

OO4 – STRUCTURAL EMPOWERMENT

PROFESSIONAL DEVELOPMENT

Provide the policies and procedures that govern and guide continuing professional development programs.

***Note:** Policies must be inclusive of registered nurses. The policies and procedures may include (but are not limited to) items such as tuition reimbursement; access to web-based education; professional board certification; and participation in local, regional, national, and international conferences and meetings.*

Tuition Reimbursement and Professional Nursing Certification Reimbursement

OO4.1	Education Assistance Policy
	NewYork-Presbyterian Hospital School Contract List
	New York State Nurses Association Certification Allotment

Web-Based Education Available on the NYP Internal Website

OO4.2	Harvard Manage Mentor
	NewYork-Presbyterian Learning Center, Online Learning Management System.
	Online References Directory

Participation in Local, Regional, National, and International Conferences and Meetings

OO4.3	Business Expense Reimbursement Policy
	Continuing Education Days, New York State Nurses Association Agreement

Professional Development

OO4.4	Clinical Ladder Program Policy
	2023 Continuing Education Course Schedule

	<p>Nursing Professional Development 2022 Course Offerings Please Note: these course offerings encompass all the west campuses of NewYork-Presbyterian, which NYP/Columbia is a part of. Additionally, NYP/Columbia only courses are indicated with a “CU” after the course title.</p>
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TITLE: EDUCATION ASSISTANCE

POLICY:

It is the policy of NewYork-Presbyterian Hospital to assist eligible employees who have successfully completed six (6) months of employment to pursue approved job-related courses that meet criteria specified below. Courses must begin on or after the six (6) months of employment have been completed. Such courses or programs must be demonstrated to have technical and educational content that affect the productivity and effectiveness of the employee in his/her current position, or a position he/she can reasonably aspire to due to the changes affecting the delivery of health care. Courses or programs designed for the purposes of obtaining or maintaining professional licensure, or to meet the membership requirements of a professional organization are not eligible.

PURPOSE:

The intention of the program is to provide support to those employees seeking to upgrade their skills or their personal and professional development through education.

CRITERIA:

The program covers the cost of tuition for individual courses that earn college credit and degrees, courses at eligible trade schools, MyTime English (to improve English language skills), Career Online High School (a high school diploma), certifications that earn post-nominal letters approved by the Hospital (including prep courses and exams), and credits by examination. The only fees covered by the program are lab fee, technology fee, registration fee and graduation fee (not including cap and gown). All other fees, including books, activity fees, late fees, and parking, are not covered. Recertification and renewals of certifications are not eligible under this program.

Coursework must meet one of the following criteria:

- Individual courses and courses leading to degree programs must be taken at a regionally or nationally accredited college, university or trade school. Specialty accreditation by the ABA (American Bar Association) and ACEN (Accreditation Commission for Education in Nursing) are accepted substitutes for regional or national accreditations for related fields of study.
- Bright Horizons FastTrack, which enables employees to complete self-paced general education courses quickly and cost-effectively, with guaranteed 100% credit transfer to one of the program's university partners.
- Career Online High School which includes preparatory courses and exam fees for each section of the coursework that results in the awarding of a high school diploma and career certificate in a chosen field.
- MyTime English, a self-paced English program to enhance your language skills.

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- Individual trade courses taken at Apex Technical School, BOCES of Southern Westchester, Lincoln Technical Institute, Putnam Northern Westchester BOCES, Tauris Tech, The Refrigeration Institute, and Turner Trade School.
- Credits by examination must be accepted by a regionally accredited school for college credit.
- Certifications (including prep courses and exams) must result in post-nominal initials for industry-recognized certifications, as determined by NYP.

ELIGIBILITY:

Regular full-time and part-time active NYP benefit-eligible employees (except Graduate Staff, and Pastoral Care Residents), employed by NYP for at least six (6) months and authorized to work 17.5 hours or more each week, are eligible to apply for assistance. Regular full-time and part-time active employees who transfer to NYP from an NYP Regional Hospital where they have been employed for at least 6 months and authorized to work 17.5 hours or more each week are also eligible. Prior employment service will be counted toward the six (6) month service requirement for employees rehired within one (1) year of termination.

Employees covered by a union should refer to their respective Collective Bargaining Agreement.

APPROVAL:

- A. All participating employees must be approved for coursework by completing an online application for education assistance. It is a program requirement that new users complete an EdAssist advising session on important program provisions prior to opening an application. Advising sessions can be booked at EdAssist's website or by calling 877-276-7110.*
- B. Applications can be created as early as 90 days prior to the course start date.*
- C. Managers will be notified via email when an employee's application is submitted.*
- D. Employees will be notified via email when their applications have been approved.*

EDUCATION ASSISTANCE ANNUAL BENEFIT:

- **Nursing Program:** \$18,000 for all Nursing courses and degrees. Employees who are aspiring to become Registered Nurses (RN) at NewYork-Presbyterian should enroll in a Bachelor of Science in Nursing (BSN) Program. NYP only hires RNs with BSN degrees. When applying to any nursing undergraduate, graduate, certification or doctoral program, employees who wish to do their practicum at NYP must be enrolled in a program that is

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contracted with our Hospital. The NYPH School Contract List is available on the EdAssist website.

- **Specialty/Care Coordinator Program:** \$10,000 for all Pharmacy, Radiology, OR (Operating Room) Technician, and Lab Technology courses and degrees, and Care Coordinator positions.
- **Base Program** \$7,000 for all other permitted courses and degrees (including Trade, MyTime English, and Career Online High School)

Additional Resources for these programs are available on HR Connects as well as the EdAssist website.

