SBARQ: RN Degree and National Specialty Certification Documentation in Oracle
Completion Date: October 31, 2024

Situation	It is important to have accurate documentation of RN degrees and national specialty certifications in Oracle. This documentation provides the information needed for business requirements and to recognize and celebrate our team members.
Background	New options have been added to Oracle to accurately document RN specialty certification and nursing degree. These options must be accurately documented.

Assessment	Every RN will need to accurately document their nursing degree and RN specialty certification in Oracle by selecting the appropriate check box.
	
	Documentation will occur by following the steps below (**critical steps in bold**):
	
	• RN Degree
	   o Oracle -> Career and Performance -> Skills & Qualifications -> Education -> "Add" -> Document degree and school information -> **Check the box "Nursing Degrees"** -> Save
	• RN Specialty Certification
	   o Oracle -> Career and Performance -> Skills & Qualifications -> Licenses and Certifications -> "Add" -> Select National Specialty Certification from drop down menu and add pertinent information -> **Check the box "RN Specialty Certification"** -> Save
	
	Evidence of the degree and certification must be uploaded to Oracle to verify this information.
	
	In rare circumstances, if you are unable to obtain a copy of the degree from the educational institution, please contact Crystal Taylor in Human Resources (HR) at crystal.taylor@uvahealth.org.

Recommendation	All Nurses will accurately document their Nursing Degrees and RN Specialty Certification no later than **October 31, 2024**. Nurse leaders are asked to assist and verify completion of this process. There are step-by-step guides to assist team members in documenting their Nursing Degree(s) and RN Specialty Certifications accurately in Oracle.
Questions	Please contact your one up leader if you have any questions. For additional information, please contact: **Devon Richardson, Manager, The Center of Nursing Excellence** Devon.Richardson@uvahealth.org

UVA Community Health

Documenting RN Degree

1. Select Career and Performance

2. Select Skills and Qualifications

3. Select drop down menu for "Education" section

4. Select the "+ Add" button

5. Add Degree title and all pertinent information and select the Nursing Degree check box
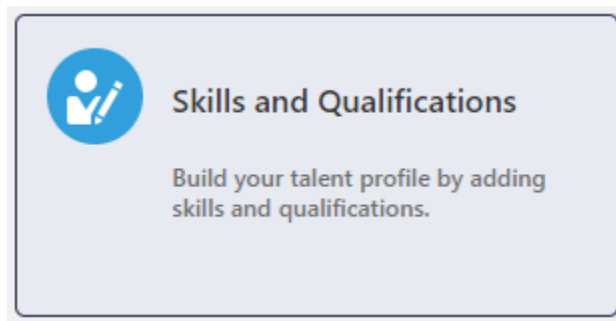

