Augusta Health
Registered Nurse
Professional Development Program

Roadmap Supporting Documentation Template

****One Category per Sheet****

- ☐ Transformational Leadership
- ☐ **Structural Empowerment**
- ☐ Exemplary Professional Practice
- ☐ New Knowledge, Innovation, & Improvements

Description/Details of Activity:

- **Certification Exam Construction, ABPANC**
- **Item Review of Potential Questions for Certification Exams, ABPANC**
- **Role Delineation Study, ABPANC**
- **COVID Vaccination Clinic, AH**
- **Education for Process Changes Related to COVID**
- **Education for Staff on Pain Scripting PI Project**
- **Skills Fair Instructor**

Dates of Meetings/Involvement:

- **See AH NPDP Supporting Documentation Log for evidence of dates**

Clinician Signature: Charlotte Maiden Date 10/19/21

Supporting Signature: Emily Wyant, RN Date 10/18/21

(Must be someone in leadership role or in attendance at the activity/event to verify your involvement)

Augusta Health
Registered Nurse
Professional Development Program

Supporting Documentation Log

****One Category per Sheet****

- ☐ Transformational Leaders
- ☐ **Structural Empowerment**
- ☐ Exemplary Professional Practice
- ☐ New Knowledge, Innovation, & Improvements

Date	***Time (Total Hours)***	***Activity or Event Name***	***Name of student / new team member***	***Activity description / Topics discussed***	***Validation Signature**** *(see pg. 2)*
January 21-23,2021	20 hours for a 3 day meeting	Certification Exam Construction, ABPANC		Finalized Spring and Fall Certification exam for CAPA	
September 9-11, 2021	20 hours for a 3 day meeting	Item Review of potential questions for exams		Reviewed submitted questions to potentially appear on future certification exams	
May 15 and 22, 2021	8 hours total for 2 day meetings	Role Delineation Study, ABPANC		Update certification exam specifications	
September 30-October 1, 2021	10 hours total for 2 day meetings	Role Delineation Study, ABPANC, completed exam specifications documents		Finalized each knowledge and task statement for appropriateness for future exams	
December 18, 2020-January 10, 2021	21 hours	COVID vaccination clinic for Augusta Health Employees		Vaccinations for AH employees	
December 18, 2020	30 minutes	Process changes related to COVID for PAT staff		Updates and education for PAT phone call nurses	
April, 2021	30 minutes	Pain Scripting		During staff meeting provided information on planned PI project	
October 26, 2020	9 hours (3 sessions)	Skills Fair Instructor		Required competency education	

Clinician Name: Charlotte Maiden Date: 10/19/21

Clinician Signature: Charlotte Maiden Date: 10/19/21

VALIDATION SIGNATURE PAGE

Structural Empowerment

**Validation signatures must be someone in leadership role or in attendance at the activity/event to verify your involvement in the stated hours on the Supporting Documentation Log*

Activity / Event Name: **ECC, Item Writing** **Date: 1/21-23/21, 9/9-11/21**

Validation Signature: BC Date: 10/22/21

Activity / Event Name: **Role Delineation Study** **Date: 5/15/21, 5/22/21, 9/30-10/1/21**