Full-time employees are eligible for the maximum annual amounts; Part-time employees are only eligible for pre-payment for Career Online High School, MyTime English and Bright Horizons FastTrack and not for the Base, Specialty, or Nursing Programs. Reimbursement allowances is based on scheduled work hours in Workday as listed below:

*Between 17.5 hours - 28 hours = 60% of total allowance
28 hours or more = 100% of total allowance*

ALLOWANCE GUIDELINE:

- The annual Education Assistance allowance is applied to the year the course is completed.
- All individual courses and courses related to a degree must be completed with a minimum grade equivalent of C or better. Courses that are based on a pass/fail grading system must be completed with a passing grade. Courses in which an employee receives an incomplete, withdrawal, or equivalent grade are ineligible.
- For Bright Horizons FastTrack, one passed course in a given annual subscript on year fulfills the completion requirement. If an employee fails a general education course taken through FastTrack, they are encouraged to retake the course and achieve a passing grade during their annual subscription year.
- For MyTime English, employees must submit a certificate of completion for all levels completed over the 12-month subscription period.
- For Career Online High School, employees must submit their official high school diploma and career certificate (as applicable) at the completion of their 18-month subscription period.
- Certifications/Designation exams must be passed at a level eligible to earn the industry accepted certification/designation.

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- Employees submitting required documentation (e.g., official grade report or transcript) within **90 days of the course end date**; otherwise, the employee is responsible for reimbursement to NYP if payment had already been made.
- Employees cannot receive NewYork-Presbyterian Hospital Education Assistance for certification programs if it is a requirement or a factor in compensation for their position.
- Employees cannot receive NewYork-Presbyterian Hospital Education Assistance for classes/courses that are paid from other sources, including the Veterans Administration, Pell, TAP, grants, etc. All financial aid must be reported on the application as well as the itemized statement of charges and will be deducted from eligible tuition costs before payment is made.
- All payments under the Education Assistance program are subject to federal tax law and will be taxed accordingly, where appropriate.
- Employees must be in an 'active' NYP employment status when submitting required documentation (e.g., official grade report or transcript) within **90 days of the course end date**; otherwise the participant is responsible for reimbursement to NYP if payment had already been made.

EDUCATION ASSISTANCE PAYMENTS:

The NYP Education Assistance Program offers employees two ways to pay for their tuition, as described below.

- **Pre-Paid Tuition Option** - This feature provides full-time employees with a pre-paid tuition benefit, where payments are made directly to the approved school. After submitting the educational assistance application, employees should print, sign, and submit the EdAssist Letter of Credit to the institution they are attending. Eligible tuition costs covered by this program will be paid directly to the school by EdAssist on behalf of NewYork- Presbyterian Hospital. This option is not available for certifications (prep courses or exams) or credits by examination.
- **Immediate Reimbursement Option** - This feature allows employees who do not choose the Pre-Paid Tuition Option or are attending schools that do not participate in the Pre-Paid Tuition Option to receive immediate reimbursement for eligible classes once a payment has been made. When submitting an educational assistance application, employees should provide required documentation (i.e., itemized statement of charges as well as the

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proof of payment and method of payment or a deferral letter) for eligible coursework prior to course end date to receive immediate reimbursement. If proof of payment is provided after the course ends or if coursework is a certification exam, proof of successful completion will be required to receive reimbursement. Approved reimbursements will be processed via payroll within 2 to 3 pay periods. This option is not available for Bright Horizons FastTrack, MyTime English and Career Online High School courses.

*Under both payment options, amounts received in excess of the federally-exempt amount (currently \$5,250) in a calendar year, regardless of course start or end date, will be taxed on employee's paycheck per IRS regulations. When utilizing the **Pre-Paid Tuition Option**, tax withholding may be made over multiple pay periods if payment amount exceeds \$2,000 for employees paid bi-weekly, or \$1,000 for employees paid weekly.*

RESPONSIBILITY:

Vice President, Total Rewards or designee

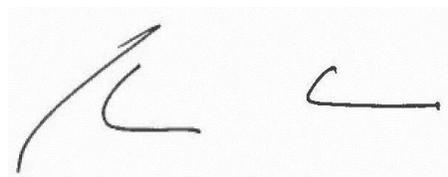
POLICY DATES:

Issued: July 2023, June 2023, October 2021, August 2018, March 2017, April 2014, April 2013, March 2012, August 2010, April 2010, March 2010, September 2007

Reviewed: July 2023, June 2023, October 2021, August 2018, March 2017, June 2016, April 2014, April 2013, March 2012, August 2010, April 2010, February 2010, September 2007, October 2005, September 2002

Revised: July 2023, June 2023, October 2021, August 2018, March 2017, June 2016, April 2014, April 2013, March 2012, August 2010, April 2010, February 2010

Approved by:



Shaun E. Smith
Group SVP & Chief People & Culture Officer

1. Employee may request to work another available shift within the pay period at regular rate of pay.
2. By mutual agreement, the manager and employee may agree to split the next shift's hours.

10.12. Certification Examination

The Hospital will reimburse any full-time employee for the fees of taking one (1) examination per year for certification in a field or area of specialization in which the nurse is employed by the Hospital if the employee passes the examination. Such fees will continue to be paid out of the money allotted in Section 10.07. The Hospital may require proof of such expenditure and passing the examination as a condition of reimbursement. Part-time employees will receive a prorated portion of the application for certification fee.

10.13. Certification Differential

Regular full-time employees who hold a recognized certification in the field or area of specialization in which they are currently employed by the Hospital will be paid a differential at the rate of twenty-three hundred dollars (\$2,300). Qualifying regular part-time employees will receive the applicable differential on a prorated basis. At least thirty (30) days prior to the expiration of a nurse's certification, the Hospital will request proof of recertification. Failure to provide the documentation to the appropriate Administrator will result in cessation of the differential.

When a certified employee moves from one field or area of specialization to another she/he will continue to receive her/his current certification differential until the certification expires.

