

**Pathway to Excellence®: 2016 Manual Clarifications**  
**Update 1 Issued: July 1, 2017**

The following information serves as an update to the Pathway to Excellence® 2016 Application Manual.

Chapter 3, Elements of Performance in Chapter 5, and glossary terms have undergone revisions or edits to clarify their original intent. During the preparation and submission of documents, please refer to the “Revised Wording” column to replace what is printed in outdated versions of the manual. The most current 2016 Application Manual reflects the revisions outlined below.

**Note:** When completing your documentation, please be certain to include all 64 Elements of Performance.

CHAPTER 3: PATHWAY TO EXCELLENCE DOCUMENT PREPARATION GUIDELINES		
Section: Elements of Performance Narratives		
Page Number & Edit Type	Original Wording 2016 Application Manual Version 1	Revised Wording 2016 Application Manual Version 2; Released March 22, 2017
<b>Page 13</b>	<p>Many of the EOPs request specific examples. Provide sufficient examples from different departments or units that represent a variety of specialties and nursing leadership. Although not every unit or clinical area must be represented in the selected examples, providing a variety of examples will better illustrate the structures and processes essential for an optimal practice environment. Recent examples best reflect the current culture. All examples must include the month and year they occurred. Only provide the specific number of examples requested in each EOP. Additional examples will not be evaluated.</p>	<p>Many of the EOPs request specific examples. Provide sufficient examples from different departments or units that represent a variety of specialties and nursing leadership. Although not every unit or clinical area must be represented in the selected examples, providing a variety of examples will better illustrate the structures and processes essential for an optimal practice environment.</p> <ul style="list-style-type: none"> <li>➤ Recent examples best reflect the current culture.</li> <li>➤ <b>When an EOP asks for a description of a process, the corresponding example must refer to the process described.</b></li> <li>➤ All examples must include the month and year they occurred.</li> <li>➤ Only provide the specific number of examples requested in each EOP. Additional examples will not be evaluated.</li> </ul>
CHAPTER 5: PATHWAY TO EXCELLENCE PRACTICE STANDARDS		
<p><b>NOTE: The manual was revised to include the following statement: When an EOP asks for a description of a process, the corresponding example must refer to the process described. (pg. 13). In reflection of this overarching clarification, EOPs 1.1, 2.11, 3.4, 3.6, 3.7 and 6.6 were edited to delete verbiage referring to the description of the process from each individual EOP. See edits below.</b></p>		
Section: Standard 1		

Page Number	Original Wording 2016 Application Manual Version 1	Revised Wording 2016 Application Manual Version 2; Released March 22, 2017
Page 18	<p>EOP 1.1</p> <p>a. Describe how the organization promotes a culture of <b>interprofessional</b> decision-making.</p> <p>AND</p> <p>b. Provide one example <b>of how</b> that demonstrates the culture of interprofessional decision-making <b>as described in EOP 1.1a.</b></p>	<p>EOP 1.1</p> <p>a. Describe how the organization promotes a culture of <b>interprofessional</b> decision-making</p> <p>AND</p> <p>b. Provide one example that demonstrates the culture of interprofessional decision-making.</p>
<b>Section: Standard 2</b>		
Page Number	Original Wording 2016 Application Manual Version 1	Revised Wording 2016 Application Manual Version 2; Released March 22, 2017
Page 24	<p>EOP 2.11</p> <p>a. Describe how the organization fosters leadership <b>succession planning.</b></p> <p>AND</p> <p>b. Provide <b>one example</b> of a nurse who benefited from the leadership succession planning <b>as described in EOP 2.11a.</b></p>	<p>EOP 2.11</p> <p>a. Describe how the organization fosters leadership <b>succession planning.</b></p> <p>AND</p> <p>b. Provide a narrative written by a nurse who benefited from the leadership succession planning.</p>
<b>Section: Standard 3</b>		
Page Number	Original Wording 2016 Application Manual Version 1	Revised Wording 2016 Application Manual Version 2; Released March 22, 2017
Page 25	<p>EOP 3.4</p> <p>a. Describe the process(es) used by the organization to monitor concerns regarding professional practice behaviors.</p> <p>AND</p> <p>b. Provide one example of a trend regarding professional practice behaviors that was identified using the process(es) described <b>in EOP 3.4a</b> and the actions taken to address this trend.</p>	<p>EOP 3.4</p> <p>a. Describe the process(es) used by the organization to monitor concerns regarding professional practice behaviors.</p> <p>AND</p> <p>b. Provide one example of a trend regarding professional practice behaviors that was identified using the process(es) described and the actions taken to address this trend.</p>
Page 26	<p>EOP 3.6</p> <p>a. Describe the process followed when a direct care nurse sustains a <b>safety-related event</b> at work.</p>	<p>EOP 3.6</p> <p>a. Describe the process followed when a direct care nurse sustains a <b>safety-related event</b> at work.</p> <p>AND</p>

