

VPNPP

Candidate's Letter of Intent to Manager for Advancement

Date _____

Manager _____

Practice Area _____

I am interested in applying for advancement in VPNPP for Nurse level _____.

I have read the job description, evaluation criteria, and Advancement Interview Questions for this Nurse level, and have assessed my practice related to the criteria and expectations for this level. I believe my practice meets these standards.

I have also reviewed the advancement process and understand my responsibilities throughout the process. www.mc.vanderbilt.edu/programs/vpnpp

I look forward to meeting with you to discuss my advancement, get your endorsement or learn what, in your assessment, I need to demonstrate or to develop to be successful in advancement, prior to your endorsement.

Thank you for your consideration of this proposal. I understand that it may take up to 4 weeks for your response. If I haven't received a response in 4 weeks, I should check-in with the Nursing Professional Development Specialist of VPNPP.

Sincerely,



Manager Response:

Date: _____

_____ I support your advancement without reservation and within the next 2 weeks I will enter assignments for your advancement evaluation.

I need more information, please contact _____ @ _____ to schedule a meeting with me within the next 2 weeks.

Please contact _____ @ _____ to schedule a meeting with me within the next 2 weeks so we may plan for your development needs for a successful outcome for your advancement.

Nurse level descriptors, job descriptions, evaluation tools, Advancement Interview Questions, and Advancement Process Guide for LPNs, RNs & Manager are accessible via VPNPP web site:

www.mc.vanderbilt.edu/programs/vpnpp

Nursing Leadership Board endorsement June 2006

© Vanderbilt University Medical Center Nursing Department