



POLICY NUMBER		ON005ADM
ORIGINAL DATE:		February 2014
TITLE:	PROFESSIONAL NURSING CERTIFICATION REIMBURSEMENT GUIDELINES	
KEYWORDS:	ANCC, ANA, development, education	

ACCOUNTABILITY:

SVP & Chief Nursing Officer
VP Human Resources

OBJECTIVES

The Mission of Catholic Health Initiatives is to nurture the healing ministry of the Church, supported by education and research. Fidelity to the Gospel urges us to emphasize human dignity and social justice as we create healthier communities. To fulfill this mission, CHI St. Vincent will provide support to nurses as they strive for professional nursing certification because of the recognized importance of certified nurses in efforts to improve the quality of care for the patient.

- I. Approval may be granted for reimbursement as determined by nursing departmental fiscal operations.
- II. **Criteria for Consideration:**
 - A. The professional nursing certification must be endorsed by the American Nurses Association (Refer to <http://nursecredentialing.org/Magnet/Magnet-CertificationForms>), by a professional nursing organization listed in appendix A, or fit the Magnet Recognition Program Certification List Inclusion criteria.
 - i. Professional nursing certifications that are not endorsed by the ANA and are not included in appendix A will be considered individually by the Market Nurse Executive Council (MNEC) and will meet the criteria as a professional certification in accordance with Magnet Recognition Program Certification List Inclusion Criteria. (Refer to <http://www.nursecredentialing.org/Criteria-Inclusion.aspx>).
 - B. Applicant for the nursing certification must be a registered nurse in a budgeted position (0.6 FTE or higher), in good standing with the organization and beyond the probationary period.
 - C. Only one (1) type of professional nursing certification will be considered for reimbursement (and must be pre-approved by department leader) with each fiscal year per registered nurse in a budgeted position.
- III. **Approval Process:**
 - A. Approval of the professional nursing certification must be obtained PRIOR to registration for the certification exam from the co-worker's Reporting Leader/Director.
- IV. Applicant is responsible for securing study materials for the certification examination and preparing for the examination.

Professional Nursing Certification Reimbursement Guidelines

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V. Reimbursement Process:

- A. For professional nursing certifications, the registered nurse will:
 - i. Obtain approval for the specific certification exam from the Nurse Manager.
(Refer to section III above)
 - ii. Register for the examination and pay the certification fee
 - iii. Submit evidence of fee payment in Concur for reimbursement
 - iv. Complete the certification examination at the designated testing center.
 - v. If unsuccessful, you may retake the same certification one time in the fiscal year and receive reimbursement.
- B. **Renewal Reimbursement:** After receiving approval from the Reporting Leader as outlined in section II, subsequent professional nursing certification renewals will be eligible for reimbursement by submitting documentation of payment and verification of certification renewal through Concur.

- VI. Upon passing the initial certification exam or renewal, the co-worker will provide a scanned copy of certification document (with expiration date) to HR to be placed in their personnel file for tracking.
 - a. Co-worker has option to update their badge to reflect certification by going to Human Resources.

SOURCE:

American Nurses Credentialing Center. <http://nursecredentialing.org/Magnet/Magnet-CertificationForms>.



