

## CRONA Membership Meetings

July 2017

### HIPPA, Patient Privacy, and Social Media

This is a reminder that as part of your annual healthstream competencies, you are agreeing to follow HIPPA laws, maintain patient confidentiality and following the therapeutic relationship policy.

Please see handouts

Therapeutic relationship policy

Code of Conduct

### Preceptor Differential

7.11 Preceptor Program Differential.

7.11.1 This Section 7.11 shall be effective on July 17, 2016.

7.11.2 A Nurse assigned by the Employer as a Preceptor pursuant to this section will be paid a premium of two dollars and fifty cents (\$2.50) per hour for all hours worked as an assigned Preceptor.

7.11.3 For purposes of this section, a Preceptor is an experienced nurse assigned to function as a role model, teacher, and evaluator for a specific nurse. During the hours the Preceptor is so assigned, the nurse receiving training from the Preceptor is not considered in the count in the unit under applicable staffing laws and rules.

7.11.4 For purposes of this section, a Preceptor is responsible for planning, organizing, and evaluating the knowledge and skill development of a nurse in a formalized training program such as, but not limited to, the New Graduate/New Resident Training Program and the Specialty Training Programs (e.g. Critical Care, OR, Hematology/Oncology, and L&D). In addition, a Preceptor may be assigned to provide formalized training for newly hired experienced Nurses and for current Nurses who need specific and formalized training in connection with a relocation to a different unit of the Hospital or to a different role within the same unit. A Preceptor may also be assigned to precept a Nurse in the same unit who is learning a new specialty skill, such as advanced surgical procedure, transportation of critical care patients, ECMO, VADs and CRRT.

7.11.5 The length of a formalized training program and the amount of formalized training shall be determined by the Employer.

7.11.6 A Preceptor role is voluntary whether or not a differential is paid pursuant to this Section. A Nurse accepting assignment as a Preceptor agrees to the role duties and responsibilities outlined in the role description for a Preceptor.

7.11.7 To be eligible for this differential, a Preceptor must have been assigned in writing by the Preceptor's manager or designee pursuant to this Section to function in the role for a specific Nurse. In addition, the Preceptor must have completed the Preceptor Training Program and Preceptor competencies.

### Tuition Reimbursement

13.3 Reimbursement.

13.3.1 The Employer will pay tuition for courses taken for credit (including Home Study), certification exams and certification renewals completed by eligible Nurses according to the Program, Course and/or Exam qualifications and reimbursement procedures in the Employer's Reimbursement Policy. Individuals must show proof of purchase, registration, attendance or completion of courses to receive reimbursement within ninety (90) calendar days of the final date of the course(s). Failure to submit paperwork before the defined time limit will result in non-reimbursement. If

extenuating circumstances occur which are determined to be beyond the Nurse's control, e.g., grade record or canceled check has not been returned, the Center for Nursing Excellence must be informed in writing before the end of the ninety (90) calendar day limit.

13.3.2 Reimbursement Section. The dollar maximum is Two Thousand Dollars (\$2000.00) per academic year (the end of the pay period immediately before September 1 through the end of the pay period immediately before August 31) for eligible full-time Regular Nurses and pro-rated amounts of that maximum for eligible part-time Regular and Relief Nurses.

13.6 Educational Training and Classes Required by the Employer.

a. The Employer will pay all Nurses (including Nurses not eligible to participate in the Educational Assistance and Professional Enrichment program) for the time spent and expenses incurred by the Nurse on educational training and classes that are required by the Employer, in accordance with applicable law and subject to advance approval of the Nurse's manager.

(1) Notwithstanding the foregoing, the Employer will not pay the costs of fees, materials, and other expenses for any Nurse if the training and classes and related materials are available from or through the Employer or Stanford Hospital & Clinics but the Nurse takes the training or class elsewhere, unless the Nurse schedules to take the training or class pursuant to sub-paragraph (b) below.

(2) As provided above in Section 13.2.1, the Employer will not pay a Nurse for time spent attending Employer-required training and classes while on a leave of absence. If a Nurse has been released to return from an approved leave of absence but must complete required training or a class before being permitted to return to work, the Nurse's return to work date shall be scheduled by the Manager to occur on the first day that the Nurse is able to attend a scheduled session of the missing required training or class.

b. Educational training and classes required and provided by the Employer (including Skills Fair), will be charged against an eligible Nurse's educational hours if CE credits are provided and the Nurse elects to receive such credits, but a Nurse's educational hours will not be charged for Employer required training and classes if the Employer requires the Nurse to accept CE credit.

c. All other training and classes offered but not required by the Employer and taken by a Nurse, will be charged against the eligible Nurse's educational hours if the Nurse elects to receive pay.