

Nurse Manager Clin1 MOC Completion Tool

Month	Meeting	Next Step	Document
1	Initial meeting with Clin 1 Review recommended plan on MOC Month 1	<ul style="list-style-type: none"> Is an action plan needed? Set meeting for month 3 	<ul style="list-style-type: none"> Progress comments Sign/date
3	Meet with Clin 1 Review recommended plan on MOC Month 3	<ul style="list-style-type: none"> Is an action plan needed? Set meeting for month 6 	<ul style="list-style-type: none"> Progress comments Sign/date
6	Meet with Clin 1 Review recommended plan on MOC Month 6 Discuss Clin 1 Float Policy	<ul style="list-style-type: none"> Is an action plan needed? Set meeting for month 10 	<ul style="list-style-type: none"> Progress comments Was orientation successful? Willing to float in month 10? Sign/date
10	Important checkpoint with Clin 1 Review completed assessment tool Establish goal to advance to Clin 2 at month 12 or create action plan	<ul style="list-style-type: none"> Is action plan needed? Set meeting for month 11 if needed, or month 12. 	<ul style="list-style-type: none"> Is action plan needed? Any concerns? Ready for advancement in month 12? Sign/date
11	Meet only if Action plan created in Month 10	<ul style="list-style-type: none"> Determine if action plan and goals were successfully met Set meeting for month 12 	<ul style="list-style-type: none"> Comments on action plan Sign/date
12	Review Portfolio Advancement packet) Discuss Clin 2 role	<ul style="list-style-type: none"> Submit CCL Clin I to Clin II Advancement Form to CoNE to advance to Clin 2 	<ul style="list-style-type: none"> Complete and file MOC and Portfolio Documents