

Professional Distinction

Personal Dignity

Patient Advocacy

PROPOSAL NO. 1: EDUCATIONAL DEVELOPMENT

CERTIFICATION AND STUDY TIME

When the Mandatory Agreements expire between the Allina metro hospitals (Abbott Northwestern Hospital / Phillips Eye Institute, Unity Hospital, United Hospital, and Mercy Hospital), upon their renewal the Parties will agree to include Case Manager Certification, Study time for the Case Manager Certification, Pain Certification and Study time for Pain Certification.

2. EDUCATIONAL DEVELOPMENT

See also: Education (LOU 1998)

It is the mutual purpose of the Minnesota Nurses Association and the Hospital to encourage each nurse to continue and pursue her or his professional interest and education in nursing. Provision has been made in Section 13, "Leave of Absence," for appropriate leaves of absence for educational purposes.

A. Tuition Reimbursement:

The Hospital shall pay the nurse minimum reimbursement in the amount of one hundred percent (100%) of tuition and required fees and books up to ~~five three thousand five hundred~~ (\$35,000) dollars per year for educational course work at an accredited institution under the following circumstances:

1. The Director of Nursing or designee must approve the proposed course or sequence of studies as having a reasonable relation to the nurse's professional employment.
2. The nurse must sign a certificate that she or he will continue to or return to work at the Hospital for at least one (1) year after completion of the course or sequence of studies. If a nurse fails to continue to or return to work for at least one (1) year, the repayment shall be prorated based on the amount of time the nurse continues to work for the Hospital. Nurses who have 20,800 seniority hours or more at the time of termination shall not be required to make any repayment. At the time of layoff, a nurse will continue to be eligible for reimbursement as provided in this Section for courses previously approved and shall not be required to repay the Hospital any reimbursement which would otherwise be required to be repaid.
3. Payment shall be made upon satisfactory completion of each course for which reimbursement has been requested. Provided, nevertheless, that the nurse shall repay the Hospital any reimbursement she or he has been paid hereunder to the extent

The Association reserves the right to add to, delete from, alter, amend, or otherwise modify these proposals during the course of negotiations.

345 Randolph Avenue
Suite 200
St. Paul, MN 55102
Tel: 651.414.2800
800.536.4662
Fax: 651.695.7000
Email: mnnurses@mnnurses.org
Web: www.mnnurses.org



AFL-CIO

that she or he does not continue to or make herself or himself available to return to work at the Hospital for at least one (1) year after completion of the course or sequence of studies.

4. A nurse may receive an advance payment of amounts provided in this Section subject to meeting the eligibility conditions set forth herein. The nurse shall repay the amount advanced if the course is not satisfactorily completed or if the nurse fails to remain in the employ of the Hospital as provided in Subparagraph 3.

B. Degrees: For purposes of this collective bargaining agreement, the following degrees are classified as follows:

Baccalaureate Degrees:

1. Bachelor of Science in Nursing
2. Bachelor of Arts in Nursing
3. Post-Baccalaureate Nursing or RN Certificate

Master's Degrees: All Masters degrees, including but not limited to:

1. Master of Science in Nursing
2. Master of Arts in Nursing
3. Master of Public Health
4. Master of Social Work
5. Master of Psychology
6. Master of Healthcare Administration
7. Master/Doctor of Nursing Practice (DNPs)

CB. Schedule Accommodations:

A nurse making satisfactory progress toward completion of a BSN / BAN or MSN / MAN in nursing may request one shift per week in order to accommodate completion of the degree. Proof of class schedule will be required.

DC. Workshops, Courses, and Other Educational Programs:

A nurse may use up to ~~seven hundred and fifty dollars (\$750)~~ one thousand dollars (\$1,000) per year, paid at one hundred percent (100%)

of the amount provided in this Section for workshops, courses, and other types of educational programs that are:

1. part of a plan to prepare the nurse for a second clinical service. The nature of the program shall be determined by agreement between the nurse and Hospital, taking into account the Hospital's needs and the nurse's interest. Nurses participating in such program shall receive reimbursement for approved courses taken thereunder upon satisfactory completion of the workshop, course, or educational program. Nurses so participating shall be given preference in floating to the secondary clinical area and agree to float to such area as needed.

Participation in the program shall be voluntary and completed on the nurse's own time. The provisions of this subsection shall be applicable only to nurses regularly working at least thirty-two (32) hours per two- (2) week pay period at the time of the agreement between the nurse and the Hospital, or

2. preparing for national certification for the nurse's area of practice, including recertification (see Appendix A - Recognized Degree and Certification Programs), or
3. related to complementary therapies that may enhance the nurse's skills, or
4. related to the nurse's clinical area of practice.
5. Clinical Materials: Clinical materials, for example, resource books, guides, tapes, videos required by or related to workshops, courses, and other educational programs, including on-line and independent study programs that provide nursing CEUs, will be covered under this benefit as approved by the unit manager.

ED. Required Education Subsequent to Employment:

Definition: Any education required by the hospital subsequent to employment shall be provided during the nurse's work agreement without assignment of patients unless otherwise agreed to in advance, pursuant to the Contract agreement and with the expenses thereof paid by the hospital. Educational activities and courses which include, but is not limited to, competencies, e-learning, learning packets, compliance, etc. shall include mutually agreed upon pre-determined amounts of classroom and study time. Educational activities that require prep or study time will be defined annually on the study time chart.