Validation Signature: BC Date: 10/22/21

Activity / Event Name: **AH Occupational Vaccinator** **Date: 12/18/20-1/10/21**

Validation Signature: BC Date: 10/22/21

Activity / Event Name: **COVID Education for PAT** **Date: 12/18/20**

Validation Signature: BC Date: 10/22/21

Activity / Event Name: **Pain Scripting Education** **Date: 4/21/21**

Validation Signature: BC Date: 10/22/21

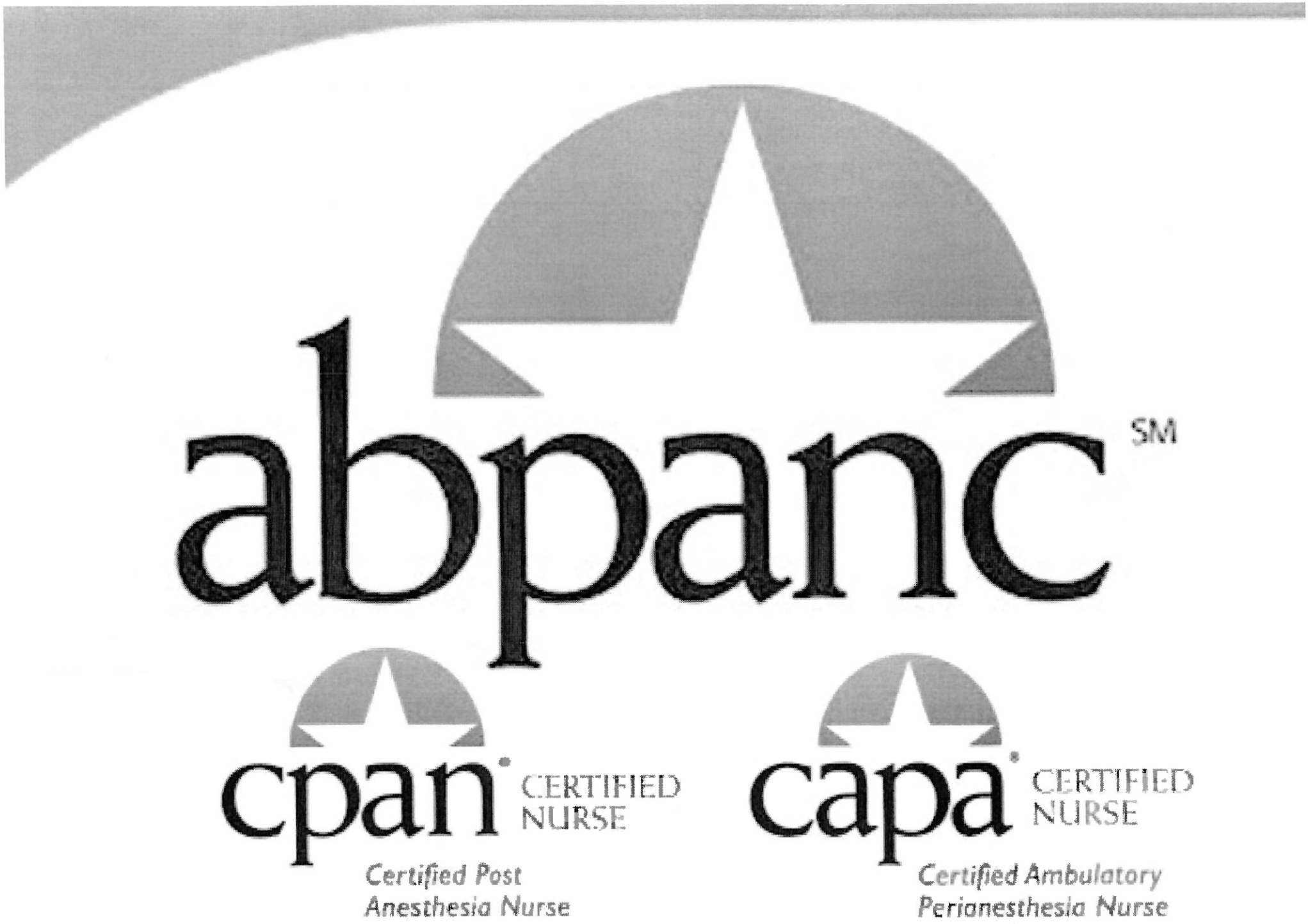
Activity / Event Name: **Skills Fair Instructor** **Date: 10/26/20**

Validation Signature: Emily Wyant, RN Date: 10/18/21

Activity / Event Name: _____ Date: _____

Validation Signature: _____ Date: _____

Each activity from log on pg. 1 should have a corresponding signature for validation


abpanc SM
cpan CERTIFIED NURSE
Certified Post Anesthesia Nurse
capa CERTIFIED NURSE
Certified Ambulatory Perianesthesia Nurse

To who it may concern;

I am writing this letter to confirm that Charlotte Maiden is an active member and participant on the Exam Construct Committee, a committee working on behalf of the American Board of Perianesthesia Nursing Certification, Inc (ABPANC).

