



<b>Classification:</b>	<b>YALE NEW HAVEN HEALTH SYSTEM POLICY &amp; PROCEDURES</b>	
<b>Title:</b> Professional Nursing Certification		
<b>Date Approved:</b> 02/04/2016	<b>Approved by:</b> System Operating Committee	
<b>Date Effective:</b> 03/01/2016	<b>Date Reviewed/Revised:</b> 04/27/2017	
<b>Distribution:</b> MCN Policy Manager	<b>Policy Type (I or II):</b> Type I	
<b>Supersedes:</b> BH - Education Compensation YNHH - Certification Reimbursement, RN Certification		

## PURPOSE

To provide recognition for non-management clinical nurses who pursue and achieve professional nursing certification.

## APPLICABILITY

This policy applies to each licensed hospital affiliated with Yale New Haven Health System (YNHHS), including Bridgeport Hospital, Greenwich Hospital, Yale-New Haven Hospital and any other hospital that may affiliate with YNHHS from time to time.

## POLICY

- A. Clinical nurses who successfully achieve professional certification from a Yale New Haven Health approved list of certifications receive:
  - A certification monetary bonus which is awarded one-time per employee for the length of employment.
  - Certification exam reimbursement following validation of successful completion and passing the exam.
  - Reimbursement for either one initial certification exam or one renewal exam / recertification fee of the certification once per year.
- B. The clinical nurse is responsible to update certification profile annually in Employee Self Service.

## Professional Nursing Certification

### PROCEDURES

#### *ELIGIBILITY FOR REIMBURSEMENT*

- A. Manager reviews and approves certification for the relevant specialty discipline prior to application submission.
- B. Confirm the clinical nurse has completed one year of employment.
- C. Full time employees scheduled to work at least 36 hours/week.
- D. Part time employees scheduled to work at least 24 hours/week.
- E. Certification is from the Yale New Haven Health approved list.
- F. An employee will be ineligible to participate if the employee's most recent overall performance evaluation was 'Partially Demonstrated' or 'Not Demonstrated,' except where certification is recommended by the employee's manager and is intended to attain a specific improvement in performance.
- G. All non-management clinical nurses are eligible for this program.
- H. The following nursing positions are not eligible through this program for certification reimbursement or the certification monetary bonus:
  - manager
  - administrative levels above manager
  - APRN

#### *REIMBURSEMENT PROCESS*

- A. Clinical nurse is responsible for submitting the application documents and fees to the specialty certification organization.
- B. Upon successful completion of certification requirements, the clinical nurse submits a copy of the certificate and supporting proof of payment documents to the manager.
- C. Clinical nurse enters the certification information in Employee Self Service.
- D. Manager approves/denies reimbursement in Employee Self Service.
- E. The manager sends a copy of the certificate to Human Resources to scan in the electronic employee file.
- F. Certification details are entered into the Lawson report by the manager.

## Professional Nursing Certification

### *INITIAL CERTIFICATION REIMBURSEMENT*

- A. Successful completion of one initial certification is recognized with a one-time monetary bonus for the duration of employment with Yale New Haven Health.
- B. The one-time initial certification monetary bonus:
  - Full Time Employees: \$750
  - Part Time Employees: \$500
- C. The initial certification exam fee reimbursement:
  - Maximum \$350 for the initial certification exam fee.

### *ADDITIONAL CERTIFICATION OR CERTIFICATION RENEWAL REIMBURSEMENT*

- A. Maximum of \$350 per year reimbursement for the renewal of one current certification or to obtain one additional certification, not both a renewal and additional certification.
- B. Additional certifications not eligible for certification monetary bonus.
- C. The staff member is eligible for the renewal payment after a minimum of one (1) year from the original specialty certification date.

### *REIMBURSEMENT FOR CERTIFICATION REVIEW PROGRAMS*

- A. Clinical nurses are encouraged to attend Yale New Haven Health sponsored on-site review programs. These programs are coordinated by Yale New Haven Health with one of two options:
  - Yale New Haven Health campus-specific faculty presentation
  - or
  - On-site nationally recognized (ANCC) faculty program

### **REFERENCES**

N/A

### **RELATED POLICIES**

N/A