : Frequently Asked Questions

1. What is Career Development Ladder?

- The CDL (RISE UP) program is an excellent way to get involved with our organization beyond your day-to-day job duties. Additionally, it will allow you to earn extra money while making a difference in our community and at CRMC. The Career Development Ladder is a program at Coffee Regional Medical Center designed to provide a means by which the CRMC team may achieve recognition and advancement with monetary reward. This is a way CRMC can reward longevity and support the retention of all of our caregivers.

2. Who can join this program?

- Anyone employed at CRMC can join that meets the requirements. (Employed over 6 months, Full-time, Part-time, or PRN working an average of 1000 hours per year)

3. How do I join?

- Fill out a **Letter of Intent** and turn it into your department manager.

4. Where do I get a Letter of Intent form?

- You can print it off the CRMC website (www.coffeeregional.org/for-employees-physicians/), you'll see at the bottom of the web page a link for Rise-Up Letter of Intent.
- Find it located on the Public (:S) drive on your CRMC computer in the 'Career Development Ladder Program'

5. If I haven't been here for over 6 months, do I have to wait a whole year to apply?

- Yes- The program begins in JANUARY every year

6. How long is each program?

- Each program is 12 months.

7. If I've been a nurse at another facility for over 10 years, can I start at the Super Star level?

- Unfortunately, no. Your years of service have to be served at CRMC. In this case, you would have to start at the Rising Star level if you've been employed at CRMC for over 6 months.

8. What if I worked at CRMC for over 10 years, but quit and came back. Can I still go straight to the Super Star level?

- No. Your years of service start over from the most recent hire date.

RISE-UP CDL : FAQ's continued

9. If I've worked at CRMC for over 3 years, do I have to start at the Shooting Star level or can I start at the beginning?

- You always have the opportunity to start at a lower level and work your way up. If you'd like to start this year at the Rising Star level, you can do that.

10. How do I get a list of the different Volunteer Activities I can do?

- Please refer to the packet you receive when you are accepted into the program. There is a list of programs you can volunteer for. This is also listed on the (:S) Drive mentioned above. If you do not see a program you'd like to volunteer for on the list, please bring the name of the Volunteer program to a Career Development Ladder Board Member for review and approval.

11. Who is a Career Development Ladder Board Member?

The RISE-UP CDL Board as of 12/15/21:

- | | | |
|---------------------------------|-------------------------------|-----------------|
| ● Chairperson -
Teri Hepburn | ● Lisa Brandes
(MacKenzie) | ● Karla Chaney |
| ● Sarah Brown | ● Bridgett Courson | ● Mona Moore |
| ● Alisha Cross | ● Kelly Basile | ● Tonia Carver |
| | | ● Danny McCarty |

12. Who do I turn my Letter of Intent in to?

- Once you complete your Letter of Intent, have your Department Manager sign off on it and submit it to Traci Matson in Patient Care Services.
- Submit form and resume

13. Will I be given a notebook or do I have to buy my own?

- You will be responsible for providing your own notebook. Additionally, you will be responsible for keeping your notebooks up to date and completed by the deadline with all required documentation. Board members and/or CRMC are not responsible for any lost or damaged notebooks so, please, be sure to keep them in a safe place. A notebook check will be available midway through the program and board members will be available for any questions you have throughout the program.

CAREER DEVELOPMENT LADDER REQUIREMENTS

FYI:

You must have complete dates (m/d/y) on all hours (in-service and volunteer), QM functions, policies & procedures, classes, etc.

Payroll deduction donations to TEAM CRMC can't be perceived as being a member of a Team/Committee.

Packets are due on the deadline date – NO EXCEPTIONS.

You must be up to date on all required training/education (ex. annual education modules) to be eligible for incentives.

