CAREER DEVELOPMENT PATHWAY

REFERENCE LETTER REQUEST

Date: _____

Dear: _____

I am applying for Level _____ of the Career Development Pathway (CDP) at PinnacleHealth System. I am writing to request a letter of reference in support of my clinical practice. Please use the CDP descriptors below as a guideline in developing this letter of reference and return to me by _____. The letter will be part of the portfolio that I will submit to the CDP committee as evidence of my practice.

If you have any questions, I can be reached by phone at _____ or via email at _____. Thank you in advance for your time and assistance.

Sincerely,

Name: _____
Unit: _____

RN 3	RN 4
• **Proficient** • **Self Directed** • **Focused critical thinking skills/clinical decision-making** • **Takes initiative to identify problems and pursues solutions** • **Obvious use of process, evaluates decision on basis of outcome/process** • **Strives to make a positive difference in the Pinnacle Health System** • **Charge, preceptor, mentor** • **Excellent communication skills** • **Active committee participant** • **Takes initiative to identify and collaborate with regard to practice concerns by utilizing the research process and evidence based practice** • **360° education (receive and give to colleagues)** • **Holds certification in specialty** • **Membership in any professional nursing organization** • **Contributes to the healthy work/ care environment**	• **Resource & Leader** • **Consultant to colleagues outside of own unit** • **Obvious, active promotion of system mission, vision, values** • **Bachelor's degree or actively working towards bachelor's degree is required. BSN preferred, but bachelor's degree in any other field accepted** • **Investigator, data analyzer for research** • **Sustains long term mentoring role** • **Membership in any professional nursing organization** • **Unit committee leader or system committee participant or active participant in a professional nursing organization** • **Contributes to the healthy work/ care environment** • **Investigator, data analyzer for research or active participant in all phases of evidence-based practice project**