11 HEALTH AND SAFETY

11.01. Employer Obligation

The Employer will observe all applicable health and safety laws and regulations. If an employee contracts TB, HIV, Hepatitis, or any other blood borne pathogens during the course of his or her assigned duty, the Employer will pay, as a secondary insurer, the costs associated with covered diagnosis and treatment. The employee will have no out-of-pocket expense for such covered diagnosis and treatment. Employees at the Allen Pavilion who are referred by their supervisors to seek medical assistance may use the Allen Pavilion Emergency Room Fast Track area.

11.02. Employee Obligation

Every employee will observe all applicable health and safety laws and regulations and comply with all Employer health and safety rules and instructions.

TAKING CHARGE OF YOUR OWN DEVELOPMENT

Posted 8/26/2020 5:21 PM

TAKING CHARGE OF YOUR OWN DEVELOPMENT

Talent Development is pleased to provide Harvard ManageMentor (HMM), and Harvard ManageMentor Spark. Use these tools for your development which gives you access to some of the best thinking in business practices from the Harvard Business School.

Harvard Manage Mentor includes:

- 226 concise lessons containing a variety of elements: videos, HBR articles, tools for fast and effective learning, and development guides
- Over 300 videos featuring Harvard University faculty, trusted experts, and emerging leaders
- Editor's Choice articles with up-to-the-minute business expertise, selected and updated quarterly by Harvard Business Publishing's editors
- Hundreds of checklists, self-assessments, worksheets, handouts, and logs to facilitate the application of new ideas to your work
- Personalized experience: goals, skill development, and action-planning to help you quickly apply new skills
- Post-topic, On-the-Job component where you work on your action plan and receive content, tips, and reminders

Some topics you can start with are...

Build a Sense of Belonging on Your Virtual Team

When your team is remote, it can be challenging to make sure everyone feels seen and heard. Learn what you can do to help your virtual team members feel included and connected.

4 Items | 4 Sections | 30min

[CLICK HERE](#)

The Secret to Great Virtual Meetings

Many virtual meetings fail because leaders don't prepare for the challenges of online collaboration. Learn how to lead a virtual meeting that engages participants and accomplishes your goals.

4 Items | 4 Sections | 24min

[CLICK HERE](#)

How to Lead a Virtual Team

Use these resources to learn how to strengthen virtual teams, improve communications, and build effective relationships when your team works remotely.

4 Items | 4 Sections | 48min

[CLICK HERE](#)

Leading People

Learn how to...Define your purpose, vision, and values, cultivate your emotional intelligence, build trust in your leadership, engage and motivate employees, and lead with a global mindset

[CLICK HERE](#)

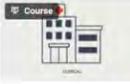
Team Management

Learn how to...Foster trust within your team, strengthen your team's identity, help your team make decisions, make conflict constructive, ensure collaboration and participation from all team members, and evaluate your team's performance.

[CLICK HERE](#)

Course  **Acute Peritoneal Dialysis Protocol for COVID Positive Patients (COVID 19)**
LEGACY
★★★★★ (1) • 60 minutes • 4 enrolled

May 31, 2022  **Addressing Domestic / Intimate-Partner Violence**
NYP POLICIES NYP has recently updated its policy to reflect current New York State law and our continuing support for domestic-violence and intimate-partner violence survivors. A112 - Victims of Domestic Violence - Intimate Partner Violence and/or Human Trafficking. DYNAMICS OF DOMESTIC VIOLENCE Domestic violence is a pattern of coercive behavior designed to exert power and control over a person in an intimate
★★★★★ (5007) • 45 minutes • 16,20K enrolled

Course  **Administration of Cardiac Intravenous Infusions Outside of the ICUs ED PACU**
After reviewing this module, you will be able to: describe the components of the new policy, Administration of Intravenous Infusions Outside of The ICU/ED/PACU Policy- Adult Inpatients-Medication Use Manual, identify the medications that are appropriate to administer on the stepdown units (SDU); discuss the cardiac pharmacology, clinical indications, adverse reactions and nursing implications for the administration of
★★★★★ (129) • 60 minutes • 670 enrolled

Course  **Administration of Ketamine: Adult**
LEGACY
★★★★★ (25) • 60 minutes • 160 enrolled

Course  **Administration of Ketamine: Pediatrics**
LEGACY
★★★★★ (5) • 60 minutes • 71 enrolled

Course  **Administration of Moderate Sedation (MSO/GME 2021)**
Please disregard any message to retake and improve your results. You are compliant if your status is completed.
★★★★★ (169) • 60 minutes • 936 enrolled

Online References Directory

Title	Description	Access
<p>Clinical Pharmacology oneID (nyp.org)</p>	<p>Database System</p> <ul style="list-style-type: none"> ➤ Clinical Calculators ➤ Drug Identification ➤ Drug Monographs ➤ IV Compatibility ➤ Journals: Full-Text Articles (via PubMed) ➤ Multiple Search Criteria ➤ Manufacturer Information ➤ Renal Dosing ➤ Toxicology Information 	<p>Tutorial</p> <p>Access with your NYP CWID oneID (nyp.org)</p> <p>Mobile App Access: <i>see home page link for instructions.</i></p> <p>Note this is web-based (not an app)</p>
<p>Lexicomp Online</p>	<p>Database System: Lab Test & Diagnostic Procedures, Pediatric Lexi-Drugs Online</p> <ul style="list-style-type: none"> ➤ Clinical Calculators ➤ Drug Identification ➤ Rx Drug, OTC & Herbal Monographs ➤ NYP Formulary, Guidelines & Policies ➤ IV Compatibility ➤ Patient Education (Adult & Pediatric) ➤ Renal Dosing ➤ Toxicology Information <p>Includes UpToDate®, Orange Book</p>	<p>Tutorial</p> <p>Quick Buttons:</p> <ul style="list-style-type: none"> • Calculators • Toxicology • Drug Interactions • IV Compatibility <p><u>For offsite access:</u></p> <p>User: nyppharmacy</p> <p>Password: nypprx</p> <p>Mobile App Access: <i>see home page link</i></p>
<p>Micromedex Columbia Weill Cornell</p>	<p>Evidence-based Database:</p> <ul style="list-style-type: none"> ➤ Clinical Calculators ➤ Drug Identification ➤ Drug Monographs ➤ IV Compatibility ➤ Manufacturer Information ➤ Renal Dosing ➤ Toxicology Information <p>Includes NeoFax®, Red Book®</p> <p>Updated quarterly</p>	<p>Mobile App access: <i>see home page link</i></p> <p>Home - MICROMEDEX (micromedexsolutions.com)</p>

