

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

**TITLE/DESCRIPTION
EDUCATION, CERTIFICATION PAY AND TRAVEL EXPENSES**

EFFECTIVE DATE: 7/7/16
Revised 6/1/2021

APPLIES TO:
ALL EMPLOYEES

APPROVED BY:
ACMC Board

Purpose:

ACMC will pay the costs for continuing education for full-time and part-time employees to meet ACMC’s required certifications and extended education programs. To reward employees for attaining increased knowledge that can be utilized to enhance patient care.

Policy:

It is the policy of ACMC to pay the approved expenses including wages associated with taking certification courses required by ACMC.

The employee, at the time of application for reimbursement (or pre-registration for the program if ACMC pays the pre-registration fees) will be required to sign a commitment to work for ACMC for a minimum of one (1) year following completion of the education program. If the employee voluntarily terminates employment from ACMC prior to completion of one year of employment ACMC will forgive 1/2 of the cost of the education program, regular wages while taking the class, mileage to classes and any other expenses incurred while taking the class for each month of work actually completed, then deduct the balance of the cost from the employee’s final payroll check(s).

Occasionally, ACMC pays the cost of other extended education programs for employees with no commitment from the employee to continue employment with ACMC or for the specific purpose for which ACMC has paid the cost of the education program. In Cases where ACMC pays such cost, the provisions of Paragraph 2 above shall apply.

1. Certification pay for the first certification will be \$.25. ACMC will pay \$.25 for up to 7 certifications. There will not be any more hourly wage reimbursements after seven (7) certifications.
2. In some areas ACLS is not mandated, however ACMC will pay for the hourly wage reimbursement to those nurses and respiratory therapists who do receive the certification. This applies only to ACLS.
3. Certification pay will be awarded upon presentation of documentation for the period of the certification.
4. Each certification must be appropriately renewed in order for certification pay to continue. If a certification was obtained and expires, nursing employees have 90 days to renew that certification or else will not be allowed to work their shifts until it is obtained. If this is a state mandated certification renewal and work requirements may be different.
5. Certification pay will begin on the pay period following the date certification is presented to the Director of Human Resources. There will be no retroactive pay. Certification pay will be removed if certs are expired.
6. All employees (Nursing, RT, Lab, X-ray, PT, OT etc.) who regularly work in a clinical capacity will be required to be trained in CPR and to retain certification during their employment. Anyone newly hired who is not certified in CPR will be enrolled in the next CPR class. There is no pay reimbursement for this certification. ACMC will not pay for employees to take this certification outside of the hospital unless that certification is no longer offered in our facility.
7. It is the policy of ACMC to require certification of employees who work in certain clinical areas. New employees will have one year to acquire the necessary certification(s). The areas are listed below.

<u>Home Dept.</u>	<u>Certification</u>	<u>Job Classification</u>
OR & /Day Surgery	ACLS, NIH Stroke Scale*	RN’s, LPN’s
ER	ACLS, PALS, NIH Stroke Scale*, TNCC, NRP, A-TEAM, CPI	RN’s
CCU	ACLS, PALS, NIH Stroke Scale*, TNCC NRP, A-TEAM, CPI	RN’s
L/D	ACLS, NRP, FHM, STABLE, NIH Stroke Scale*	

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NN	TNCC ACLS, NRP, FHM, STABLE, NIH Stroke Scale*	RN's
Med Surg	TNCC ACLS, NRP, PALS, NIH Stroke Scale*, TNCC	RN's
Med Surg	ACLS and PALS w/approval by CNO	RN
Generation	ACLS, CDP, NIH Stroke Scale*	LPN's
RT	ACLS, PALS and NRP	RN
Social Service	CDP, CPI	CRT & RT Social Service Worker

All certifications must go through the CNO for certification approval.

Any certification required for the Clinical IT nurse through CPSI to maintain license will be compensated at the current certification rate.

*The NIH stroke scale is to be completed yearly by all RN staff and will be compensated upon completion and verification of performing a MOCK on ARVSAVES. This will be considered as an available compensated certification.

8. When an employee is taking one of the above certifications or a course approved by ACMC, **ACMC will pay for:**

- The cost of the registration for the class.
- The employees' regular pay while taking the class if the class is taken on a regularly scheduled work day.
- Mileage will begin from the hospital to the class & back to the hospital. Car Pooling is encouraged if several are attending the same class.

ACMC will not pay for:

- Meals
- Hotel (unless the course is greater than 125 miles away & only with permission from the DON, CEO or Human Resources Director)
- Mileage for certifications other than ACLS, NRP, PALS, FHM, TNCC.
- Registration for any class when that class can be obtained for free or at a reduced cost at ACMC.

9. ACMC will pay for stated certifications to other sources, but only up to what it would cost if the employee took if held at ACMC.

10. ACMC requires that each employee sign a promissory note for each class and all expenses incurred while taking the class that ACMC pays for registration. This is waived for each employee that has been an employee at ACMC for a period of 10 years.

11. The employee regardless of whether he has signed a promissory note or not, will be responsible for the cost of registration, if the employee cancels within 48 hours of the class. This would be waived with a signed note from the MD stating that the employee was sick or upon death of an *immediate* family member.

OTHER EDUCATION TRAINING AND MEETINGS

12. Employees will only be paid for education hours that are required by ACMC. When an employee decides to attend a meeting that is not required by ACMC, he may be given permission to go but will not be paid.

13. Mileage will be paid for classes or meeting approved by the CEO. (Car Pooling is encouraged if several are attending the same class.)

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14. Other educational classes may be assigned as opportunities for performance improvement via Learn on Demand, Tandberg or in service opportunities. These are not subject to compensation
15. PRN staff do not receive cert pay and may be entitled to attend classes at no expense under the discretion of the CNO or administration.