6. Select Save

Documenting RN Professional National Specialty Certification

1. Select Career and Performance
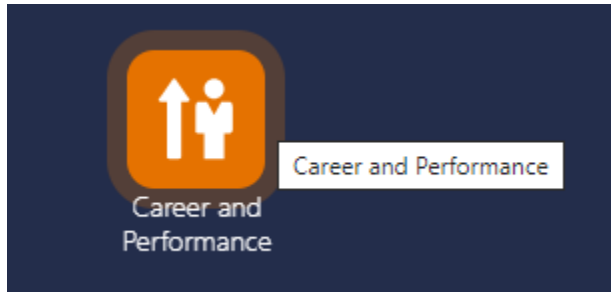
2. Select Skills and Qualifications

3. Licenses and Certifications - Select " + Add"

4. Add RN Professional National Certification name and all pertinent information. Then select the "RN Specialty Certification" check box
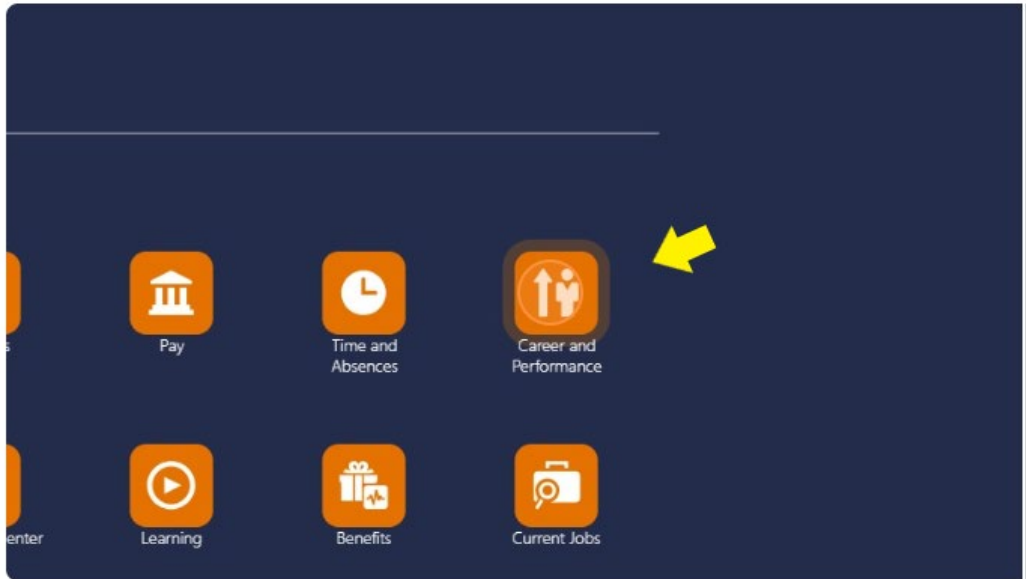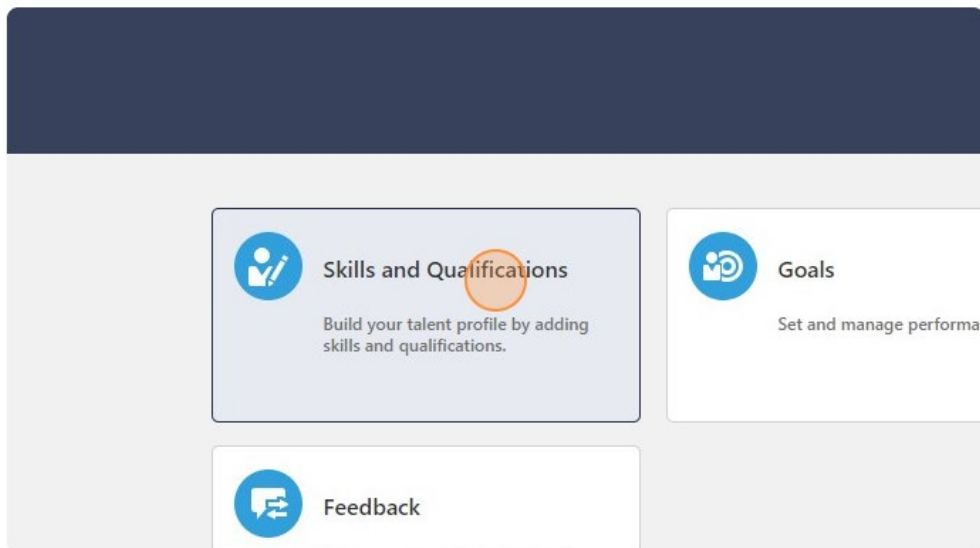

5. Select Save

How to Upload RN Degree and National Specialty Certification

1 Open Oracle

2 Select the Career and Performance icon (Image of an upward arrow and person)

3 Click "Skills and Qualifications"

4   Select the blue add button to add your certification or education

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5   After entering the information you should either drag and drop, or select the drop-down arrow to upload a pdf or image of the proof (diploma or certification card).

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Expiration Date

mm/dd/yyyy

RN Specialty Certification

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Add File

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Last Updated Date

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