Online References Directory

Compounding Today.com	The compounding pharmacist's best source for detailed information needed to grow and maintain a compounding practice	User Name: ehunt Password: NYPH2015 <i>NOTE: This reference must be accessed from a PC in the DI Center (due to IP address).</i>
International Journal of Pharmaceutical Compounding (IJPC)	Bi-monthly scientific and professional journal emphasizing quality pharmaceutical compounding.	via "Account" tab to access the login screen: Login Name: ehunt Password: NYPH2015 <i>NOTE: This reference must be accessed from a PC in the DI Center (due to IP address).</i>

Online References Directory

Title	Description	Access
Ketogenic Diet Calculator	<ul style="list-style-type: none"> ➤ Calculator for calories, fluids, carbohydrate content of medications. ➤ Information regarding the ketogenic diet. ➤ Link to Charlie Foundation site. 	Login: NYPckmc2018# Password: NYPckmc2018#
Latex Drugs	Database System <ul style="list-style-type: none"> ➤ Latex Content (of injectable drugs and IV bags) 	Username: shv9011 Password: wcc9011ny Latex Allergy Links: American Latex Allergy Association
<p style="text-align: center;">Library</p> <p style="text-align: center;">Columbia</p> <p style="text-align: center;">Weill Cornell</p>	Database Systems: PubMed, Ovid, e-Resources (ie Stat!Ref, Mobile Apps, etc) <ul style="list-style-type: none"> ➤ Online Journals ➤ Online Textbooks <ul style="list-style-type: none"> ➤ AHFS Drug Information (Stat!Ref) ➤ Goldfrank's Toxicologic Emergencies (Columbia's Stat!Ref) 	Columbia: via "e-RESOURCES" tab to access online journals, databases, and online textbooks. WeillCornell: via "e-RESOURCES" tab to access online journals, databases, and online textbooks.
Access Medicine e-Resources A-Z: natural medicine database (libguides.com) About Herbs	Library Weill Cornell via "e-RESOURCES" Database systems: Access Medicine Library Weill Cornell Database Systems: Natural medicines database About Herbs Integrative Medicine About Herbs database MSKCC.org	WeillCornell: via "e-RESOURCES" Call the SMARTDesk: 646-962-2570 Download the Memorial Sloan Kettering About Herbs app from the App Store SM or access the web app version .

Online References Directory

Title	Description	Access
<u>DailyMed</u>	<p>From the National Library of Medicine: DailyMed searchable database provides the most recent labeling submitted to the (FDA) by companies and currently in use (i.e., "in use" labeling).</p> <p>DailyMed contains labeling for prescription and non-prescription drugs for human and animal use, and for additional products such as medical gases, devices, cosmetics, dietary supplements, and medical foods.</p>	<p>Via nlm.nih.gov website Via Infonet; Pharmacy homepage</p>
<u>Orange Book</u>	<p>Database System</p> <ul style="list-style-type: none"> ➤ Bioequivalency of Generic Drugs 	<p>via fda.gov website via Lexicomp "More Clinical Tools" link</p>
<u>PubMed</u>	<p>Database System</p> <ul style="list-style-type: none"> ➤ Abstracts ➤ Citations ➤ Full-Text Articles - where indicated 	<p>via WCMC Library site</p>
<u>UpToDate</u>	<p>Database System</p> <ul style="list-style-type: none"> ➤ Disease state information in article-style format [referenced] ➤ Treatment Guidelines 	<p>Also available via Lexicomp under more clinical tools menu and available via WCMC Library site</p>

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TITLE: **BUSINESS EXPENSE REIMBURSEMENT**

POLICY:

It is the policy of NewYork-Presbyterian Hospital (NYP) to reimburse employees for all reasonable and substantiated out-of-pocket business-related expenses, including travel-related and other miscellaneous expenses incurred by the employee on behalf of NYP. Travel and attendance at any business-related function must be planned and approved in advance and also approved in the operating budget.

PURPOSE:

It is the goal of NYP to use its resources effectively and efficiently while maintaining the highest quality of care. Expenses incurred by employees, including those related to travel and entertainment, must be carefully managed and controlled.

Helpful guidelines to follow are:

- Expenditures must support or be related to NYP's vision, goals and objectives.
- Expense reports must be submitted using Concur Travel and Business Expense reimbursement system and should be submitted within 90 days of incurring expenses. No more than one expense report per pay period should be submitted.
- Vacation or personal expenses are non-reimbursable.
- Expenses for spouses, other family members and personal guests are not reimbursable unless there is a clear business purpose and benefit to NYP.
- Employees will be reimbursed for appropriate and necessary expenses incurred.
- In order to be reimbursed, employees must provide appropriate documentation in accordance with this policy which details expenses incurred and describes the business purpose or need for the expense.
- In incurring such expenses, employees should be mindful of NYP's not-for-profit status.
- Travel advances will not be issued to employees.
- Non-compliance with this policy may result in a delay or denial of reimbursement, and/or disciplinary action.

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APPLICABILITY:

All NYP employees and staff seeking reimbursement for business expenses from NYP operating funds or restricted funds.

