

Vizient/AACN Nurse Residency Program™

Coordinator Toolkit

2022



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Welcome

Welcome to the role of the Vizient/AACN Nurse Residency Program™ (NRP) coordinator. Please utilize this toolkit and resources on the website to help you transition into this role.

Program specifics	Notes
Cohort naming convention (e.g., “Cohort blue”, “Cohort 1”)	
Cohorts per year	
Cohort start dates	
Estimated number of nurse residents per cohort	
Leadership report structure	
Communication to nurse residents (email, text program, virtual platform)	
Tracking method (attendance, EBP projects, makeup assignments, etc.)	

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Current cohort/s	Notes
Start and end dates	
Number of nurse residents (per cohort)	
Seminar dates/times (e.g., Third Thursday from 0800-1200)	
In-person, virtual or hybrid <ul style="list-style-type: none"> • Rooms reserved • Virtual meetings scheduled 	
Review curriculum for cohort	
Current month/curriculum topic	
Confirm content experts for seminars	
Connect with current facilitators	
Next EBP deadline	
Next seminar month/curriculum topic	
Next survey date (session 1, 6, 12)	
Review monthly internal seminar evaluations	
Graduation plans	

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Next cohort	Notes
Create monthly seminar evaluations	
Start date	
Estimated number of nurse residents	
Seminar dates/times (e.g., third Thursday from 0800-1200)	
In-person, virtual or hybrid	
Rooms reserved/Virtual platform identified	
Seminar structure (e.g., 2 hours large group, 2 hours clinical reflection/small group)	
Create/review monthly curriculum <ul style="list-style-type: none"> Website resource: Example 12-month program curriculum with objectives 	
Make up assignments	
Set EBP deadline dates	
Assign small groups/clinical reflection groups	
Schedule presenters/content experts	
Assign facilitators	
Communication with nurse residents prior to first seminar <ul style="list-style-type: none"> Website resource: Template: Nurse resident agreement 	
Distribute 12-month schedule to nurse residents, managers, facilitators and content experts	
Identify when and how demographics will be collected <ul style="list-style-type: none"> Website resource: NRP demographic form 	
Enter demographics into Admin Tool <ul style="list-style-type: none"> Website resource: Training guide: Admin Tool 	
Plan graduation celebration	

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Resources	Notes
Review NRP Coordinator Roles and Responsibilities video (immediately) <ul style="list-style-type: none"> Website resource: <i>Video: NRP Coordinator Roles and Responsibilities</i> 	
Complete Virtual Coordinator Training <ul style="list-style-type: none"> Website resource: <i>NRP Training Calendar</i> 	
Review Program overview video <ul style="list-style-type: none"> Website resource: <i>Video: Leadership Introduction</i> 	
NRP Listserver <ul style="list-style-type: none"> Website resource: <i>Training Guide: Listserver</i> 	
Location of internal resources (SharePoint, shared drive, etc.)	
NRP policies (date of next review) <ul style="list-style-type: none"> Website resource: <i>NRP policy template</i> 	
Vizient website	

Academic partner	Notes
Schools identified	
Invite to upcoming advisory board meetings	

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Accreditation (if applicable)	Notes
Accrediting body (PTAP, CCNE, ACEN)	
Requirements	
Accreditation cycle	
Most recent submission document	
Date of last site visit	

Admin Tool	Notes
Enter nurse resident demographic information <ul style="list-style-type: none"> Website resource: Training guide: Admin Tool 	
Verify assigned surveys dates (months 1, 6, 12) <ul style="list-style-type: none"> Website resource: Training guide: Admin Tool Website resource: Customizable: Survey administration 	
Enter termination data (as needed) <ul style="list-style-type: none"> Website resource: Training guide: Admin Tool 	
Update Manage Org Profile (annually) <ul style="list-style-type: none"> Website resource: Training guide: Admin Tool 	
Review Admin Tool Video <ul style="list-style-type: none"> Website resource: Video: Admin Tool 	
Attend Admin Tool Training (within the first month) <ul style="list-style-type: none"> Website resource: NRP Training Calendar 	

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Advisory board	Notes
Members identified	
Meeting frequency	
Next meeting date/time	
Agenda <ul style="list-style-type: none"> Website resource: <i>Advisory board template</i> 	
Review the Advisory Board video <ul style="list-style-type: none"> Website resources: <i>Video: Advisory Board</i> 	

Content experts	Notes
Orientation to program	
Discuss presentation plan (objectives/activities)	
Backup presenters/plan identified	
Share evaluations	

Dashboard	Notes
Review post survey completion <ul style="list-style-type: none"> Website resource: <i>Training guide: Dashboard</i> Website resource: <i>Training guide: NEW Dashboard</i> 	
Review Dashboard Video <ul style="list-style-type: none"> Website resource: <i>Video: Dashboard training</i> 	
Complete Dashboard training (within the first 3 months) <ul style="list-style-type: none"> Website resource: <i>NRP Training Calendar</i> 	

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EBP	Notes
Organization's EBP model	
Identify/engage experts	
Project requirements/timeline <ul style="list-style-type: none"> Website resource: <i>Scholarship for nursing practice: full chapter</i> 	
List of EBP projects ideas	
Samples of past EBP projects	
Template (poster or presentation) <ul style="list-style-type: none"> Internal resource 	
Dissemination of projects (posters, presentations)	

Evaluation plan	Notes
Review Evaluation Plan video series <ul style="list-style-type: none"> Website resources: <i>Video: Evaluation plan (video 6-series)</i> 	
Program goals <ul style="list-style-type: none"> Website resource: <i>NRP evaluation plan template</i> Website resource: <i>Sample NRP evaluation plan</i> 	
Program evaluation plan <ul style="list-style-type: none"> Website resources: <i>Evaluation and reporting (full chapter)</i> Website resources: <i>NRP Evaluation plan template</i> 	
Next update	

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Facilitators	Notes
Orientation to program <ul style="list-style-type: none"> Website resource: <i>Facilitator chapter</i> Website resource: <i>Customizable: Facilitator training</i> 	
Facilitator meetings (frequency, next meeting)	
Facilitator succession planning	

Graduation celebration	Notes
Who is invited?	
Budget (if applicable)	
Order graduation pins from NRPinfo@vizientinc.com (order in advance for full year) <ul style="list-style-type: none"> Website resource: <i>NRP graduation pins</i> 	
Print certificates <ul style="list-style-type: none"> Website resource: <i>NRP graduation certificate</i> 	

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Policy	Notes
Review policy <ul style="list-style-type: none"> Website resource: <i>NRP policy template</i> 	

Professional development	Notes
Coordinator Connections (twice a year open enrollment)	
Vizient/AACN Nurse Residency Program™ monthly coordinator calls	
Attend Vizient/AACN Nurse Residency Program™ annual conference	

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Vizient, Inc.
290 E. John Carpenter Freeway
Irving, TX 75062-5146
(800) 842-5146



To learn more, please contact
NRPinfo@vizientinc.com.

As the nation's largest member-driven health care performance improvement company, Vizient provides solutions and services that empower health care providers to deliver high-value care by aligning cost, quality and market performance. With analytics, advisory services and a robust sourcing portfolio, we help members improve patient outcomes and lower costs.