

**Advanced Practice Providers**  
Connecting Care and Compassion



# APP Town Hall

**Stacey Wall**

Executive Director Advanced Practice

August 2025

# Overview

- National APP Week 2025
- CME and License/Certification Policies
- Annual Performance Evaluation
  - Culture Amp
  - Performance ratings
  - Professional expectations
  - Merit increase
  - Dyad leadership
- APP Student and Preceptor Program

# **National APP Week September 22-26, 2025**

**Monday Morning Grab & Go Breakfast Burritos**

**7:30-9:30AM**

**Molly Blank Atrium**

**Tuesday Snack Attack**

**11:00-1:00PM**

**Delivered by APP Leads**

**Wednesday Gratitude Luncheon**

**12:00-1:00PM**

**Molly Blank Atrium**

**Thursday Happy Hour**

**5:00PM**

**TBD**

# National APP Week Educational Events

**Monday, September 22<sup>nd</sup>**

**Keynote Speaker: James Hinchcliffe**

**Race analyst, broadcaster, & former Indy Car Driver**

**10:00am MST**

**<https://nationalappweek.com/events/>**

**Wednesday, September 24<sup>th</sup>**

**Mid-Week Keynote Speaker: Brandon Wilson**

**Professional Coach/Facilitator/Speaker**

**10:00am MST**

**<https://nationalappweek.com/events/>**

**Friday, September 26<sup>th</sup> 7:30-4:30 EST**

**Pharmacology APP Virtual Conference**

**7.5 CME Pharmacology credits**

# Policy Updates: CME and License/Certification

- Clinical APP Professional License and Certification Reimbursement Program
  - APPs eligible upon hire
  - License, certification, DEA expenses reimbursed for clinical APPs
- Clinical APP Continuing Medical Education Funding Program
  - APPs eligible upon hire, prorated based on date of hire
  - Funding will be based on the fiscal year July 1 – June 30<sup>th</sup>, effective July 2026
  - Qualifying expenses reimbursed for clinical APPs prorated based on clinical FTE
  - CME expenses will be reviewed/approved by Executive Director Advanced Practice
  - Funding up to \$1500 annually
- Policy links will be shared when published

# Policy Updates: Reimbursement Process

- **Expense Business Entertainment Reimburse Form for CME and License/Certification**

<https://spyderweb.natj.org/finance/finance/Accounts Payable/Expense Reimbursement-Business Entertainment Form.pdf>

Send the form to Kathleen Matheny, [mathenyk@njhealth.org](mailto:mathenyk@njhealth.org) and Stacey Wall, [walls@njhealth.org](mailto:walls@njhealth.org)

- **Direct Deposit Authorization Form (one time only)**

<https://spyderweb.natj.org/finance/finance/Accounts Payable/Individual ACH Auth.pdf>

Send directly to [accountspayable@njhealth.org](mailto:accountspayable@njhealth.org) and cc: Kathleen Matheny, [mathenyk@njhealth.org](mailto:mathenyk@njhealth.org)

- **Prior Approval to Travel (PATT) form 2 weeks prior to conference travel**

<https://spyderweb.natj.org/finance/finance/Accounts%20Payable/PPMain/TravelPP/Prior%20Approval%20To%20Travel.xls>

Send the form to Kathleen Matheny, [mathenyk@njhealth.org](mailto:mathenyk@njhealth.org) and Stacey Wall, [walls@njhealth.org](mailto:walls@njhealth.org)

- **Travel Expense Voucher (TEV) after conference travel completed**

<https://spyderweb.natj.org/finance/finance/Accounts Payable/PPMain/TravelPP/TravelExpenseVoucher.xls>

Send ALL receipts and the TEV to Stacey Wall, [walls@njhealth.org](mailto:walls@njhealth.org) and Kathleen Matheny, [mathenyk@njhealth.org](mailto:mathenyk@njhealth.org).

# Annual Performance Evaluation: Culture Amp

- 2025 National Jewish Health transitioned to Culture Amp for employee performance evaluations
- Culture Amp is utilized for all employees including advanced practice and physician providers



# Annual Performance Evaluation: Culture Amp Performance Rating Domains

Culture Amp - Domains	Meets Expectations
Mission and Values	This person consistently lives our mission and values
Performance	Understands and successfully completes the day-to-day functions of their role and the responsibilities of their job description
Initiative	Takes prompt action to accomplish tasks and takes action to resolve issues. Is proactive, takes independent action, and goes above and beyond. Is a good role model with peers
Communication	Communicates effectively with both internal and external individuals and provides exceptional customer service to others
Expertise	provides quality guidance and information in their area of responsibility. Takes accountability and pride in the work they perform
Self-Reflection	Meets Expectations - Supporting evidence and narrative from categories above



