

**SOP#: ADHR-3**

**Research Nurse Coordinator Promotion Process**

**Version #: 1.1**

**Next Review Date: 05/2022**

**Approved Date: 05/2020**

**Review Interval Period: Biennial**

**NCI Clinical Director Signature:**

## **POLICY**

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

## **PURPOSE**

The purpose of this standard operating procedure is to inform Research Nurse Coordinators of the steps required to submit a comprehensive package to the promotion panel for consideration of promotion.

## **PROCEDURES**

### **STEP 1: Review Eligibility**

- To be considered for promotion to a GS-13 or above, Research Nurse Coordinators (RNC) must first be eligible for promotion within the NIH Human Resources system. Check with your Team Leader.
- Candidates should discuss the goal of promotion with their Office of Research Nursing (ORN) Team Lead 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 RNC 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).

- A proposal for one leadership initiative that would illustrate an understanding of the role of a senior research nurse leader within the ORN, or a description of a current leadership initiative where you are the lead.
- Two letters (2) 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 Lead or mentor

#### **STEP 4: Process of Approval**

- Submit the comprehensive professional package to your Team Lead for review and approval. Once your Team Lead approves your professional package, they will forward to the ORN Director for final review and distribution to the promotion panel for review and comments. The promotion panel membership: ORN Director, 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 ORN.
- When promotion is approved, the ORN Director will prepare the necessary paperwork for NIH Human Resources.