

UC DAVIS HEALTH SYSTEM CROSS TRAINING GUIDE

Introduction To Cross Training

Cross training is designed for employees to acquire skills, abilities and knowledge of our health care environment that will enhance their opportunities for mobility, advancement and personal growth.

It is essential that employees make their career interest known to their supervisor prior to initiating a cross training assignment.

Employees may participate in cross training for 4 to 16 hours per week, for up to 6 months or 100 hours whichever comes first.

Cross training assignments may be conducted during an employee's normal work hours. In these cases, the employee's home department will negotiate the training schedule designed for minimal disruption in the employee's home and cross training departments.

Cross Training outside of an employee's normal work schedule is permitted; however, employees will not be compensated for those cross training hours.

Please be aware that completion of any Cross Training assignment provides no guarantee of compensation, employment, or benefits to the participant.

To Participate

UCDHS non-probationary career employees with a Satisfactory or better rating on most recent performance appraisal are eligible to participate in Cross Training. Also, employees who receive a corrective action during their cross training assignment may be pulled from their assignment.

Before the cross training assignment may begin a Cross Training Development Plan must be approved by the employee's home supervisor and the cross training supervisor.

Employees must identify and secure their cross training opportunities. Learning and Development does not maintain a list of departments providing cross training.

Because of the nature of business in some areas within the UC Davis Health System, an employee may be required to sign a confidentiality statement before beginning a cross training assignment.

In some cases, an employee must be licensed to drive an automobile in the State of California and should be able to provide proof of current personal liability and collision automobile insurance coverage.

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Steps to a Successful Cross Training Assignment

1. Identify an opportunity. Keep in mind that cross training is a joint venture involving yourself, your Home Department, and the Cross Training Department.
2. Review the Cross Training Guide to help plan your assignment.
3. Before beginning your assignment, complete Part A of your Cross Training Development Plan.
4. On the first day of your cross training meet with your Cross Training Supervisor and complete the Orientation Checklist together.
5. To measure your progress against your development goals, at the mid-point of your cross training assignment ask your Cross Training Supervisor to complete Part B of your Cross Training Development Plan.
6. Upon the completion of your assignment—up to 6 months or 100 hours— ask your Cross Training Supervisor to evaluate and review your performance by completing Part C of your Cross Training Development Plan.
7. Optional: Add your Cross Training Assignment to your UC Learning Center (UCLC) transcript. To do this, log into the UCLC, from your dashboard select the icon “Add Self-Reported Training,” and follow the steps to add your cross training assignment.
8. Optional: Meet with Learning and Development to discuss how to leverage this experience in your career development. Email HS-T-D@ucdavis.edu for more information.