Mandatory/required education will be scheduled and compensated in the following ways:

Educational activities that require prep or study time will be defined annually on the study time chart. Educational activity with designated time of three (3) hours or greater will be completed within the nurse's work agreement unless the nurse and the Nurse Manager agree on an alternative schedule.

Any educational activity with designated time of less than three (3) hours will be completed within or adjacent to the nurse's work agreement unless the nurse and the Nurse Manager agree on an alternative schedule.

1. This required education includes RN role, responsibility, and requirements. This may also include new job responsibilities for which no previous training or work experience was completed.

2. Role Driven Competencies:

Competency validation is necessary to safely operate equipment or to learn established work procedure. Competency validation/education is necessary for new procedures/practices affecting the care delivered or work performed.

3. Work Unit Requirements:

May be one-time activities or activities repeated as determined by the business unit/hospital.

4. Mandatory meetings and required education will be offered or made accessible to the registered nurse during or adjacent to the nurse's scheduled work shift. Alternate mechanisms such as video tapes, audio tapes, or self-study may be used.

5. Study Time:

Definition: Time spent outside the regular class time that is required to successfully complete the required activity.

When there is a mandatory educational activity which requires a certain amount of preparation outside of the course or for a mandatory self-learning packet that is required and is completed outside of work time, the employer is accountable to pay for that study time. If the employee cannot be competent without some outside work, the employer is accountable to pay for study time.

Courses which have pre-determined study time attached will include directions as to the maximum amount of study time to be paid and how to code study time for pay purposes.

6. Continuing Education Credits (CEUs):

- a. All courses/education that meet standards for granting continuing education units (CEUs) will provide CEUs.
- b. When new courses/education are developed, they will be developed to meet criteria for granting CEUs as long as course content meets standards.

FE. On-Site Baccalaureate of Science (BSN) Completion Program:

The parties agree to the value of an on-site BSN completion program. The employer agrees that, to that end, the organization will continue to designate a resource to assist in coordination with a school or university the details in maintaining a program at Abbott Northwestern Hospital.

GF. Orientation:

The Hospital and the Association agree that a planned systematic method of orientation to familiarize a newly employed or permanently transferred registered nurse will enhance the quality of patient care. There shall be an orientation program provided which shall be specified in writing and individualized based on the nurse's needs assessment, experience, and unit-specific competencies and position requirements. To that end, the following shall apply:

1. Length of orientation shall be based on the nurse's experience and specific competencies. Any nurse who agrees to precept shall have his/her assignment reduced during the initial orientation plan, including the adjustment of the preceptor workload, is not met, the time period will be adjusted. Day-to-day adjustment of assignments may occur in collaboration with the manager or designee.
2. Whenever feasible, orientation shall be conducted by the same person(s).
3. Determination of how an orientee's patient care assignment is counted toward staffing needs of a unit shall be based on the orientee's demonstration of specified competencies.
4. A nurse shall not be placed in any charge nurse position until the nurse has demonstrated the competencies which have been specified for that charge nurse.

New Registered Nurse Orientation Program:

The parties agree that registered nurses who are in the first year of licensure or registered nurses with less than one (1) year of acute care experience or registered nurses who are foreign-born and foreign-educated with minimal U.S. nursing experience shall be eligible for the following orientation program:

- a. An individualized orientation program will include assessment of skill base and learning style for a minimum of eight weeks. The orientation period may be decreased by mutual agreement between the orientee, the preceptor, and the manager.
- b. Every effort will be made to schedule the orientee with no more than three preceptors (exceptions may need to be identified). The orientee will follow a preceptor's schedule where possible.

Experienced Nurse Orientation Program:

Registered Nurses who are hired with recent hospital experience from the same specialty area will have an individualized orientation program for a minimum of three to four weeks. Registered nurses who transfer within the bargaining unit will have a mutually agreed upon individualized orientation program. There are highly specialized areas that may require a longer period of orientation than three (3) to four (4) weeks.

Extensions of Orientation:

The orientee who fails to progress towards independent practice during orientation will be identified by the preceptor/educator prior to the middle of the orientation period. A meeting will occur between the orientee, preceptor(s), educator(s), and manager to identify and address barriers. If an extension of the orientation period is required, it will be handled on an individual basis. No disciplinary action regarding performance will occur during the orientation extension.

HG. Preceptor Program:

The designated preceptor role shall be voluntary and posted on an individual unit with a minimum of a two- (2) year commitment before being reposted. The position shall be available to nurses on a specific unit who are currently practicing as Registered Nurses at the bedside. The compensation for this role shall include two dollars (\$2.00) per hour.

Preceptors shall be eligible for this compensation only when providing orientation to an RN orientee (excluding others such as students and interns). Paid training programs on teaching and preceptor training will be provided prior to the role starting and on an on-going basis to the core group of preceptors on each unit. Registered nurses who may fill in for the preceptor, but who are not in the dedicated role, shall only be eligible for the compensation if they assume the duties of the preceptor for a specified period of time greater than one week.