

Exhibit SE5.b

Committee/Task Group Name: \_\_ Career Growth

Action Plan Author: \_\_ Stefanie Siebeking

Today's Date: 5/16/2014

Problem: Continuing Education (formal) for staff					
Goal: Promoting continuing education (formal) to the staff nurses					
Action Steps	Resources	Measures of Implementation (Outputs)	Owner	Deadline	Communication Plan
<i>What steps must be taken to implement our goal?</i>	<i>What specific supports are needed to implement this action step?</i>	<i>How will readers of the plan know the action step or strategy is fully realized or carried out?</i>	<i>Who is most closely responsible and accountable for taking each action step?</i>	<i>By when will the step be completed?</i>	<i>How will the actions be communicated to stakeholders?</i>
Host 2 fairs during the year to promote formal education for nurses (RN-BSN, MSN, PhD) as well as staff wanting to become nurses (RN programs)				June for unlicensed to RN Sept for RN-BSN, MSN, PhD	
Email Mimi Tornrose about possible dates for education fair during CNA week			Stefanie Siebeking	Completed 3/11/14 Awaiting possible dates	
Need volunteers to staff the fair, answer questions, setup, clean up, etc.	Create a doodle to identify available volunteers and times		Sue Strack 4-8 pm Robin Passantino 4-8 pm Stefanie Siebeking 4-8 pm Karin Roberts 4-8 pm Jacqueline Roper 4-6 pm	Completed 5/1/14	
Create a sign up document for volunteers (Doodle, google doc)				Completed 4/10/14	
Contact information for the representatives from nursing	Kathy will supply a list of contact information		Kathy Haugh	Completed 3/11/14	email

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schools					
Contact representatives from the area colleges & universities with nursing programs			Kathy Haugh (UVA, PVCC, Germanna) Robin Passantino (ODU, J. Sarg, BRCC) Stefanie Siebeking (VCU, EMU, John Tyler)	Completed 4/24/14	email
Contact nursing school representatives regarding the new time and date changes			Kathy Haugh Robin Passantino	Completed 5/13	
Advertising hospital wide (flyers, email, PNSO newsletter, etc.)			Mike Miller	Prior to event	Email to managers and PCA, flyer given at awards ceremony
Investigate if UVA will hire internally if someone graduates with an ADN					
Create a volunteer list for ice cream social/education fair			Stefanie Siebeking	5/16	Email to previous taskforce volunteers
Investigate if UVA School of Nursing has a brochure describing their program, requirements, time,			Stefanie Siebeking	5/16	Emailed Kathy Haugh