Appendix A

List of Approved Professional Organizations recognized for Nursing Certification

AAACN.org	American Academy of Ambulatory Care Nursing
AACN.NCHE.edu	American Association of Colleges of Nursing
AACN.org	American Association of Critical Care Nursing
AMSN.org	American Association of Medical-Surgical Nurses
AANN.org	American Association of Neuroscience Nurses
AANA.org	American Association of Nurse Anesthetists
ACCN.net	American College of Cardiovascular Nursing*
AHNA.org	American Holistic Nurses Association
ANNANURSE .org	American Nephrology Nurses Association
Nursingworld.org	American Nurses Association
AONE.org	American Organization of Nurse Executives
APNA.org	American Psychiatric Nurses Association
ASPN.org	American Society of PeriAnesthesia Nurses*
ANACnet.org	Association of Nurses in Aids Care
AORN.org	Association of PeriOperative Registered Nurses
AWHONN.org	Association of Women's Health, Obstetrical and Neonatal Nursing
CIC.org	Cardiovascular Credentialing International for certification as a Registered Cardiovascular Invasive Specialist (RCIS)*
ENA.org	Emergency Nurses Association
HPNA.org	Hospice and Palliative Nurses Association
Ins1.org	Infusion Nurses Society
ILCA.org	International Lactation Consultant Association
INTNSA.org	International Nurses Society on Addictions
NACNS.org	National Association of Clinical Nurse Specialists
NAAN.org	National Association of Neonatal Nurses
Orthonurse.org	National Association of Orthopaedic Nurses
NBNA.org	National Black Nurses Association*
NCEMNA.org	National Coalition of Ethnic Minority Nurse Associations*
NNSDO.org	National Nursing Staff Development Organization
ONS.org	Oncology Nurses Society
PCNA.net	Preventive Cardiovascular Nurses Association
SGNA.org	Society of Gastroenterology Nurses*
SUNA.org	Society of Urologic Nurses and Associates*
WOCN.org	Wound Ostomy and Continence Nurses Society

*Approved by CHI St Vincent, not an affiliate of the ANA

Document Metadata

Document Name:	Professional Certification Reimbursement Guidelines.docx
Policy Number:	ON005ADM
Original Location:	/CHI St. Vincent Hospitals/Patient Care Services/Education, Competency, & Professional Development
Created on:	02/28/2014
Published on:	11/17/2022
Last Review on:	10/19/2022
Next Review on:	10/19/2023
Effective on:	08/29/2018
Creator:	McAnally, Laura <i>Manager</i>
Committee / Policy Team:	Policy Management
Owner/SME:	McAnally, Laura <i>Manager</i>
Manager:	McAnally, Laura <i>Manager</i>
Author(s):	Hopkins, Julie <i>Director</i>
Approver(s):	Longing, Angie <i>Chief Nursing Officer</i>
Publisher:	Wilson, Jessica <i>Regulatory</i>
Description:	certification

CLINICAL LADDER GUIDELINES

Minimum Eligibility Requirements:

- RNs “Registered Nurse” or “PCC” job positions that are delivering direct patient care.
- The nurse must be either full time or part time. If part time, must be a 0.5 FTE and work minimum of 520 hours per program session.
- Unit Based PRN, Central Based PRN, Registry, and Pool-Plus PRN staff are eligible if they have worked at least 520 hours per program session. They must provide validation of hours worked.
- All educational assignments must be completed by applicant as assigned per program session.
- Current program year materials are available on the onespiritINSIDER>>Nursing>> Clinical Ladder. All applicants are responsible for reviewing and utilizing these materials.
- A Nurse who is the recipient of a Final Written Warning (excluding attendance) during the designated session periods, or who during such periods has restrictions place on his/her nursing license, shall not be entitled to any wage/salary adjustment as part of the Clinical Ladder Program.

Applicants must submit their portfolio with following items before the application deadline:

- Clinical Ladder Level Requirements Checklist
- Completed application
- All requested worksheets and supporting documentation for each standard submitted

Bi-Annual Application Deadlines:

- The data collection periods are every six months. The timeframes are:
 - April 1 – September 30 (Session 1)
 - October 1 – March 31 (Session 2)
- Only activities during these designated timeframes will be counted for each session.
- Applicants must submit the required number of standards for level applied for, refer to Levels Table.
- Late submissions or incomplete applications will not be processed.

Award Guidelines:

- A per hour differential will be granted per level for each successful application per session.
- The applicant may choose to submit more than one activity per standard, but only one activity will be accepted for the submission period.
- The applicant may choose to submit more than one example, but only one example per standard will be accepted each submission period
- Completion of Contact Hours or CEs may only be submitted for one standard per session.



