

Exhibit OO4.h

4. **Self-evaluation** - the self-evaluation should include evidence that supports the behaviors of the level to which the APN seeks to advance. Also, a summary of outcomes achieved in the APN's current advanced practice role, identification of the previous years' goals and how they were addressed, and identification of current goals should all be included. Include your current APN Outcomes Assessment using the following template:
<http://www.healthsystem.virginia.edu/pub/pnsso/intranet/careerladder/apnladder/outcomes-template-draft.doc/view>
5. **Performance appraisal** – a copy of the most recent performance appraisal, printed from the [Employee Self-Serve](#) system. (Performance Evaluations do not require a hand-signature, but you should ensure the copy you obtain from the Employee Self-Serve is listed as "Status: Completed & Approval: Approved" which means your manager has officially authorized it. There is a printer icon as you view it in Employee Self-Serve; this opens a PDF version. Instead of printing and re-scanning, you can just Save As to your normal file storage location, and then upload it along with your other portfolio documents.)
6. **Medical Center Director/Administrator letter of support** - This letter should support the ability of the clinician to meet the behaviors of the role to which the APN seeks to advance, and detail the clinician's success in attaining the outcomes expectations negotiated for their current advanced practice role. The letter should provide specific examples which demonstrate the candidate's clinical skills, leadership, and professional development. The letter must be recent (within the past 3 months), dated, and hand-signed (a typed signature is not acceptable).⁵
7. **Peer Reviews** – Three (3) peer reviews must be completed for the portfolio. Peer review by APN colleagues and interdisciplinary peer review is encouraged. The peer reviews must be recent (within the past 3 months) and should be written in narrative format. All peer reviews should be shared with the applicant and then included for submission with the portfolio. All peer reviews must be dated and hand-signed (a typed signature is not acceptable)⁵.
8. **Narrative Anecdotes (Exemplars)** - Two (2) narratives are required which describe situations in which the applicant provided care consistent with the level being challenged. One narrative MUST be clinically focused; the other may demonstrate another area of practice. The situations described must have occurred within the last 12 months.

STEP 3: Make sure you have an electronic version of each of your portfolio components, so that you can submit them electronically. Most items you will have created electronically yourself, such as your Cover Letter, CV, Self-Evaluation, and Exemplars. Some items, such as your Performance Appraisal, can be downloaded and saved to your F:/ drive as a PDF. If you do not have an electronic copy of a component – or to preserve the hand-signature on a hard copy – use a scanner to create a PDF of those components [[The HS Library and PNSO Office \(McKim 2099\) have scanners available; if you require assistance, please plan ahead of the deadline day, as scanner traffic can be very heavy on that date](#)]. Be sure to retain a backup copy of each file, for your records.

STEP 4: Submit your portfolio to the PNSO Support Office by 5 p.m. on the due date by uploading all of the components listed on the Checklist into this web-based form.

<https://www.healthsystem.virginia.edu/pnsso-careerladder/index.cfm>

Detailed instructions for the web-based form are available here:

http://www.healthsystem.virginia.edu/pub/pnsso/intranet/careerladder/portfolio-submission-webform/folder_contents

STEP 5: The portfolio is reviewed by the Panel.

Small teams of APN Panel members screen portfolios to see if they minimally meet APN behaviors at the level being challenged. Once this takes place, your web-based portfolio record will be updated to show that the APN Panel is reviewing your materials; you will receive an email notice that your web-

⁵ Hand-signatures are required on Peer Reviews and Letters of Support, which usually means they must be scanned to PDF to retain the signature, before you can upload the document as part of your electronic portfolio. The HS Library and PNSO Office (McKim 2099) have scanners available; if you require assistance, please plan ahead of the deadline day, as scanner traffic can be very heavy on that date.