PROCEDURE:

1. Reimbursable Expenses

- A. Airfare: Employees who travel by air will be reimbursed for economy accommodations on regularly scheduled commercial carriers.
- 1) SVPs and above and employees with SVP approval are permitted to fly business or first class for international flights or flights exceeding 4 hours.
 - 2) Unused nonrefundable tickets for which NYP has provided payment or reimbursement should be used by the employee only for bona fide business travel on behalf of NYP.
 - 3) If the employee is not able to use the nonrefundable tickets within 30 days, the tickets must be returned to his/her supervisor.
- B. Ground Transportation: This section applies to all forms of ground transportation including use of an employee's car, rental cars, rail and local/public transportation (car service, taxi, bus, subway).
- 1) Personal commuting expenses, defined as travel between your home and your main or regular place of work, are not reimbursable.
 - 2) Allowable ground transportation is limited to the most economical means of transportation that provides a reasonable level of comfort and convenience.
 - 3) Use of NYP-provided transportation (i.e., regularly scheduled or special event shuttle buses) should be made when available.
 - 4) No reimbursement or payment will be made for fines for violations, parking tickets, or towing charges.
 - 5) **Personal Car** - Standard mileage for reimbursement is set by the Internal Revenue Service (IRS) and is updated periodically. The current mileage rate is kept current on the Concur Travel and Business Expense reimbursement system. Employees who travel in their own car will be reimbursed the mileage rate, tolls and parking as long as appropriate support documentation is provided with the request. Total reimbursement for car travel may not exceed economy airfare to that destination. Employees are required by New York State Law to carry liability insurance in the minimum amounts of \$25,000/\$50,000 for bodily injury to or death and \$10,000 for property damage.

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- 6) **Local** – Recurring and frequent local taxi, bus, and/or subway fares for business purposes should be submitted to Concur Expense as incurred and aggregated in Concur Expense store (Available Expenses) and then submitted as a cumulative Expense Report based on respective pay period frequency.
- C. **Lodging:** NYP will reimburse employees for reasonable expenses incurred for a single standard room in a hotel or motel, plus applicable taxes and fees.
- 1) **Incidentals** – Items such as movie rentals, health club charges, golf or tennis fees, beauty or barber shop costs, or other incidental items or expenses of a **personal** nature incurred while traveling out of town will not be reimbursed. Reasonable laundry and valet services will be reimbursed only if the travel extends beyond three business days.
 - 2) **Telephone Calls/Internet Service** - Expenses incurred for telephone calls or Internet service for business purposes, while traveling out of town, are allowable. Telephone calls of a personal nature are not reimbursable except when made to stay in reasonable contact with the employee's family.
- D. **Meals:** Reasonable expenses for meals, including gratuities, generally will be reimbursed with receipts. Meals or social events that do not have a clear business purpose are not reimbursable. Meals included in conference fees or paid by other sources will not otherwise be reimbursed. When an employee dines with an NYP individual or group on NYP business, the cost of the meal should be paid by the most senior individual.
- E. **Entertainment:** Reasonable entertainment expenses incurred by an employee who is accompanied by non-NYP individuals are allowable if they are related to the employee's official business for NYP or, if they directly precede or follow another bona fide business event, if they are associated with NYP business.
- F. **Other Expenses:**
- 1) Registration fees for conferences/seminars, professional memberships, dues, licenses, fees, subscriptions and other business expenses are allowable provided the expense is reasonable given the circumstances and documented by an original receipt. Reimbursement for continuing medical education must be in accordance with contract limitations and hospital policy.
 - 2) Personal expenses are not reimbursable.

2. TRAVEL ACCIDENT INSURANCE

NYP provides travel accident insurance to employees when they are traveling on authorized NYP business. However, any additional travel insurance purchased by an employee is NOT a reimbursable expense.

3. TAX STATUS OF REIMBURSEMENTS

While reimbursement of expenses for approved travel on NYP business is typically not subject to income tax, advice regarding the tax status of non-reimbursed expenses should be sought from the IRS or from a qualified tax consultant. NYP will not give advice to employees regarding income tax matters.

4. REIMBURSEMENT SUBMISSION REQUIREMENTS

- To the extent possible, business expenses should be paid directly to the vendor with a check from Accounts Payable using the *Request for Accounts Payable Check*. In the event that this is not possible, the employee may claim reimbursement using the Concur Travel and Business Expense reimbursement system and must include the required items described below. Expense reports must be submitted using Concur Travel and Business Expense reimbursement system and should be submitted within 90 days of incurring expenses. No more than one expense report per pay period should be submitted.
- A. Business Purpose: The expense must be incurred in connection with the employee's duties and responsibilities and must be for a bona fide business purpose related to NYP business. The expense must be ordinary, necessary, and reasonable for the business purpose for which it is incurred. Employees must provide written explanation as to the business purpose for meals, entertainment and celebration events.
- B. Substantiation/Documentation: NYP requires dated receipts for all expenditures of \$25 or more (e.g., itemized bills showing daily charges, conference itineraries showing meeting dates, locations, and meals). Receipts must be attached in electronic form when submitting an expense report in the Concur Travel and Business Expense reporting system for each expense line item. For expense reimbursed from grants or restricted funds receipts are required regardless of the dollar amount.
 - 1) Receipts should include the name of the vendor, location, date and dollar amount. Due to limited detail on credit card receipts and travel agency invoices, these documents are not considered receipts for transportation, lodging, or car rental expenses. Credit card receipts will be accepted for meals only if the original meal receipt is unavailable.

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When a receipt is not available, provide a full explanation of the expense and the reason for the missing receipt. A missing receipt affidavit (available within Concur Expense) will be acceptable only with an explanation as to why the original is unavailable.

