POLICY
Promotion within the Office of Research Nursing is merit based and follows a standard procedure.

PURPOSE
The purpose of this standard operating procedure is to inform research nurses of the steps required to submit a comprehensive package to the promotion panel for consideration of promotion.

RESOURCES
None

PROCEDURES

STEP 1: REVIEW ELIGIBILITY
- To be considered for promotion to a GS-13 or above, research nurses must first be eligible for promotion within the NIH Human Resources (HR) system. Check with your Team Leader.
- Candidates should discuss the goal of promotion with their Team Leader and Principal Investigator during evaluations.
- Promotions will be based on technical expertise and demonstrated leadership.

STEP 2: IDENTIFY A MENTOR
- Candidates should meet with a chosen mentor on a regular basis to assess competency, technical expertise and demonstrated leadership.
- Mentors and candidates should establish plans and goals to master the technical aspects of the research nurse position (utilize ONS Competencies as a guide) and develop leadership competency.

STEP 3: PREPARE A PROMOTION PACKAGE
- A comprehensive package should be presented in a professional format for consideration and must include:
  - A personal eligibility statement that must address the critical elements of a GS-13 performance plan.
  - Current CV (not resume)
o A proposal for one leadership initiative that would illustrate an understanding of the role of a senior research nurse leader within the Office of Research Nursing OR description of a current leadership initiative where you are the lead

o Three (3) letters of recommendation. Letters should highlight technical expertise, interpersonal and communication skills, leadership competency and professionalism:
  • One letter from the candidate’s Branch Chief or Principal Investigator
  • One letter from the Team Leader or mentor
  • One letter from an additional professional reference

STEP 4: PROCESS OF APPROVAL

• Submit the comprehensive professional package to the Chief, Office of Research Nursing, Building 10, Room 3-2571.
• The promotion panel will meet on an ad hoc basis to review submitted packages. The promotion panel membership: Chief, Office of Research Nursing, Team Lead supervisors, ad hoc members at the GS-13 level or above.
• If the promotion package requires revisions as recommended by the panel, the candidate will be given the opportunity to address those and resubmit the package.
• If the promotion panel unanimously decides to accept the promotion package, the candidate will be invited to participate in an interview with the panel.
• The candidate for promotion will be notified of the date and time of the panel interview. The purpose of the interview is for the panel to meet the candidate, gain an understanding of the candidate’s current leadership abilities, discuss the proposed leadership initiative, and goals for involvement as a senior research nurse within the Office of Research Nursing.
• When promotion is approved, the Chief, Office of Research Nursing will prepare the necessary paperwork for NIH Human Resources.