

<b>POLICY NUMBER</b>		<b>ON188PCS</b>
<b>ORIGINAL DATE:</b>		<b>December 2011</b>
<b>TITLE:</b>	<b>EDUCATION: NURSING CONFERENCE ATTENDANCE</b>	
<b>KEYWORDS:</b>	Education, Nursing	

**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 support nursing staff as they further their professional development through professional nursing conference attendance.

**POLICY:**

- I. Approval of CHI St. Vincent support
  - A. Professional conferences will be evaluated for their support of the System and Nursing Strategic Plans
    - i. RN will review desired conference with Nurse Manager and Clinical Director. RN must provide course objectives for review
  - B. If conference content is supportive of strategic initiatives, RN will complete an Institute and Travel form located on the CHI SV onespiritInsider forms page.
    - i. Form is completed and provided to nurse manager along with conference information to review for completion. Also, a memo should be included outlining the relevance of need.
    - ii. The Nurse Manager forwards the form to the reporting Nurse Executive for signature
    - iii. The Nurse Executive forwards the form to the SVP for Patient Care Services for signature
    - iv. Complete form is forwarded by SVP & Chief Nursing Officer to the President & Chief Executive Officer of CHI St. Vincent
    - v. When final approval is obtained, the RN will contact one of the executive assistants for assistance in setting up an expense and travel account.
  - C. After returning from the conference, the RN will submit expenses. Approved expenses will be paid to the RN following expense report approval.

**Education: Nursing Conference Attendance**

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D. Expectations following conference attendance

- i. RN will provide education to other nurses on the information learned at the conference
  1. Appropriate information will be provided to nursing staff at scheduled times, including all appropriate nursing staff, within three months of conference attendance
  2. RN will communicate with the Clinical Education department to determine if CEs can be obtained through the Midwest Multistate Division of ANCC for those attending the educational sessions.



**Education: Nursing Conference Attendance**

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<b>POLICY NUMBER</b>		<b>ON003ADM</b>
<b>ORIGINAL DATE:</b>		<b>April 2013</b>
<b>TITLE:</b>	<b>PROFESSIONAL ORGANIZATION MEMBERSHIP REIMBURSEMENT GUIDELINES</b>	
<b>KEYWORDS:</b>	Reimbursement, Professional, Membership, Organization	

**ACCOUNTABILITY:**

SVP &amp; Market Chief Nursing Officer

Director/Manager of Nursing Excellence &amp; Clinical Education

**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 participate in professional nursing organizations because of the recognized importance of the professional development opportunities that come from the engagement of nurses within their professional organizations, as well as the improved 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 organizations will be evaluated for their alignment with the Ethical and Religious Directives and support the System and Nursing Strategic Plans.
- B. The Professional nursing organization must be recognized as an organizational affiliate of the American Nurses Association (ANA) (For a complete listing, refer to <http://nursingworld.org/AffiliatedOrganizations>), or included in Appendix A.)
- C. Professional nursing organizations that are not recognized as an organization affiliate of the ANA, and are not included on the list below, will be considered individually. Supportive evidence of their appropriateness must be provided by the nurse applying for reimbursement.
- D. Local chapters of the national organization may be reimbursed. Documentation of the affiliation with the national organization, which must be on the list below or considered individually, must be provided.

**III. Reimbursement Process:**

- A. Only one (1) professional nursing organization membership fee will be considered for reimbursement (and must be preapproved by nurse manager) with each fiscal year per full time (0.9 FTE or greater) nurse.

Professional Organization Membership Reimbursement Guidelines

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- B. Approval of the professional membership will be obtained prior to submission of the membership fees from the Nurse Manager, Director, Market Director, or Market Chief Nursing Executive.
- C. The first year will be reimbursed to the nurse after nurse manager/director has approved the membership reimbursement and a receipt demonstrating payment has been submitted in Concur.

Subsequent year's professional organization memberships (to the same or different organizations) will only be reimbursed if one (1) of the following may be demonstrated:

- i. Active participation at meetings (provide evidence of active involvement such as meeting sign in sheets with  $\geq 70\%$  attendance. Some organizations don't offer local chapter meetings so this may have to be reviewed by supervisor in order to be reimbursed)
- ii. Participant holds an office in the professional nursing organization (provide evidence)
- iii. Participant submits a successful practice change to the organization as a result of participation in the professional organization during the fiscal year. Documentation must meet documentation guidelines as outlined in the Nursing Clinical Ladder program.
- iv. Participant can show active involvement or use of professional organization materials for work-related activities.



## Appendix A

### List of Approved Professional Nursing Organizations

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
ASPAN.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
ENA.org	Emergency Nurses Association
Nursingsociety.org	Honor Society of Nurses—Sigma Theta Tau*
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 Orthopedic 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

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