FAQ

1. Can Managers approve same project for multiple years?
   a. Yes, as long as the project is continuing and has grown to include additional initiatives.

2. Can I submit more than the 12 required points?
   a. Yes, we encourage you to submit more than the 12 required points, but no more than 18 points.

3. Can I use an activity in more than one category?
   a. No, that is double dipping of points. You cannot claim a point(s) for the same activity in more than one category. Example: (Attend Vaccine Clinic for 3 weeks can only be counted as 1 activity).

4. What if I forget a form?
   a. Submissions will be reviewed for incomplete or incorrect forms and sent back to the applicant for correction. Exception: Portfolios submitted within 2 business days of the deadline. Clarify forms submitted - signed by manager. Unorganized submission will be returned to applicant.

5. How soon can I submit my project as part of my initial portfolio submission?
   a. The project must be initiated. You need at least one data point identified and already collected. (Continue to collect new data. Same project, with different focus and data. Need to show how data is being used).

6. Can I use the same project for multiple years?
   a. Yes, Discuss the project with your manager to determine what is acceptable, you may use the same project for multiple years if you continue to be involved with the project.

7. Do I have to provide evidence for every point(s) I submit?
   a. Yes, every activity should be documented using the Category Cover Sheet e.g. Educational, Leadership, Professional development.

8. If I have a second job, can I use that job's activities as points for UC Davis Health?
    a. No, CNIII is maintained according to the UC Davis Health Position Description.

9. When will I see the difference in pay after my promotion is approved?
    a. You will see the increase in pay once all documentation has been processed. Your promotion date is determined by the completion of your promotion paperwork and submission to HR by your supervisor/manager.

10. How long do I have to be on a committee for it to count?
    a. You would need to be a member of a committee or group for 6 months or more and have attended at least 75% of the meetings.
    b. You would need to be a chair or co-chair of a committee or group for 6 months or more and have attended at least 75% of the meetings.

11. Who should I ask to sign the Category Cover Sheets?
    a. Your manager must sign each sheet submitted.

12. What resources are available to assist me with my initial submission, project or patient exemplar?
    a. Center for Nursing Science: https://health.ucdavis.edu/cnr/
    b. Center for Professional Practice of Nursing: https://health.ucdavis.edu/cppn/
    c. APA formatting, Style guide and Citations APA 7th Ed., Purdue OWL
    d. Nursing theory and frameworks or models. https://nurseslabs.com/nursing-theories/ Framework-QI, Six Sigma-DMAIC, Diffusion of Innovation, Change Theories

13. Can I appeal the CLRC decision?
    a. Yes, any nurse denied CN III status twice has the right to appeal the decision of the Career Ladder Review Committee (CLRC) as described below:
        i. Nurse must submit an appeal within 30 days of notice of denial of CN III promotion.
        ii. The appeal cannot be submitted with any additional information that was not in the original submission.
        iii. If the decision of CLRC is reversed, the CN III step pay will be retroactive to the effective date associated with the original application presentation.
        iv. Any nurse has the right to resubmit an application with new documentation at the next submission date.

14. Can I claim points for any specialty certification?
    a. No. While there are many excellent national recognized specialty and sub-specialty certifications, you can only claim points for specialty certification which are recognized and approved by UC Davis Health. You can find that list here https://ucdavishealth.ellucid.com/documents/view/1778

15. Is there a process to get my specialty certification submitted for consideration to be added to the approved specialty certifications list for UC Davis Health?
    a. Yes, there is a process. See policy
       https://ucdavishealth.ellucid.com/documents/view/1790

16. How can I claim points for being relief charge nurse on my unit?
    a. Under the Leadership category "Any other leadership role per management approval", relief charge would count here. To claim a point for relief charge you must
        1. attach proof of successful completion of additional training specific to leadership (see list below)
        2. A brief statement from your manager that validates the frequency and competencies required to function on that role in your area.

    Approved Leadership classes for Relief Charge:
    CPPN
        i. Leading an Empowered Organization (LEO)
        ii. Reigniting the Spirit of Caring
        iii. See Me As a Person

    UC Learning -Leadership (type in search bar) MINIMUM is 4 e-learning (2 hours)
        i. Influencing Through Positive Leadership (26 min)
        ii. Leading Through Positive Influence (28 min)
        iii. Building Personal Power Through Influence (30 min)
        iv. Positive Atmosphere: Establishing a Positive Work Environment (25 min)
        v. Developing Emotional Intelligence (24 min)
        vi. Leading Through Inspiration (22 min)

17. If I have a question regarding my submission, who can I contact to get answers or guidance?
    a. Contact any one of these Review Committee members at least 1 week prior to your submission so that you may receive a response as quickly as possible:

        Emily Torres eiltorres@ucdavis.edu
        Aida M Benitez ambenitez@ucdavis.edu
        Elizabeth Asilo Navarra eaasilo@ucdavis.edu
        Judy L. Tsurutani jlyamasaki@ucdavis.edu
        Oj Ongjoco vhongjoco@ucdavis.edu

18. Questions or Guidance prior to submission can be directed to the following Super Users:

        Michelle Adams msadams@ucdavis.edu
        Jose "Jay" Mari A Metica-Rezonov jmeticarezonov@ucdavis.edu
        Breanna Warnock bnwarnock@ucdavis.edu
        Christina Matson cimatson@ucdavis.edu
        Diane A Boyer dboyer@ucdavis.edu
        Michael Sudh-Brondstatter gsudhbrondstatter@ucdavis.edu
        Kelly Gallegos kmgallegos@ucdavis.edu
        Teri Nguyen leanguyen@ucdavis.edu

19. When can I expect my pay change after passing the application for my CN III?
These are Quarterly **submission deadlines** as follows:
December 31 – 4th quarter previous year
March 31 – 1st quarter current year
June 30 – 2nd quarter current year
September 30 – 3rd quarter current year

With Progress dates:
Committee Review: January, April, July, October
Oral Presentations: Feb, May, August, November

Your change should reflect based on the deadline with these **effective dates**:
4th quarter-previous year: April
1st quarter-current year: July
2nd quarter-current year: October
3rd quarter-current year: January

NOTE: These effective dates are based on the payroll period ending date.

20. What are the requirements to receive credit for being a "Nursing Residency Program Unit Preceptor"?

a. Must have completed the following courses:
- Blended Virtual Introduction to Precepting class from CPPN (Center for Professional Practice of Nursing)
- See Me as A Person for Staff Center for Professional Practice of Nursing at UC Davis Health
b. Must have precepted at least one new graduate
- Submit letter from educator/manager, or name of preceptee with orientation schedule

Link to intranet for information:
https://intranet.ucdmc.ucdavis.edu/pcs/preceptor/get-started-with-precepting.shtml

21. What are the requirements to receive credit for being an "Active mentor for the nurse residency program"?

a. Blended Virtual Introduction to Precepting class from CPPN (Center for Professional Practice of Nursing)
- You will receive 1 point per mentee with a maximum of 3 points
- Must have mentored a nurse for a full year
b. Submit letter from educator/manager, with name of mentee and time period of mentorship
c. Mentoring requires a formal check in process with documentation through a CPPN sponsored online portal