# Annual Performance Evaluation: Self Reflection

- **This is important!**
  - Showcase your accomplishments
  - Highlight your strengths, attributes, skills, knowledge
  - Document your goals and professional interests

# Annual Performance Evaluation: Performance Ratings

- **Top Performer:** Employees at this level consistently make extraordinary contributions through superior performance on key goals, serve as a role model of institutional values, and contribute significantly to the mission of the department. Peers, immediate supervisors, upper-level management, and others recognize and depend upon the employee's level of performance. An extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative is exhibited at this level. The employee demonstrates exceptional job mastery in all major areas of responsibility and their contributions to the organization are of marked excellence.
- **Often Exceeds Expectations:** Employees at this level demonstrate highly effective performance by making significant contributions and impact on the goals of the department. The employee consistently models institutional values to others and performance at this level exceeds the expectations of their position. Colleagues rely on these employees for advice on process or subject matter expertise. All goals, objectives, and targets are consistently achieved above the established standards.
- **Consistently Meets Expectations:** Employees at this level reliably and consistently meet all the expectations, standards, requirements, and objectives of the employee's position. They demonstrate institutional values, along with a willingness and ability to grow for the benefit of the department. At this level, performance meets expectations in terms of quality of work, efficiency, and timeliness with the most critical goals being met.
- **Sometimes Meets Expectations:** At this level, employee performance and/or behavior do not consistently meet minimum expectations of the employee's position. While the employee shows capability and willingness to progress, they may require development in a key skill area(s) to be fully effective in the role. The employee may already be on progressive discipline for performance issues. If not, the employee's failure to exhibit marked improvement may result in performance management.
- **Does Not Meet Expectations:** At this level, employee performance and/or behavior do not meet minimum job expectations of the position. The employee does not meet key goals and/or does not demonstrate competence in critical job skills. The employee will be put on a Performance Improvement Plan and immediate and sustained improvement must be shown to continue employment.

# Annual Performance Evaluation: APP Performance Rating Categories

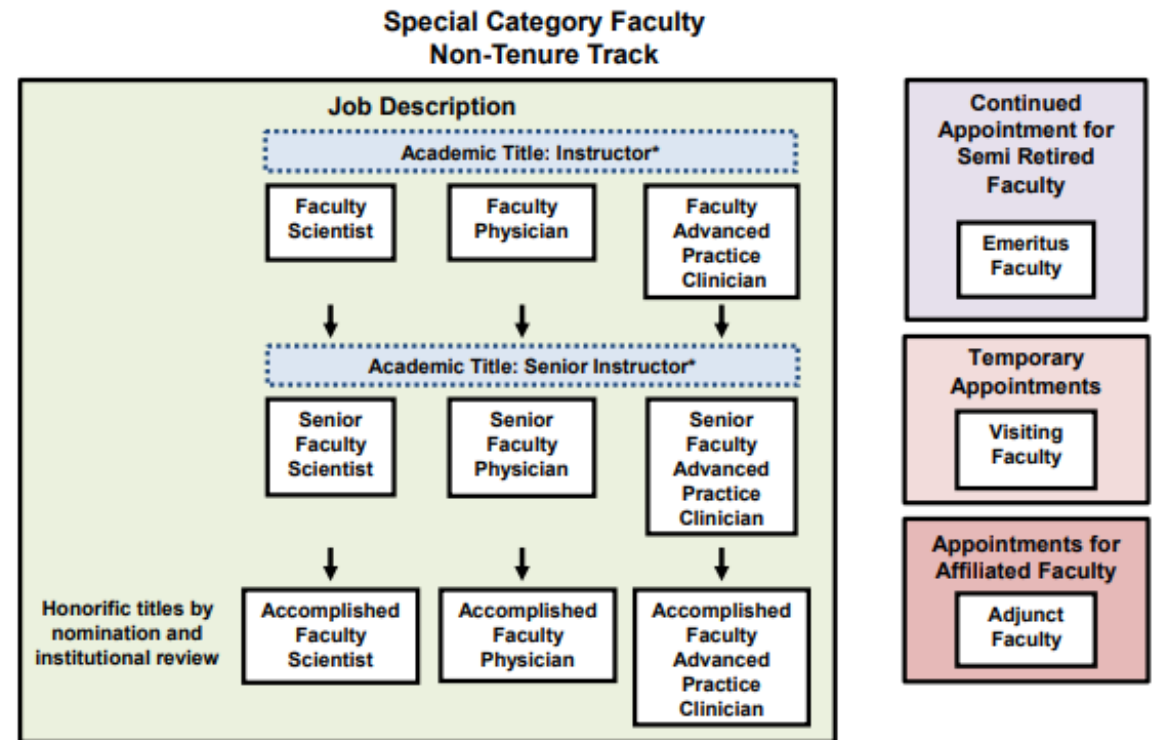
Categories	Meets Expectations	Often Exceeds	Top Performer
	Consistently fulfills essential functions of job description and specific elements of role defined by Division/Program	Consistently contributes to at least one category below, including but not limited to the following examples	Makes significant contribution in two or more categories below, including but not limited to the following examples
Clinical	Provides excellent clinical care to patients and families  Meets clinical workweek expectations	Contributes to the development of clinical programs, protocols, guidelines	Develops novel clinical programs, protocols, guidelines  Expands clinical programs and APP role/responsibilities
Scholarly	Participates in departmental, divisional, or organizational quality improvement or research activities	Leads quality improvement or research projects  Publishes or presents scholarly work	Serves as PI for quality improvement or research projects  Publishes or presents scholarly work  Serves as content expert or invited speaker
Education	Attends educational offering/conference  Precepts and orients new employees	Precepts students  Creates didactic/clinical education content for APP students or new employees	Contributes to the development of novel APP education programs  Creates didactic/clinical education content for APP students, new employees, post-graduate APP trainees
Service	Participates on advanced practice, department, division, or organizational committee  Provides education or consultation to nursing or ancillary staff  Demonstrates professionalism, teamwork, and collaboration  Familiar with evidence-based practice as defined by professional organization	Leads an advanced practice, department, division, or organizational committee  Serves as a member in professional organization and/or committee  Serves as a role model for other APPs and team members for professionalism, teamwork, and collaboration	Initiates a novel committee to address a relevant/timely professional issue  Serves or leads a national professional organization committee

