



Manager Job Aid: Running Professional Board Certifications Report for Department

Updated: December 2024

MENU

 Home

🔍 Nurses with

✕

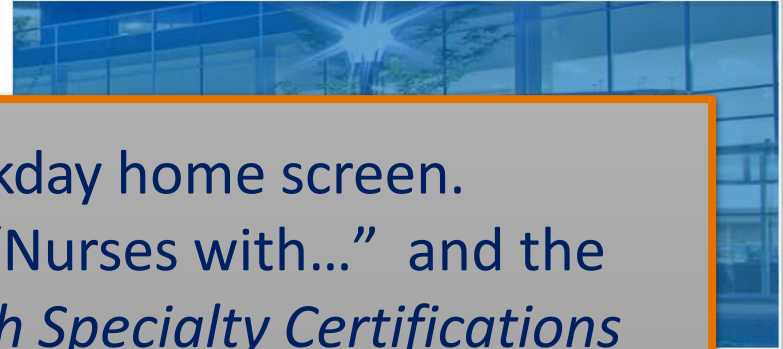
📄 Nurses With Specialty Certifications Not Required For Job Report

📄 Hire an (Medical) Report

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📧 2



Good Morning, Luella M Glanzer

Timely Suggestions



You Have a New Payslip

Review your payslip information to ensure accuracy

[View Payslips](#)



Enhanced security for Payment Elections

To better protect your banking information and en...

Start from your Workday home screen.
In the search bar, type in “Nurses with...” and the report entitled *Nurses With Specialty Certifications Not Required for Job* will pop up.
Click on it.

Nurses With Specialty Certifications Not Required For Job ✕

Effective as of Date

Include Certifications with an Expiration Date on or After

Include Certifications with an Expiration Date on or Before

Show Certification entered on or Before

Company

Supervisory Organization

Include Subordinate Organizations

Leave the “Effective as of Date” to blank to default to today’s date.

Note: Use the “Expiration Date On or After/Before” if looking for active, expired, or soon-to-be expired certifications for a certain time period.

Leave the checkboxes marked to capture all RNs.

If reviewing Clinician 3 and 4 requirements, check the box for “Worker’s Job Profiles is on the CCL?”.

Click “OK”

Cost Center

Job Family Group

Job Family

Job Profile

Worker is Active?

Registered Nurse (Magnet Definition)

Worker's Job Profile Requires RN License?

Worker's Job Profile is on the CCL?

Worker

W Nurses With Specialty Certificat x +

myworkday.com/uva/d/gateway.html

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Nurses With Specialty Certifications Not Required

> Details

Governance of this report is owned by the Magnet Clinical Program Co

25 items

Employee ID	Worker	Legal Name	Last Name	First Name	Position ID	Business Title	Job Profile Name	Job Profile
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	RN Clinician 2	RN Clinician 2	MC_100299 - RN Clinician 2
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	RN Clinician 2	RN Clinician 2	MC_100299 - RN Clinician 2

Your direct reports with approved professional board certifications will show on this screen.

BE AWARE of the double scroll bar! You will need to **scroll down** in order to **scroll right** to see expiration dates and certification names.

NOTE: APRN certifications required for job may also be included. Only certifications NOT required for job are bonus eligible. Credentialing related certifications are tracked by the Clinical Staff Office.

You can export to Excel by clicking here. Dates and filters will be exported along with the data.



Scroll to the right in Workday to see certifications and expiration dates.

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Job

RN

Certifications

Certification	Certification Name	Issuer	Entered On	Expiration Date	Certification Reference ID	Specialty Certification?
Critical Care Nurses (AACN Certification Corporation)						
PMGT-BC Pain Management Nurse - Specialty - American Nurses Credentialing Center (ANCC)	PMGT-BC Pain Management Nurse - Specialty	American Nurses Credentialing Center (ANCC)	11/08/2019	05/28/2024	SPECIALTY_C BC-PM	Yes
CCRN Critical Care Registered Nurse (Adult, Neonatal, and Pediatric Acute) - Specialty - American Association of Critical Care Nurses (AACN Certification Corporation)	CCRN Critical Care Registered Nurse (Adult, Neonatal, and Pediatric Acute) - Specialty	American Association of Critical Care Nurses (AACN Certification Corporation)	10/04/2023	09/30/2026	SPECIALTY_C CCRN	Yes
TCRN Trauma Certified Registered Nurse - Specialty - Board of Certification for Emergency Nursing	TCRN Trauma Certified Registered Nurse - Specialty	Board of Certification for Emergency Nursing	03/11/2024	03/08/2028	SPECIALTY_C TCRN	Yes

This is what your Excel export will look like. Certifications and expiration dates are to the right.

You can make columns narrower or hide them to make it easier to read.

Employee ID	Worker	Legal Name	Last Name	First Name	Position ID	Business Title	Job Profile Name	Job Profile
						Inpatient Charge Nurse	Inpatient Charge Nurse	MC_102579 - Inpatient Charge Nurse
						Inpatient Charge Nurse	Inpatient Charge Nurse	MC_102579 - Inpatient Charge Nurse

Questions?

Email NPGO@uvahealth.org