- 2) Employees must submit the following documentation for expenses of \$25 or more, annotated with names/positions of guests and business purpose using Concur Expense:

Expense	Form of Receipt	Other Participants, if any	Explain Business Purpose
Air/Rail	original receipt or itinerary	n/a	No
Car Rental	original receipt	Yes	No
Taxi, car service, bus, subway	original receipt plus starting point and destination	Yes	No
Lodging	original receipt plus hotel folio	Yes	No
Meals	original receipt	Yes	Yes
Entertainment	original receipt	Yes	Yes
Celebration Events	original receipt	Yes	Yes
Other	original receipt	Yes	Yes

- 3) If expenses for individuals other than the employee are included (i.e., shared taxi rides, meals, entertainment and celebrations), the documentation must specify the names of other participants, the business relationship of such persons to the employee and a bona fide business purpose for the expense.

C. Employee/Payee Attestation: The employee must attest to the business purpose of and compliance with NYP policies with respect to the submitted expense(s) at the time of Expense Report submission in Concur Expense.

- D. Approvals: The Approver must be at the next level of management or higher, relative to the employee who is seeking reimbursement. It is a requirement that approvers view each and every receipt attached to an expense report and should make sure that expenditures are appropriate, reasonable, accurately reported, and otherwise compliant with this Policy. Reports with insufficient, incomplete, or missing receipts must be sent back to the submitter and expenses flagged as potential duplicate transactions must be investigated. Expenses lacking the required approval will not be paid or reimbursed. Employees may not approve their own expenses, nor may an expense be approved by the employee's subordinate. Expenses incurred by the Chief Executive Officer, Executive Vice President, Executive Vice Chairman, Chief Legal Officer, Chief Investment Officer, Chief Marketing Officer and Senior Advisor are approved by the Chief Financial Officer. Expense approvers must review and approve expense reports in a timely manner.
- E. Incomplete or inadequate expense reports will be returned to the employee for appropriate resolution and will result in delays, or possibly denial of reimbursement or payment. Completed or corrected reports must be re-submitted within a reasonable period of time.
- F. Frequency of Submission: Business expense reports should be submitted in a timely manner, not to exceed the frequency of respective payroll cycles an employee is on.

5. RESTRICTED FUNDS

Business expenses incurred using Restricted and Specific-Purpose Funds require additional stages of approval. The separate policies related to expenses involving the Restricted Funds are NOT superseded by this policy. Instead, the conditions of both policies must be fulfilled, including the need to complete and submit the separate *Restricted Fund Request for Payment* form.

6. FEDERAL FUNDS AND GRANTS

Certain expenses are not allowable under federally funded grants or sponsored research projects. Such expenses should either be charged to a nonfederal funding source or another allowable source or should not be claimed for reimbursement by the employee.

- A. Airfare: In the case of airfare charged to a federally funded grant the employee must attest to having sought the lowest possible airfare.
- B. Alcoholic beverages: Alcoholic beverages (including applicable taxes and gratuities) consumed during business meals are unallowable expenses in connection with federally sponsored research projects.

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- C. Entertainment: Entertainment expenses are restricted on certain funds and are unallowable expenses for federally sponsored research programs.

RESPONSIBILITY:

Finance Department

POLICY DATES:

ISSUED: April 2004

Reviewed: April 2004; 9/2005; 9/2007; 8/2009; 3/2011 Revised: April 2004
September 2005, March 2011,

Revised: January 2014 (Supersedes HR Policies 1-109 and 303); May 2015
March 2017, May 2020

Reviewed: September 2019; September 2021

Revised: June 2023

7.11. Leave for Death in Family

A regular full-time employee, from the first day of employment, shall be paid for three (3) seven and one half (7½) days absence in the event of death of her/his parent, spouse, significant other, child, brother, sister, grandchildren or grandparents. Such days must be taken consecutively within a reasonable period of time of the day of death or the day of the funeral and may not be split or postponed. An employee will be paid for such days at the employee's regular compensation rate. A regular part-time employee will receive a pro rata benefit under this paragraph. Refer to Section 19.01(M) for definition of significant other.

In the event of death of an employee's mother/father-in-law, brother/sister-in-law, son/daughter-in-law or great grandparents, the employee will be granted three (3) seven and one half (7½) days absence and may use vacation or paid time off but not sick time or bereavement pay.

7.12. Marriage Leave

A regular full-time employee, after successful completion of the Section 4.06 probation period, will receive a three (3) seven and a half hour (7½) days paid leave of absence at the employee's regular compensation rate in the event of the employee's marriage. A regular part-time employee will receive a pro rata benefit under this paragraph. Benefits under this paragraph must be taken within a reasonable period of time following the marriage.

7.13. Family Leave

A regular full-time employee, after one (1) year of employment, will be entitled to one (1) day paid leave of absence, at the employee's regular compensation rate, in the event of the birth or adoption of a child. A regular part-time employee will receive a pro rata benefit under this paragraph.

7.14. Jury Duty: Amounts

A regular full-time employee, from the first day of employment, who is called (not volunteered) to serve as a juror will receive her/his regular pay while on jury duty, which shall not include "on-call" jury duty time when employees are able to be at work. The receipt of a subpoena or notice to report for jury duty must be reported immediately or at least fourteen (14) days prior to service to the appropriate Director. A regular part-time employee will receive a pro rata benefit under this paragraph.

7.15. Jury Duty Leave: Procedure

An employee who is summoned to jury duty will promptly so notify the Employer. An employee who performs jury duty pursuant to such summons and who is thereafter released from such service or duty will promptly notify the Employer of such release.

A regular full-time employee who has provided at least fourteen (14) days' notice prior to service may opt to have her/his work schedule converted to a 7.5 hour workday and a Monday to Friday 37.5 hour workweek while serving jury duty. The hours of the shift will be the normal day shift hours for that unit. While on that schedule, if the employee is not required to attend jury duty they will report to work for a seven and a half (7½) hour shift.

