CPDM Rollout -   Power of One Grant – D65

1. Facilities –
   a. NIB 6th floor
   b. Renovation March 2006
      i. Paint
      ii. Carpet
   c. Furnishings March – June 2006
      i. Conference table/chairs
      ii. Counter for candidate workstation
      iii. Bulletin boards
      iv. Overhead storage bins
      v. Desk station for front counter area/file cabinets
   d. Equipment/Supplies
      i. Magazine Racks
      ii. Coat Racks
      iii. Table Top Display
      iv. Bulletin Board
   e. Signage/Marketing posters
      i. Door signage
      ii. Direction signage TBD
         1. Standing directional signs linking CPDM to School of Nursing
         2. Magnetic door sign for previous Career Center location in SoN (Marge's office)
      iii. Posters advertising location (to be utilized in hospital, SoN, etc.)

2. Staff
   a. Selection (effort certification to grant)
      i. Administration
      ii. Professional Development Coach(s)
      iii. Administrative Support – front counter
   b. Training
      i. Coaching fundamentals, legal issues, customer privacy, referring on to counseling departments when scope of appointment goes beyond our capabilities, (EAP, Career Center – Counseling, etc.)
         1. 2 hour presentation to Recruitment team – grant scope – (Marietta Van Buhler – Grant Program Manager)
         2. 2 hour training session and library/career center tour provided by UM Career Center – Amy Hoag, MSW – Counseling Trainer
      ii. Administrative procedural training for capturing departmental metrics and fundamentals of customer service, (seamless interactions.)
         1. Marietta will provide training to CPDM staff

      iii. Training on administrative tools: MLearning classes, RESUMate training.
         1. MLearning team provides training on their systems
         2. Marietta will provide training on RESUMate
   c. Procedural Development
      i. Staff participation – weekly meetings prior to office opening to discuss feasibility issues and ways to keep the process simple while meeting grant objectives for data collection and delivery of services.

3. **Tools**
   a. **Research & Identification of feasible Tools**
      i. **CareeRXel evaluated by selection of Nurses, Managers, Faculty, etc.**
      ii. **MLearning explored, teleconference for additional modules for professional development tracking considered.**
      iii. **Stop gap applicant tracking database, (in lieu of completion of institutional tracking systems such as Mploy, etc.)**
   b. **Administration:**
      i. **RESUMate tracking database**
         1. **Develop candidate tracking database and customized templates to capture field specific data to meet grant objectives.**
         2. **Develop mentor tracking database and customized templates**
      ii. **Computer/Printer**
      iii. **Card reader**
      iv. **MLearning for delivery of educational products, (CareeRXel & Cultural Competency module)**
   c. **Candidates/Customers:**
      i. **CareeRXel (negotiating purchase price and usage customization with Sigma Theta Tau)**
      ii. **Computer (two terminals for career exploration use, resume writing, and on-line tutorials)**
      iii. **Periodicals/Informational and CPDM instructional handouts (to be decided upon by CPDM staff – request periodicals from stakeholders)**
      iv. **Web site, (dual purpose – marketing and delivery of educational links – coordinating with current institutional nurse marketing efforts and CPDM staff for recommendations on relevant Nurse Industry and Professional Development resources for link purposes)**
      v. **Cultural Competency on-line module, (exploring suitable modules: SoN, & UMHS)**

4. **CPDM Usage Procedures**
   a. **Track walk-in's (card reader)**
   b. **Appointments:**
      i. **Scheduled by Administrator for Coach –or- scheduled by Coach**
      ii. **Requires delivery and completion of self-assessment tool (CareeRXel), prior to appointment**
      iii. **Requires candidate to e-mail coach copy of resume prior to appointment (will open up candidate file in RESUMate)**
      iv. **Candidate brings results of CareeRXel, (mission statement, and action plan)**
      v. **Coach imports resume into RESUMate to create candidate file**
      vi. **Plan of actions is confirmed and/or modified**
      vii. **Notes are recorded of coaching session in candidate file.**
      viii. **Mentor matching coordination**
      ix. **Input relevant data on completion dates.**
      x. **Update database and utilize for monthly report generation**
   c. **Develop Mentoring database**
      i. **Identify mentors**
      ii. **Mentor Action Day**
      iii. **Mentors need to submit resume to Coach via e-mail**

       iv. **Mentors need to complete cultural competency module**
       v. **Build Mentor database with submitted resumes and evidence of CC completion. Add unit identifiers for matching.**
       vi. **Update and utilize for monthly report generation**
   d. **Delivery of products (CareeRXel & Cultural Competency Modules)via M-Learning**
   e. **Other services and delivery thereof to be determined, (Resume writing coaching, interviewing skills, etc.)**

5. **Marketing**
   a. **Marketing plan being developed in cooperation with other institutional marketing initiatives for the Nursing cohort.**
   b. **Components may include:**
       i. **Brochure**
       ii. **Transportable CPDM sign**
       iii. **"You Can Do it All in Nursing" poster series**
       iv. **Web site**
       v. **Open house**
       vi. **E-mail campaign**
       vii. **Internal University marketing, (alliances with similar professional development/career coaching initiatives: i.e. Center for Women, Career Center, HRD, etc.) – most likely face-to-face visits with supporting brochures and web site linkages**
       viii. **PR**
       ix. **Video**

6. **Assessment**
   a. **Focus groups**
   b. **Surveys**
   c. **Evaluators input and direction**

7. **Time-line**
   a. **Tool evaluation and selection Fall 2005**
   b. **Facility selection Fall 2005**
   c. **Staff selection Fall 2005 & Winter 2006**
   d. **Staff training 2/06 – current**
   e. **Facility layout and furnishings selection/equipment order Winter 2006**
   f. **Tool acquisition and customization Winter – Spring 2006**
   g. **Procedural development Spring 2006**
   h. **Marketing plan developed and initiated Spring 2006**
   i. **"Soft" opening July 2006 – (limited number of candidates to be invited for participation)**
       i. **9 ADN Interns (first group)**
       ii. **35 On-site BSN enrollees – 2005**
       iii. **Evaluation of procedures and finalized training of support staff**
   j. **Open house Fall 2006**
   k. **PR announcing opening and explanation of services**
   l. **On-going review and assessment of procedures, services offered, staffing and the alignment with grant objectives. Fall 2006 – June 2008**
   m. **Evaluation 2008**

Thoughts for future:
- **Ask for published papers of nursing staff, create "wall of fame" within CPDM**

- **Videotape vignettes of Career Day, (each dept./unit), create web link to vignettes for career exploration purposes – housed on web site.**
- **Coaching services to go "on the road", lunch hour set-up within the hospital, visits to classrooms, or individual "house calls" – coach go to candidate location if necessary.**