# Annual Performance Evaluation: Faculty Appointment Categories

## NATIONAL JEWISH HEALTH FACULTY APPOINTMENT, PROMOTION, AND PERIODIC EVALUATION POLICY Adopted by National Jewish Health Board of Directors March 20, 2024

- FAPPE Policy outlines process and criteria for academic appointment
- Categories include Service, Clinical, Research, Teaching

[Microsoft Word - FAPPE Promotion Policy Revised 03\\_20\\_2024.docx](#)



# Annual Performance Evaluation: Professional and Clinical Expectations

## Clinical time

- Direct patient care
  - Face-to-face encounters
  - In-person or telehealth
- Full time expectations based on 40-hour workweek
- Ambulatory
  - 8 x 4-hour clinics/week = 32 hours open clinic time + 8 hours administrative time
  - Administrative time = one hour per 4-hour clinic session
- Inpatient/procedural
  - Shift based schedule
  - Shift includes clinical and administrative time

## Administrative time

- Non-direct patient care
  - Chart review, documentation, ordering/reviewing diagnostic test results, communication with referring providers or specialists
- Non-clinical activities
  - Quality/process improvement, research
  - Development of clinical care guidelines
  - AP Council, organizational committees
  - Scholarly work, presentations, publications
  - Continuing education
  - Precepting, mentorship, education
  - Advocacy and outreach