7.16. Rest Period

An employee working a full shift shall be entitled to two (2) rest periods of fifteen (15) minutes each in each working day, or a one-half (½) hour break. This time cannot be taken at the end of a shift. An employee who works at least a full half (½) workday shall be entitled to one (1) such fifteen (15) minute rest period.

7.17. Status Report

The Hospital will continue its practice of showing accrued vacation and personal days on the biweekly check stubs. Should a discrepancy arise, the employee may ask the Employer to make the appropriate correction. An employee may request from the first level of Administration the amount of accrued sick time. If a nurse requires clarification about his or her differential, this can be obtained from the appropriate Administrator.

By February 15th each year, each nurse will receive a statement of annual, weekly and hourly rates of pay, and accrued balances of personal, holiday, vacation and sick leave.

7.18. Paid Leave of Absence: Limitation

All paid leave as described above must be taken at the time of the related occurrence, or reasonably thereafter, or shall be waived. Such paid leaves as described above may not be split or postponed. Employees will be terminated for obtaining leave by false pretense or for failure to return from a leave. The Hospital reserves the right to require proof of death and relationship in the case of funeral leave, marriage, birth, and family leave.

7.19. Check Cashing

Employees not participating in direct deposit shall be afforded a reasonable time during which to cash Hospital pay checks.

7.20. Continuing Education Days

Employees will be granted time off, up to thirty-seven and one half (37½) hours, or if an employee works on an Alternative Work Schedule, as specified in Appendix A, he/she will be granted time off, up to three (3) eleven and one-half (11½) hours shifts annually with pay, as schedules do permit, to attend educational institutes, workshops or meetings. New hires while on probation will not be eligible for this benefit.

TITLE: CLINICAL LADDER

PURPOSE:

The Clinical Ladder provides a method for the professional registered nurse to advance in clinical practice while maintaining contact with patients. The Clinical Ladder provides a means of evaluating and recognizing ongoing progress in clinical expertise and leadership. Its ultimate goal is to foster engagement in nursing practice, reward and recognize staff, nurture clinical growth and enhance job satisfaction.

APPLICABILITY: Full-Time and Part Time Registered Nurses (Per Diem not eligible)

PROCEDURE FOR NEW APPLICATION:

Requirements for both levels of the Clinical Ladder at the time of application:

- The applicant must be in compliance with policies and procedures regarding job performance
- Certification in current specialty
- Submission of an exemplar to demonstrate how the nurse has integrated into practice the Department of Nursing Professional Practice model.
- Membership in a professional organization related to specialty
- Precept students or orientees for a minimum of 35 hours validated by PCD. Optional: Mentor a nurse-protégé through the NYP Mentorship Program (complete Mentor application, Mentor Workshop, approval by PCD) for a minimum of 12 hours documented meetings with protégé. If there is no opportunity to precept or mentor, an alternative opportunity of a 30 minute educational program to be presented by the nurse on the Clinical Ladder and attended by 80% of the staff, is an option)

1. Competent and Proficient nurse - (Clinical Nurse II / Senior Staff Nurse)

RN who coordinates care of assigned patients with simple to complex health care needs. Demonstrates excellent clinical judgment and is proficient when assuming the charge nurse role. Acts as a preceptor to new staff or students as noted in requirements.

Policy Dates:

New: N/A

Supersedes Policy Date: 331

Revised: N/A

Reviewed: 06/2023

Date Approved: 06/2023

Last Approved Date: 06/2021

Eligibility Criteria Clinical Nurse II/Senior Staff Nurse

A. Education/Practice

1. BSN required OR must be currently matriculated and expected to graduate within 12 months of the date the portfolio is submitted.
2. Minimum of 2 years of nursing practice.

B. Advancement/Maintenance Criteria

1. 12 Contact Hours or 3 Academic Credits. (Names and dates of program(s) attended must include a copy of certificate(s) or transcript and/or proof of attendance).
2. Performance Improvement Project
 - Must be approved by PCD or Direct Supervisor with maximum of two staff members involved in the project
 - Must include the following:
 - a) Why did you choose this project idea?
 - b) Methodology (i.e. DMAIC or Plan-Do-Check-Act)
 - c) Must measure 1 data point prior to the intervention and 3 points after
 - d) Implementation
 - e) Outcomes and Recommendations
 - f) Present project (e.g. staff meeting, conference, Nurses Week Poster Fair.)

C. Shared Knowledge – Must complete 2 options in this section (in-services conducted as part of the Performance Improvement Project will not satisfy this requirement).

1. Conduct three different unit-based in-services in collaboration with the Nursing Educator / PCD during the application year. Can be inter-professional or on a unit other than your own. Must submit course outline, attendance sheets, and self-reflection (1-2 paragraphs about the teaching experience and learning event). This will count as one shared knowledge
2. Present Poster to Unit Staff (maximum 2 staff members per unit can present)
3. Present Poster at a hospital-based forum or national conference
4. Submit an evidence-based article in a peer-reviewed journal. This will count as two Shared Knowledge
5. Present at Nursing Grand Rounds
6. Lead one weekly scheduled unit-based patient or family group (*for Psychiatric Nurses only*)

Policy Dates:

New: N/A

Supersedes Policy Date: 331

Revised: N/A

Reviewed: 06/2023

Date Approved: 06/2023

Last Approved Date: 06/2021

D. Council / Committee Participation

Attendance at 80% of meetings is required. Meetings must occur at least monthly. If an opportunity does not exist, an additional Shared Knowledge presentation can be substituted.

2. Expert Nurse (Clinical Nurse III / Nurse Clinician)

Nurse who carries out direct care at the EXPERT level. Demonstrates nursing excellence in all aspects of patient care and is proficient when assuming the charge nurse role. Collaborates with the Patient Care Director/Nurse Educator to identify, plan, implement and evaluate orientation and continuing education programs.