Levels	Requirements	Pay	
Rising Star	<ul style="list-style-type: none"> ● 6 months+ to 3 years at CRMC of work-related experience ● Participate/assist in one (1) Quality Management function ● Assist/teach two (2) classes to peers 	<ul style="list-style-type: none"> ● Inservice hours (above required department hours): <ul style="list-style-type: none"> – 1st year – 10 hours – 2nd year – 15 hours – 3rd year – 20 hours ● Volunteer hours (community/ CRMC combined): <ul style="list-style-type: none"> – 1st year – 20 hours – 2nd year – 25 hours – 3rd year – 30 hours <p>You must have defined roles for volunteer hours worked. Take photos if at all possible. A max of 1 hour per event for salaried individuals will be given for company events such as picnics held during the workday. For hourly employees, you cannot be on the clock and receive volunteer hours, please clock-out to work these events. Additionally, due to Labor Laws, you can't get credit for volunteer hours for work done at the hospital that already has a paying employee position doing that work (i.e., filing, cleaning, etc.). Get your CRMC Volunteer Badge.</p>	1 st year - \$700 2 nd year - \$800 3 rd year - \$900
Shooting Star	<ul style="list-style-type: none"> ● 3+ to 6 years at CRMC of work-related experience ● Perform four (4) Quality Management functions ● Teach two (2) classes to peers ● Teach one (1) class house-wide ● Serve on one (1) hospital or unit committee/team ● Review/revise four (4) policies and procedures ● Professional Organization <ul style="list-style-type: none"> – If available: <ul style="list-style-type: none"> ▪ Must be an active participant for at least the previous six months ▪ Must have some type of participation certification – If <u>NOT</u> available, one of the following can be used, <u>but must be preapproved by the Career Development Ladder Board prior to doing:</u> <ul style="list-style-type: none"> ★ Be an active member of a Customer Service Excellence Team or Project ★ Perform two (2) additional QM-PI functions 	<ul style="list-style-type: none"> ● Inservice hours (above required department hours): <ul style="list-style-type: none"> – 1st year – 15 hours – 2nd year – 20 hours – 3rd year – 25 hours ● Volunteer hours (community/ CRMC combined): <ul style="list-style-type: none"> – 1st year – 30 hours – 2nd year – 35 hours – 3rd year – 40 hours <p>You must have defined roles for volunteer hours worked. Take photos if at all possible. A max of 1 hour per event for salaried individuals will be given for company events such as picnics held during the workday. For hourly employees, you cannot be on the clock and receive volunteer hours, please clock-out to work these events. ***Continued on next page***</p>	1 st year - \$1,000 2 nd year - \$1,100 3 rd year - \$1,200

	<ul style="list-style-type: none"> ★ Perform five (5) additional volunteer hours more than required (these must be Customer Service related) ★ Employee Forums – help in setting up, getting information ready, etc. ● Preceptor/Mentor 	<p>Additionally, due to Labor Laws, you can't get credit for volunteer hours for work done at the hospital that already has a paying employee position doing that work (i.e., filing, cleaning, etc.). Get your CRMC Volunteer Badge.</p>	
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Levels	Requirements	Pay
Super Star	<ul style="list-style-type: none"> ● 6+ years at CRMC of work-related experience ● Perform eight (8) Quality Management functions ● Teach two (2) classes to peers ● Teach two (2) classes house-wide ● Serve on two (2) hospital or unit committees/teams ● Participate in Skills/Safety Fair ● Review/revise a minimum of eight (8) policies and procedures ● Advanced degree/certification ● Professional Organization <ul style="list-style-type: none"> – If available: <ul style="list-style-type: none"> ▪ Must be an active participant for at least the previous six months ▪ Must have some type of participation certification – If NOT available, one of the following can be used, but must be preapproved by the Career Development Ladder Board prior to doing: <ul style="list-style-type: none"> ★ Be an active member of a Customer Service Excellence Team or Project ★ Perform two (2) additional QM-PI functions ★ Perform five (5) additional volunteer hours more than required (these must be Customer Service related) ★ Employee Forums – help in setting up, getting information ready, etc. ● Preceptor/Mentor ● Chair one (1) committee/team or special project ● Write one (1) newspaper/newsletter article ● 4th or more year (must include one (1) of the following: <ul style="list-style-type: none"> – Obtain personal specific/ measurable goal, e.g., weight loss, stop smoking, improvement of risk factors for: cardiovascular, diabetes, stroke, osteoporosis. – Mentor a student in your profession. – Recruit new Career Development Ladder participant. 	<p>1st year - \$1,300 2nd year - \$1,400 3rd year - \$1,500 4th or more year – \$1,600</p> <p>You must have defined roles for volunteer hours worked. Take photos if at all possible. A max of 1 hour per event for salaried individuals will be given for company events such as picnics held during the workday. For hourly employees, you cannot be on the clock and receive volunteer hours, please clock-out to work these events. Additionally, due to Labor Laws, you can't get credit for volunteer hours for work done at the hospital that already has a paying employee position doing that work (i.e., filing, cleaning, etc.). Get your CRMC Volunteer Badge.</p>

