



ACTIVITY SUMMARY TALLY SHEET

Highlight each ACTIVITY for which you are submitting an activity sheet on this tally sheet under the appropriate column and include this tool in the front of the Activity Summary section. Be sure to include your employee number in the designated spot and to total the points in each section.

CN3 INSTRUCTIONS

- All CN3 column activities are worth 1 point.
- A CN3 must earn no fewer than 10 points, annually.
- No more than 3 activities from any one domain can be claimed.
- No one activity can be claimed under more than one domain.
- A minimum of 4 domains must be represented by the activity sheets.
- Claimed committee/workgroup/membership involvement must be for a minimum of 12 months with an attendance of 80% or greater. Signature of Chair/Co-Chair is required for claimed committee work and attendance.
- Evidence of the activity must be documented and supported on the appropriate **Activity Summary sheet**. Supportive evidence should be included behind the summary sheet.

CN4 INSTRUCTIONS

- All CN4 column activities are worth 2 points.
- A CN4 must earn no fewer than 16 points, with minimum of 8 points from the CN4 column.
- No more than 3 activities from any one domain can be claimed.
- No one activity can be claimed under more than one domain.
- A minimum of 4 domains must be represented by the activity sheets.
- Claimed committee/workgroup/membership involvement must be for a minimum of 12 months with an attendance of 80% or greater. Signature of Chair/Co-Chair is required for claimed committee work and attendance.
- Evidence of the activity must be documented and supported on the appropriate **Activity Summary sheet**. Supportive evidence should be included behind the summary sheet. Two point activities take an intensive amount of work; substantial evidence of initiative, follow through, and outcomes should be included.

DO NOT INCLUDE THIS PAGE IN YOUR SUBMISSION



RESOURCES

Maximize efficiency, responsibility and stewardship as evidenced by:

ACTIVITY	CN3	CN4
Participation in Committee Work	Green Team; Informatics Council; LEAN/Toyota committee; Nursing Value Analysis;	Chair/Co-Chair of these committees
Becoming a Technology Resource; Product Super User	Unit based Super User or Trainer with demonstration of current practice	Hospital wide lead trainer
Management of Hospital Work Force	Scheduler; Interviewer <i>(not included in job description/duties)</i>	Charge RN; Acting in management role outside of unit; Covering in crisis mode <i>(above & beyond requirement)</i>
Serves as Staff Resource/Specialty Nurse	Routinely used as peer resource for clinical expertise in a specialized area of practice; Best practices coach; NICU f/u clinic; ECMO trained; Team Lead; PICC trained; Palliative Care; Skin/Wound Team; etc.	Charge RN; Interpreter; Lactation; Member of clinical leadership team (CCL, Education Coordinator); OR Specialty Team Leader; RNFA (active); Safety Coach; SANE; Support U RN; Trauma Nurse Leader; Wound Treatment Associate, Laser Nurse, Cell Saver Nurse
Implementing and Evaluating Waste/Cost Cutting Measures	Unit based LEAN project	Hospital wide LEAN project
Facilitating Patient Flow; Throughput	Unit based- Innovative practice with regard to efficient and safe practice with discharge planning process, documentation of patient family education, medication review, and collaboration with physician and unit case managers	Hospital wide innovation for same
	Total CN3 Points:	Total CN4 Points:

Total Number of Activities in Resources: _____

Total Combined Points for Resources: _____

Total CN3 Points for All Domains: _____

Total CN4 Points for All Domains: _____

Total Points for All Domains: _____

Employee #: _____