ABPANC is a national organization, drawing expertise from across the nation. Charlotte is not only a member of the ECC, but she is the Chair of the CAPA exam construction. Charlotte's role as the Chair of the CAPA exam construction team is critical to the success of the examination development. She is a valued and highly respected member of the team.

Charlotte and I have attended all three of the past ECC meetings, working closely to create and validate the CAPA and CPAN certification exams for perianesthesia nursing. The meetings were held January 21-24, 2021 and she will be participating in the upcoming September 9-11, 2021 meeting.

She also participated in the ABPANC role delineation study conducted May 15 and 22, 2021 as well as September 30 and October 1, 2021.

Sincerely,

Kathleen Lombardo MS, RN, AOCNS, CAPA
Clinical Nurse Specialist
APBANC Board Liaison

Augusta HEALTH

Volunteer—COVID Vaccinations

- December 18, 2020—1800 to 2100 (3 hours)
- December 21, 2020—0600 to 1100 (5 hours)
- December 22, 2020—1800 to 2100 (3 hours)
- December 28, 2020—1800 to 1900 (1 hour)
- January 3, 2021—1500 to 1600 (1 hour)
- January 6, 2021—0600 to 1100 (5 hours)
- January 10, 2021—1500 to 1900 (3 hours)

Signature: Julia Sim Date: 8-16-21

Applicant Signature: _____

On Tuesday, April 20, 2021, 9:15 PM, Lynn Nolan <lynn.nolan3@gmail.com> wrote:

Hello Charlotte,

Thank you so much for your continued desire to continue on as the Exam Construction Committee Co-Chair. We are honored to have you continue as part of our team. Your second term officially begins on **July 1, 2021**. We appreciate your continued dedication to ABPANC and certification!

Please let me know if you have any questions or concerns. We appreciate your time and talents and know that you will bring leadership and insights to our organization in the future.

Best,
Lynn

Lynn M Nolan MSN RN CAPA CPAN NEA-BC

President Board of Directors

American Board of Perianesthesia Nursing Certification, Inc.

Augusta HEALTH

Provide Unit Education:

- Pain Scripting at Virtual Unit Staff Meeting

Clinician Signature: Charlotte Maiden

Date: 10/22/21

April Staff meeting attendance

Department Staff Management

Employee	Permissions	Title	Category	Group
		RN		B
Arehart, Kristin	RN-C, RN-Pre, RN-P2, RN-TL, RN-PACU	RN	FMLA	C
Bolt, Stephanie	RN-C, RN-Pre, RN-P2	RN	present	C
Burford, McKenna	RN-CAT, RN-Pre, RN-P2, RN-PAT		present	C
Burhyte, Ashley	PCT	PCT	sick	D
Campbell, Brooke	Manager	RN		
Cason, Brooke	RN-CAT, RN-Pre, RN-P2, RN-PAT			A
Collier, Marissa	RN-CAT, RN-Pre, RN-P2, RN-PACU, OC	RN		C
Craddock, Shawn	Manager			C
DeMonico, Christine	RN-CAT, RN-Pre, RN-P2, RN-PAT, RN-PACU, Ort, OC	RN	present	C
Flint, Pamela	RN-CAT, RN-Pre, RN-P2, RN-PAT, RN-PACU	RN	present	A
Gabler, Susan				
Gregory, Elizabeth		RN		D
Groah, Chrissey	PCT	PCT	present	D
Guthrie, Holly	Manager			
Hall, Emily	RN-C, RN-CAT, RN-Pre, RN-TL, RN-PACU	RN	present	B
Hoover, Cynthia	RN-Pre, RN-PAT, RN-TL, RN-PACU	RN		D
Hoy, Bethany	RN-C, RN-Pre, RN-P2, RN-PAT, RN-PACU	RN	present	A
Hupman, Michelle	RN-CAT, RN-Pre, RN-P2, RN-PAT, RN-PACU	RN	present	B
Jones, Sue	RN-P2, RN-PAT, RN-TL, RN-PACU, OC	RN		C
Konopka, Krystal	RN-CAT, RN-Pre, RN-P2, RN-PACU	RN		A
Laser, Susan	RN-Pre, RN-P2	RN	present	D
Lyons, Holly	RN-C, RN-CAT, RN-Pre, RN-P2	RN	present	C
Maiden, Charlotte	RN-Pre, RN-PAT, RN-TL, RN-PACU, OC	RN	present	B
Marcum, Tylar	RN-CAT, RN-Pre, RN-P2, RN-PAT, RN-PACU, OC	RN	present	B
May, Lauren	RN-CAT, RN-Pre, RN-P2, RN-PAT	RN	present	A
Merritt, Carolyn	RN-Pre, RN-P2, RN-PAT, RN-PACU, Ort, OC	RN	present	D
Miller, April	RN-C, RN-CAT, RN-Pre, RN-P2, RN-PAT, RN-PACU, OC	RN	present	A
Nawrocki, Katrina	CS	CS		D
Patterson, Lena				
Rogan, Christine	RN-P2, RN-PACU, OC	RN	present	D
Root, Joseph	RN-CAT, RN-Pre, RN-P2, RN-PAT, RN-PACU, OC	RN	present	B
Schneider, Teresa	RN-P2	RN	present	B
Shenk, Sharon	RN-C, RN-Pre, RN-P2	RN	present	B
Shomo, Dana	NM, RN-C, RN-Pre, RN-TL, RN-PACU, Manager	RN	present	A
Shuler, Charity	RN-C, RN-TL, RN-PACU, OC	RN	present	A
Sims, Bobby	PCT	PCT	present	D
Swartz, Denise	RN-P2, RN-TL, RN-PACU	RN		C
Taetzsch, Shannon	RN-C, RN-Pre, RN-P2, RN-PAT, RN-PACU, OC	RN		B
Taylor, Vickie	Manager	RN		
Temple, Denise	RN-CAT, RN-Pre, RN-P2, RN-PAT	RN		A
Tucker, Brooke	RN-Pre, RN-P2, RN-PAT, RN-PACU, Ort, OC	RN	FMLA	D

Augusta HEALTH

EDUCATIONAL PROGRAM ATTENDANCE ROSTER

Course Title: COVID EDUCATION FOR PAT

Date: 12/18/20 **Length:** 10 MINUTES **Time:** _____ **No. Sessions:** X10

Location: OBS/PAT **Presenter and Department:** CHARLOTTE NAIDEN MSN, RN CL4

Employee ID #	Printed Name (Write Clearly)	Signature	Title	Department	Other (Specify)
AIDAN NEWCITY	17899	Aidan Newcity	RN	PACU	
BROOKE TUCKER	10775	BROOKE TUCKER	RN	PACU	
~~CYNTHIA HOOVER~~					
~~PAM FLINT~~					
MICHELLE HUPPERT					
BETHANY HOY	0411	BH RN	RN	OBS/PACU	
Amy Molzahn	16801	Amy Molzahn	RN	PACU	
CAROL MERRITT	18470	Carolyn K Merritt	RN	PACU	
CHRIS DEMONICO	18605	Christine DeMonico	RN	PACU	
Cynthia Hoover	08542	Cynthia Hoover	RN	PACU	
Pam Flint	01458	Pam Flint	RN	PACU	

Clinical Education Assistance Attestation

I, Nancy Pitts, Clinical Educator, confirm that Charlotte Maiden assisted the Clinical Education Department in the follow process:

__x__ Teaching at an education event

On 10/26/2020 for 3

Signature