CRMC CAREER DEVELOPMENT LADDER APPROVED VOLUNTEER ACTIVITIES

(Rev. 12/01/21)

The following is a listing of approved volunteer activities. **Exceptions to these must be approved by the Career Development Ladder Board. Special requests are welcomed and may be presented to any Career Development Ladder Board Member for review.** The Career Development Ladder Board meets periodically. Please promote our facility by wearing CRMC recognition badge buddies and tee-shirt during these activities.

You must have defined roles for volunteer hours worked. Take photos if at all possible. **A max of 1 hour per event for salaried individuals will be given for company events such as picnics held during the workday. For hourly employees, you cannot be on the clock and receive volunteer hours, please clock out to work these events.** Additionally, due to Labor Laws, you can't get credit for volunteer hours for work done at the hospital that already has a paying employee position doing that work (i.e., filing, cleaning, etc.). Get your CRMC Volunteer Badge.

Half of your volunteer hours MUST come from these top 10 volunteer activities:

- *CRMC Campus Clean-Up
- *CRMC DCON Training Team
- *CRMC Health and Fitness Fair
- *CRMC Heart 2 Heart Run
- *CRMC Light Up A Life
- *CRMC Recognition Events/Planning and Preparation
 - Doctors' Day, Daisy Award Ceremony, Service Awards, Staff Lunches/Picnics, Christmas Breakfast, Ice Cream Social, Special Projects, Auxilian Christmas meal & Awards Banquet, etc.
- *CRMC Skills & Safety Fairs
- *CRMC Sponsored screenings -Prostate, Breast (Mind Your Mammars), Sports Physicals, etc.
- *CRMC Senior Leadership Team Projects
- *Coffee County Open Arms Clinic
- *CRMC Christmas Parade Participation

You can choose from the remaining volunteer activities for the other half of your required volunteer hours:

"Adopt A Mile" Pick-up Trash Detail
Advisory Board/Support Group Member for Health Care,
Local Schools or Agencies - Technical Schools, SGSC,
Coffee High, Coffee Middle, CCA, Home Care, Child
Safety Seats, etc.
Boys and Girls Club of Coffee County
Called to Care of Coffee County
Childhood Cancer Awareness Group of Coffee County
Events
Coffee County Food Bank Volunteer
(coffeecountyfoodbank.org)
CRMC Job Fairs
CRMC Christmas Toy/Food Drive/Shop with a Cop
CRMC Department Safety Rounds
CRMC Sponsored Support Groups
CRMC Sponsored Events that require volunteers/off the
clock hours
Cystic Fibrosis Foundation
School/Health Related Programs, Teen Maze
Social & Civic Club Participation & Sales (Beta Sigma, Lions Club, Rotary Club etc)

Diabetes Support Group
Disaster Relief for Coffee County
Habitat for Humanity (only if CRMC sponsored)
Health/Career Occupations Class at local Schools
The HOPE Center
Hospice Memorial Service, Volunteer Activities and
Training
Hurricane Disasters - Build, repair houses, etc., Feed
victims, Transport goods
March of Dimes
Martin Centre events
National Night Out Against Crime
Night to Shine
Oncology Support Group
OneBlood Blood Donation
Passionately Pink
Coffee General State Park Volunteer Needs
Salvation Army - Bell Ringing

Career Development Ladder Board Members 2022

Teri Hepburn (Chair), Kelly Basile, Lisa Brandes (Mackenzie), Sarah Brown, Tonia Carver, Karla Chaney, Bridgett Courson, Alisha Cross, Danny McCarty, Mona Moore, Allison Norris.