Eligibility Criteria Clinical Nurse III/Nurse Clinician

A. Education/Practice

1. BSN Required
2. Minimum of four years of nursing practice, 2 years of experience in the current specialty of nursing

B. Advancement/Maintenance Criteria

1. 18 Contact Hours or 6 Academic Credits. (Names and dates of program(s) attended must include a copy of certificate(s) or transcript and/or proof of attendance).
2. Performance Improvement Project
 - Must be approved by Patient Care Director or Direct Supervisor with maximum of two staff members involved in the project
 - Must include the following:
 - a) Why did you choose this project idea?
 - b) Methodology (i.e. DMAIC, or Plan-Do-Check-Act)
 - c) Must measure 1 data point prior to the intervention and 3 points after
 - d) Implementation
 - e) Outcomes and Recommendations
 - f) Present project (e.g. staff meeting, conference, Nurses Week Poster Fair)

C. Shared Knowledge – must complete 3 options in this section (in-services conducted as part of the Performance Improvement Project will not satisfy this requirement). Provide detailed documentation of participation.

1. Present poster at a hospital based forum (maximum 2 staff members per unit can present)

Policy Dates:

New: N/A

Supersedes Policy Date: 331

Revised: N/A

Reviewed: 06/2023

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Last Approved Date: 06/2021

2. Submit an evidence-based article in a peer-reviewed journal
3. Conduct a specialty orientation class for new staff in collaboration with the Division of Nursing Education
4. Presentation of a program or lecture with contact hours
5. Speaker/Poster Presentation at a recognized Nursing/Medical Conference
6. Present at Nursing Grand Rounds
7. Present 3 case conferences with a resident or attending or demonstrate active participation in multidisciplinary rounds

D. Council / Committee Participation

Attendance at 80% of meetings is required. Chairing, Co-Chairing, leading or co-leading a committee is strongly preferred. Meetings must occur at least monthly.

PROCESS FOR PROMOTIONS AND RENEWALS:

1. New applications for promotions and renewals must be submitted in accordance to schedule for your worksite. *All projects must be completed prior to the submission deadline dates.*
2. The Applicant must submit a professional completed portfolio to their PCD/Supervisor. *(Applicants must provide supporting documentation for all accomplishments listed on their promotional application. All projects, certificates and documentation must have been completed during within the current appointment period.)*
3. Completed portfolios must be signed off and supported by the PCD/Supervisor.
4. Completed portfolios must be sent to Clinical Ladder Committee for review and approval.
5. Applicants will be notified of the outcome of the review process. If the portfolio does not meet all the criteria for advancement, a written statement outlining the committee's rationale and any unmet criteria will be returned to the PCD/Supervisor. The PCD/Supervisor will then contact the applicant directly. The returned portfolio may be re-submitted by the applicant within a 10-day period for a final review.
6. If the applicant meets the criteria and is approved, the applicant will move into that job class.
7. If the applicant does not submit, or is not approved, the applicant will return to the level that is commensurate, or equal with the nurse's accomplishments.

Policy Dates:

New: N/A

Supersedes Policy Date: 331

Revised: N/A

Reviewed: 06/2023

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APPEAL PROCESS:

The following process is in effect to provide an appeal mechanism for any applicant disputing the Clinical Ladder panel's decision denying advancement.

1. Should the Clinical Ladder Committee deny advancement the applicant may appeal the decision within two weeks of receiving notification?
2. All appeals must be submitted in writing to the Clinical Ladder Committee Co-Chairs.
3. The Clinical Ladder Committee Co-Chairs will review the portfolio and the applicant's letter. An interview will be scheduled at a mutually agreeable time. The decision from this panel will be considered final.

RESPONSIBILITY: Nursing Board

APPROVALS:

Nursing Board

06/2023

Policy Dates:

New: N/A

Supersedes Policy Date: 331

Revised: N/A

Reviewed: 06/2023

Date Approved: 06/2023

Last Approved Date: 06/2021

**NURSING CONTINUING PROFESSIONAL DEVELOPMENT
2023 COURSE SCHEDULE**

<i>COURSE</i>	<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>	<i>REGISTRATION SITE</i>
Nursing Leadership Academy (Cohort 2)	July-Dec	9:00 am – 4:30 pm Conference Days 1:00 pm – 4:00 pm Group Mentoring	Webinar (Live Online)	www.nyp.org/nursing/news/cme (Participation is based on CNO recommendation)
Nurse Executive (NE-A) Certification Exam Review, Advanced	June 26-27	7:30 am – 5:30 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Ambulatory Nursing Certification Exam Review	July 15-16	7:30 am – 4:30 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Cardiac-Vascular Nursing Certification Exam Review	July 20-21	7:30 am – 4:30 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Progressive Care Certified Nurse (PCCN) Certification Exam Review	July 27-28	7:30 am – 4:30 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Psych-Mental Health Certification Exam Review	August 2-3	7:30 am – 5:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Maternal Newborn Nursing Certification Exam Review	August 7-8	7:30 am – 4:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Managing Oncologic Emergencies	August 21	7:30 am – 4:00 pm	Webinar (Online)	www.nyp.org/nursing/news/cme

<i>COURSE</i>	<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>	<i>REGISTRATION SITE</i>
CEN Certification Exam Review	August 29-30	7:30 am – 5:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Oncology Certified Nurse (OCN) Certification Exam Review	September 7-8	7:30 am – 4:30 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
CPAN/CAPA Certification Exam Review	September 9-10	7:30 am – 5:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Medical-Surgical Certification Exam Review	September 13-14	7:30 am – 5:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Certified Rehabilitation Registered Nurse (CRRN) Certification Exam Review	September 23-24	7:30 am – 5:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Managing Oncologic Emergencies	September 27	7:30 am – 4:00 pm	Webinar (Online)	www.nyp.org/nursing/news/cme
Critical Care Registered Nurse (CCRN) Certification Exam Review	September 28-29	7:30 am – 5:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Pediatric Critical Care Registered Nurse (PCCRN) