

PROCEDURE FOR: Conference Time for Professional Staff in the Department of Nursing

- POLICY:**
1. Following successful completion of the Working Test Period, the Department of Nursing will allow conference time as follows:
 - a. Advanced Practice Staff (Certified Nurse Anesthetists; Advance Practice Registered Nurses; Physician Assistants; Clinical Nurse Specialists) will be eligible for up to 40 hours of conference time (i.e., for full-time employees), on an annual basis. Conference time allocations will be pro-rated for part-time staff, based on their FTE at the time of the conference report.
 - b. All other Professional Staff will be eligible for up to 24 hours of conference time, (i.e., for full-time employees), on an annual basis. Conference time allocations will be pro-rated for part-time staff, based on their FTE at the time of the conference request.
 2. Conference time allocations will be made on an annual basis from May 1st to April 30th (in conjunction with the evaluation period).
 3. Conference time must be scheduled on the actual day of the conference for which the staff member is requesting a paid day.
 4. Granting of conference time will be based upon unit needs and appropriateness of the conference content.
 5. Staff will continue to submit their requests for conference cost reimbursement to Human Resources, in accordance with HR policy. The Nursing Manager must approve all requests prior to submission.

PROCEDURE:

<u>ACTION</u>	<u>POINTS OF EMPHASIS</u>
1. Staff will request conference time in writing prior to the schedule development.	1. Staff may request conference time as outlined above.
2. Managers will approve/assign conference time as the schedule is developed.	2. Conference time may be denied based upon the staffing needs of the unit and/or inappropriateness of conference content.
3. Staff must submit tuition reimbursement requests for Human Resources to the Nurse Manager at least 3 weeks prior to the conference day.	3. Tuition/conference reimbursement is coordinated by Human Resources and is on a first come, first serve basis.
4. Following the conference, staff are expected to share acquired information with their co-workers.	

APPROVAL: Nursing Administrative Council

EFFECTIVE DATE: 11/03

REVISION DATES: 5/07

REVIEWED DATES: 2/09