# Annual Performance Evaluation: Merit Increase

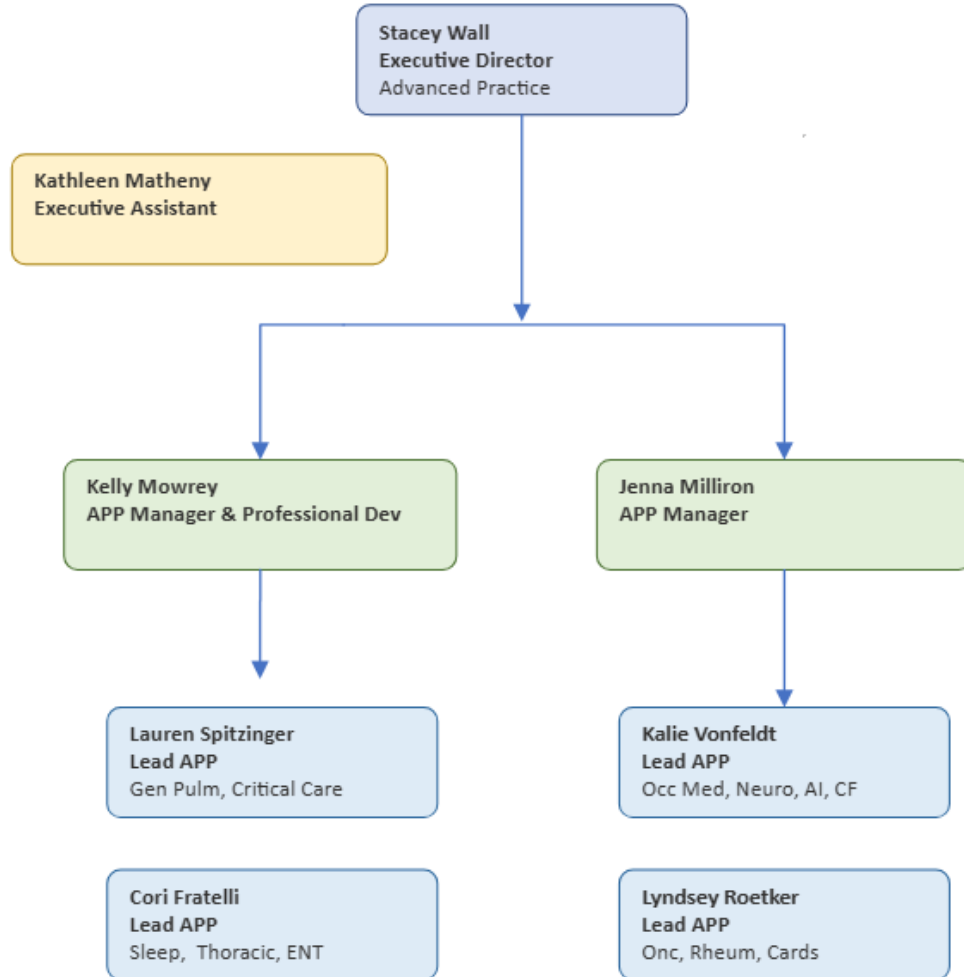
## FY 2025 merit increase scale

- ☐ Does not meet expectations  
No Merit Increase
- ☐ Sometimes meets expectations  
1.0% - 1.9% Merit Increase
- ☐ Consistently meets expectations  
2.0% - 2.9% Merit Increase
- ☐ Often exceeds expectations  
3.0% - 3.5% Merit Increase
- ☐ Top Performer  
3.51% - 4.00% Merit Increase, Requires EVP Approval

## FY 2026 merit increase scale

- ☐ Does not meet expectations  
No Merit Increase
- ☐ Sometimes meets expectations  
Departments must average 2.5% for merits in fiscal year
- ☐ Consistently meets expectations  
Departments must average 2.5% for merits in fiscal year
- ☐ Often exceeds expectations  
Departments must average 2.5% for merits in fiscal year
- ☐ Top Performer  
Merits over 3%, Requires EVP Approval

# Annual Performance Evaluation: Dyad Leadership



- Conducted jointly by the APP Manager and Division Chief or designated provider
- The APP Manager will evaluate the APP on metrics related to clinical and professional expectations
- Division Chief or designee will evaluate performance within the specialty clinical practice
- Evaluations include input from peers and APP Lead relevant to clinical/professional contributions
- Must be completed in a timely manner utilizing NJH performance evaluation process

# APP Student and Preceptor Program

- Contracted Schools
  - Rocky Vista University
  - Regis University
  - University of Colorado
- Preceptors
  - Stipend
  - Preceptor training
- Preceptor Committee
  - We need members!



# Thank You

- Questions?

# APP Guidelines: Faculty Appointment

**APPs at NJH are hired as staff and can apply for academic rank through the [Faculty Appointment, Promotion, and Periodic Evaluation \(FAPPE\)](#) process.**

- APP education and scholarly contributions are typically well suited for the Special Category Faculty, with opportunity to promote from Instructor to Senior Instructor
- APPs with advanced degrees and significant academic achievements may apply for promotion through the academic promotion series with approval of the position by the appropriate department

# APP Guidelines: Certification, License, CME, Tuition

- Certification and licensure fees are covered by NJH as defined by the [Clinical Advanced Practice Provider Professional License and Certification Reimbursement Program](#)
- APPs are provided annual funding through the [Clinical Advanced Practice Providers Continuing Medical Education Funding Program](#) to maintain current, evidence-based clinical practice
- Eligible APPs may utilize tuition reimbursement benefits per the NJH [Tuition Reimbursement Policy](#) for qualifying courses of study

# APP Guidelines: PTO and Clinical Coverage

- PTO is accrued based on years of service
- PTO may be used for vacation, illness, continuing education, or personal days at the employee's discretion
- Holidays are determined by National Jewish Health and are paid in addition to PTO accruals
- Holiday coverage will be assigned equitably and determined by the needs of the Dept/Division
- Routine time-out requests must be approved by APP Manager and submitted per department requirements
- Unplanned schedule changes must be submitted to APP Manager for approval 2 weeks in advance
- Absences for illness or emergencies must be reported according to clinic protocols
  - Nursing Supervisor must be notified after hours
  - Email notification must include clinic manager, APP Manager, and Physician Scheduling