

Establishing a Career Ladder for Clinical Documentation Improvement

Debra Kalpowsky, RN, BSN, CCDS & Amy Gerhart, RN, BSN, CCDS

The WellSpan Health Clinical Documentation Improvement (CDI) team is a highly motivated and engaged group of nurses. A Career Ladder has been developed to recognize continued growth, experience, certification and staff leadership. This poster reviews the development of the career ladder, as well as identifies specific roles and requirements for the advanced CDI Nurse at WellSpan Health.

Utilizing the 2014 Association of Clinical Documentation Improvement Specialists (ACDIS) article, "Expanding CDI efforts: Redefining "advanced," WellSpan's CDI Career Ladder seeks to:

- Encourage CDI nurse engagement and retention by providing continued challenges
- Promote role progression and advanced CDI knowledge within the health system
- Provide an internal support structure for new CDI nurses

A multidisciplinary team collaborated during the development of the CDI Career Ladder. This team included:

- HIM Manager for the development of the job descriptions and advancement policies
- HIM Senior Leadership for approval of the position justification and return on investment (ROI)
- Department of Nursing for sharing the clinical ladder, goals, and objectives
- Finance department for evaluating budget modifications
- Human Resources for establishing job codes with pay grades and salary adjustments

CDI I level is designated as the entry level position. CDI II requires CCDS certification through ACDIS, two years experience with CDI, and is negotiated with the Department manager to determine goals for the following year. CDI II duties can include:

- Orientation/Precepting new employees
- Represent CDI at hospital-wide committees
- Review and update CDI department policies
- Identify/manage CDI specific educational needs
- Instructor for the Hospital system - ACLS, BLS
- Participate in a healthcare related community service

Within the first year of the initiation of Wellspan's Career Ladder, 100% of the eligible CDI nurses transitioned to the CDI II position with personal goals established. CCDS certification and staff advancement continues to be encouraged for all qualified CDI staff and the CDI Manger reports a lesser need for micromanagement.

Debbie Kalpowsky RN, BSN, CCDS

Wellspan Clinical Documentation Nurse II

York Hospital

dkalpowsky@wellspan.org

717-812-5794

Amy M. Gerhart BSN, RN, CCDS

Manager, Clinical Documentation Improvement (CDI)

Wellspan York and Gettysburg Hospitals

agerhart@wellspan.org

717-812-5795