

DANBURY HOSPITAL
CLINICAL LADDER APPEALS COMMITTEE
CLINICAL LADDER APPEALS PROCESS

1. Manager and RN meet for Mid-year and Annual review. At each meeting, it is the responsibility of the RN to question any areas of concern and to be fully aware of the point system and current standing in the Clinical Ladder system. Both manager and RN need to provide and maintain anecdotal documents if there is any question of disagreement with the scoring at the mid-year or annual review. An action plan should be completed at the mid-year review by the RN and Manager to designate actions needing to be taken prior to the annual review to maintain current level, or to advance to next level if that is desired by the RN.
2. Only an annual review can be appealed. Mid-year reviews are not subject to appeal.
3. If the RN does not agree with the review, he/she must file an appeal with the manager within 20 working days of the review (Step 1).
4. At the time of the appeals filing, each party must make available anecdotal documents to the other party.
5. These anecdotal documents are also made available to the Nursing Education Specialist, who reviews all documentation and puts in writing his/her findings/conclusions.
6. Within 10 working days of the filing, the Nursing Education Specialist, the Manager, and the RN meet to discuss the findings. The RN may bring an observer of his/her choice. This observer may not actively participate in the meeting.
7. If there is still disagreement, the RN has 10 working days to file for Step 2 appeal. The Appeals Form is presented to the Chief Nursing Officer.
8. The members of the appeals panel are chosen from the Appeals Committee as follows:
 - a. The RN chooses an RN from the Committee
 - b. The RN chooses two from the following list:
 - Manger
 - Assistant Manager
 - Nursing Education Specialist
 - c. Facilitator to be chosen from among the three panel members by the panel members. Role of the facilitator is to assure time frames are met, meetings are organized, and fairness is observed for both parties.
9. No Appeals Committee member can be from the RN's unit.
10. The Manager and the RN will submit to the Chief Nursing Officer a brief (2 page) written presentation 3 working days in advance of the meeting. This will be distributed to the panel members by the facilitator.
11. The final appeals meeting will occur within 10 working days of the filing for Step 2. At that time, the RN and Manager will appear before the panel. Both (order to be determined by RN) will give a verbal presentation not to exceed 30 minutes stating the facts relating to the review. Each party will then be given a brief period, not to exceed 15 minutes, to rebut the information stated by the other party. The panel will be able to ask questions of either party. New complaints may not be raised by either party that were not raised at Step 1. All parties remain in the room for the entire time.
12. The Appeals Panel will immediately discuss the information in a closed session and make a decision by vote. The decision will be placed in writing and presented to the RN and the Manager by the facilitator within 5 working days of the meeting.
13. The decision of the panel is final and binding

DANBURY HOSPITAL
CLINICAL LADDER PROGRAM
APPEALS FORM

NAME _____ UNIT _____

DATE OF EVALUATION CONFERENCE _____

REASON FOR APPEAL _____

RN SIGNATURE _____ DATE _____

NOTE: SEE CLINICAL LADDER APPEALS PROCESS FOR FULL INSTRUCTIONS

STEP 1: RN completes above section and submits to Manager within 20 working days of evaluation conference.

DATE SUBMITTED: _____

A. Independent review by Nurse Education Specialist (NES)

Name of NES: _____

Manager and RN must submit all anecdotal documentation for review.

B. NES Conclusions/Findings: _____

C. Appeals Conference (within 10 working days of appeal) with Manager, RN and NES

Date: _____ Time: _____ Place: _____

Conclusion/Findings: _____

RN NAME: _____

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APPEALS FORM**

STEP 2: If appeal is not settled to the satisfaction of the RN:

- A. RN may submit the Appeals form to the Chief Nursing Officer within 10 working days of the Appeals Conference.
Appeals Committee to consist of:
 - one RN from the committee listing of the RN's choice and
 - two Manager/Assistant Manager/NES from the committee listing of the RN's choice.No member of the Appeals Committee may be from the same unit as the appealing RN.
- B. Both the RN and the Manager must submit a brief (2 pages or less) written presentation of their case to the Appeals Panel members 3 working days prior to the final meeting.
- C. The final meeting must occur within 10 working days of the written notice of Step 2.

APPEAL TO CLINICAL LADDER APPEALS COMMITTEE: Date of Appeal: _____

REASON FOR APPEAL: _____

RN Signature: _____

PANEL MEMBERS: FACILITATOR: _____
Name/Title

Name/Title

Name/Title

Conclusion of the Appeals Committee: (final and binding): _____

SIGNATURES: _____ Facilitator