- Applicants must submit the following number of standards per level:
 - RN Level 2: Two standards (must include standard 14)
 - RN Level 3: Four standards (must include standards 11 and 14)
 - RN Level 4: Six standards (must include standards 11, 13, and 14)
- Activities for each standard must have occurred within the designated session time frame prior to the application deadline.
- Activities, projects and meetings which are considered to be a minimum requirement of the job role should not be submitted for the Clinical Ladder Program.
- An activity used to meet the requirement for one standard may not be used to meet the requirement for a second or third standard during an application period.
- If ongoing or new work is required on a project, the same standard may be submitted for more than one session. The additional work should be clearly documented.
- All articles referenced must be < 5 years old.
- Use only approved forms posted that are posted on the Clinical Ladder webpage (e.g. attendance record/sign in sheet)
- Differential payments will start the first **full** pay period in July and January.

Approved in-services

- In-services may be interdisciplinary which include departments or disciplines outside the nurses practice area. (PCTs, RTs and other allied health etc.) See clinical ladder Levels Table for required in-services.
 - RN Level 2: each in-service must have a minimum of 5 people attend
 - RN Level 3: each in-service must have a minimum of 10 people attend
 - RN Level 4: each in-service must have a minimum of 20 people attend

Professional Certification

- Current Professional National Board Certification in Specialty area (i.e. CCRN, RN-BC, CNRN, OCN.) The certification must meet the inclusion criteria defined by Certification list used by the Magnet Recognition Program which can be found at <http://nursecredentialing.org/magnet/magnet-certificationforms>

Required Classes

- Clinical Coach
 - Must attend the “Clinical Coach” class and submit proof of completion.
 - Clinical coaches orient CHI St Vincent RNs.
 - Preceptors facilitate the learning experience for Nursing Students.



- For RN 3 and RN 4 levels: The nurse will be willing to act as clinical coach at the discretion of Nurse Manager in absence of qualified volunteer.
- Charge Nurse
 - Must attend the “Taking Charge” class and submit proof of completion.
 - For RN 3 and RN 4 levels: The nurse will be willing to act as a charge nurse at the discretion of Nurse Manager in absence of qualified volunteer.

Submission Process

- Semi-annual presentation of a **professional** portfolio:
 - Must include the cover sheet that is available on the onespiritINSIDER printed on **white** paper with your full name, credentials, and practice area
 - Must be presented in an appropriately sized three ring binder ○ Do not use mixed media (foam, glitter) in the portfolio ○ Must have clearly labeled sections for each Standard of Clinical Practice **WITH tabs**
 - **DO NOT USE STAPLES, PAPERCLIPS, OR SHEET PROTECTORS** ○ **DO NOT** include any protected health information in the portfolio
 - All items/activities, including recognitions, in portfolio **MUST** be dated and have occurred within the data collection time frames
 - Sign in notebook to the designated assistant.
 - Binders will be available for pick up at designated time and place unless an appeal is filed
 - Submission dates will be announced each session and will always fall two weeks following the end of each session.

Verification Panel

- The Verification Panel reviews portfolios and determines if the criteria for the level applied for has been met. The Verification Panel will consist of three or more of the following:
 - Clinical Director of Nursing
 - Clinical Ladder champions (RN 2, RN 3, RN 4) including representation from each CHI St. Vincent campus
 - Union President (as applicable to site)
 - Clinical Educators, as needed or applicable, or other designees.

Awards and Recognition

- Semi-annual recognition at designated meetings
- Badge attachment denoting Clinical Nurse Level and year of award



- Hourly differential added based on Clinical Ladder level awarded. Refer to Levels Table. The differential payout will begin (January for the completed session of April--September and July for the completed session of October—March) on the first paycheck in which all worked days fall within that month.

Appeals Process:

- A written notification letter or e-mail of appeal is to be sent to the Vice President of Patient Care Services, or designee, for the facility
- The appeal must be received in the VP Patient Care Services office within 14 days of the of receipt of their award letter.
- Portfolio will be forwarded to the VP Patient Care Services for the appropriate facility by the Market Magnet Manager
- The following panel may review the portfolio of appeal:
 - Market chief nursing executive
 - Clinical director of nursing
 - HR business partner
 - Bedside nurse from a different area of practice
- Notification of the panel's decision regarding appeal will be in writing and sent to individual's home within 14 days of review.
- The appeal process may include an in-person session with the appeals panel.