	<p>AND</p> <p>b. Provide one example when the process described in EOP 3.6a was followed when a direct care nurse sustained a safety-related event at work. Include the end result and relevant follow-up provided to the direct care nurse.</p>	<p>b. Provide one example when the process described was followed when a direct care nurse sustained a safety-related event at work. Include the end result and relevant follow-up provided to the direct care nurse.</p>
Page 26	<p>EOP 3.7</p> <p>a. Describe the security measures in the organization designed to protect patients, family, or staff from potential violence in the workplace.</p> <p>AND</p> <p>b. Provide one example of how one of the security measures described in EOP 3.7a protected patients, family, or staff from a violent incident in the facility.</p>	<p>EOP 3.7</p> <p>a. Describe the security measures in the organization designed to protect patients, family, or staff from potential violence in the workplace.</p> <p>AND</p> <p>b. Provide one example of how one of the security measures described protected patients, family, or staff from a violent incident in the facility.</p>

**Section: Standard 5**

Page Number	Original Wording 2016 Application Manual Version 1	Revised Wording 2016 Application Manual Version 2; Released March 22, 2017
Page 33	<p>EOP 5.8</p> <p>a. Describe how the organization provides a professional development opportunities to nurses in recognition of contributions the organization deemed exemplary.</p> <p>AND</p> <p>b. Provide one example of a professional development opportunity provided to a nurse(s) in recognition of contributions the organization deemed exemplary.</p>	<p>EOP 5.8</p> <p>a. Describe how the organization provides professional development opportunities to nurses in recognition of contributions the organization deemed exemplary.</p> <p>AND</p> <p>b. Provide one example of a professional development opportunity provided to a nurse(s) in recognition of contributions the organization deemed exemplary.</p>

**Section: Standard 6**

Page Number	Original Wording 2016 Application Manual Version 1	Revised Wording 2016 Application Manual Version 2; Released March 22, 2017
Page 26	<p>EOP 6.6</p> <p>a. Describe how direct care nurses have input into the selection of the educational offerings provided.</p> <p>AND</p> <p>b. Using the description from EOP 6.6a, provide one example of direct care nurse</p>	<p>EOP 6.6</p> <p>a. Describe how direct care nurses have input into the selection of the educational offerings provided.</p> <p>AND</p> <p>b. Using the description, provide one example of direct care nurse input that has resulted in the</p>

	input that has resulted in the selection of a nonmandatory educational offering.	selection of a nonmandatory educational offering.
Page 26	<p>EOP 6.12</p> <p>a. Describe how the organization empowers direct care nurses in his or her role as an <b>emerging nurse leader(s)</b> within or outside the organization.</p> <p>AND</p> <p>b. Provide an example of how the organization empowered direct care nurse in his or her role as an emerging nurse leader(s) within or outside of the organization.</p>	<p>EOP 6.12</p> <p>a. Describe how the organization empowers <b>a</b> direct care nurse <b>(s)</b> in his or her role as an <b>emerging nurse leader(s)</b> within or outside the organization.</p> <p>AND</p> <p>b. Provide an example of how the organization empowered <b>a</b> direct care nurse <b>(s)</b> in his or her role as an emerging nurse leader(s) within or outside of the organization.</p>

## GLOSSARY

Section & Edit Type	Original Wording 2016 Application Manual Version 1	Revised Wording 2016 Application Manual Version 2; Released March 22, 2017
<b>Glossary</b>	<b>Personal Well-being</b> “Well-being does not necessarily mean attaining perfect health. Instead, it is defined as having the capacity and the opportunities to live as healthy a life as possible” (Robert Wood Johnson Foundation 2016).	<b>Personal Well-being</b> “In simple terms, well-being can be described as judging life positively and feeling good. For public health purposes, physical well-being (e.g., feeling very health and full of energy) is also viewed as critical to overall well-being. Researchers from different disciplines have examined different aspects of well-being that include the following: physical well-being; economic well-being; social well-being; development and activity; emotional well-being; psychological well-being; life satisfaction; domain specific satisfaction; and engaging activities and work” (Centers for Disease Control and Prevention 2016).
<b>Glossary Addition:</b> <b>Unforeseen Event</b>	<i>No defined glossary term</i>	<b>Unforeseen Event</b> “An event or incident that is not anticipated or predicted and has the tendency or potential to cause mass casualties or harm to patients, families, or staff. Unforeseen events are managed through emergency preparedness protocols versus standard precautionary patient care protocols, such as nurse-sensitive and patient safety indicators (e.g. CLABSI, CAUTI, falls, etc.).