

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 additional information 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 can 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 nationally recognized specialty and sub-specialty certifications, you can only claim points for specialty certifications that 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 [elitorres@health.ucdavis.edu](mailto:elitorres@health.ucdavis.edu)  
Aida M Benitez [ambenitez@health.ucdavis.edu](mailto:ambenitez@health.ucdavis.edu)  
Elizabeth Asilo Navarra [eaasilo@health.ucdavis.edu](mailto:eaasilo@health.ucdavis.edu)  
Judy L. Tsurutani [jlyamasaki@health.ucdavis.edu](mailto:jlyamasaki@health.ucdavis.edu)  
Oj Ongjoco [vhongjoco@health.ucdavis.edu](mailto:vhongjoco@health.ucdavis.edu)

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

Michelle Adams	<a href="mailto:msadams@health.ucdavis.edu">msadams@health.ucdavis.edu</a>	RN Case Manager	Cancer Center
Jose "Jay" Mari A Metica-Rezonov	<a href="mailto:jmeticarezonov@health.ucdavis.edu">jmeticarezonov@health.ucdavis.edu</a>	CN III	ED
Breanna Warnock	<a href="mailto:bnwarnock@health.ucdavis.edu">bnwarnock@health.ucdavis.edu</a>	AN II	PICU/PCICU
Christina Matson	<a href="mailto:cimatson@health.ucdavis.edu">cimatson@health.ucdavis.edu</a>	AN II	E5 Neuro Unit
Diane A Boyer	<a href="mailto:dboyer@health.ucdavis.edu">dboyer@health.ucdavis.edu</a>	AN II	E6
Michael Sudh-Brondstatter	<a href="mailto:gsudhbrondstatter@health.ucdavis.edu">gsudhbrondstatter@health.ucdavis.edu</a>	CN III	PM&R Clinic
Kelly Gallegos	<a href="mailto:kmgallegos@health.ucdavis.edu">kmgallegos@health.ucdavis.edu</a>	CN III	Hospice
Teri H. Nguyen	<a href="mailto:leanguyen@health.ucdavis.edu">leanguyen@health.ucdavis.edu</a>	CN III	Peri-Op/PACU
Leeanna Coreen Miller	<a href="mailto:lcmill@health.ucdavis.edu">lcmill@health.ucdavis.edu</a>	CN III	Women's Pavilion
Mary Beth Penfold	<a href="mailto:mepenfold@health.ucdavis.edu">mepenfold@health.ucdavis.edu</a>	CN III	Women's Pavilion
Carole Jarone	<a href="mailto:CSleija@health.ucdavis.edu">CSleija@health.ucdavis.edu</a>	CN III	Cancer Center
Dajanae Gresham-Ryder	<a href="mailto:dgreshamryder@health.ucdavis.edu">dgreshamryder@health.ucdavis.edu</a>	CN III	East 3 Adult Annex
Truc Cao	<a href="mailto:mycao@health.ucdavis.edu">mycao@health.ucdavis.edu</a>	CN III	Burn ICU

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 – 4<sup>th</sup> quarter previous year
- March 31 – 1<sup>st</sup> quarter current year
- June 30 – 2<sup>nd</sup> quarter current year
- September 30 – 3<sup>rd</sup> quarter current year

With Progress dates:

- Committee Review: January, April, July, October
- Oral Presentations: February, May, August, November

Your pay change should reflect based on the deadline with these **effective dates**:

- 4<sup>th</sup> quarter-previous year: April
- 1<sup>st</sup> quarter-current year: July
- 2<sup>nd</sup> quarter-current year: October
- 3<sup>rd</sup> 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 a letter from educator/manager or name of the preceptee with the orientation schedule.

Link to the 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. Art of Mentoring Workshop Blended Learning 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 a letter from the educator/manager, with the mentee's name and time period of mentorship.
- c. Mentoring requires a formal check-in process with documentation through a CPPN-sponsored online portal.

22. What are some eligible professional nursing or healthcare-related organizations that can be claimed on the application under professional development?

The following is a very short list of the many organizations that are acceptable to be claimed. These include membership to the local, state, or national levels.

- National Black Nurses Association
- National Association of Hispanic Nurses
- Philippine Nurses Association
- Emergency Nurses Association
- Oncology Nursing Society

23. Can I claim points for being on the PPC?

- a. No. The PPC is a committee established as part of the CBA for nurses. This all-RN committee reviews staffing and practices related to the professional practice of nursing (National Nurse United, 2024).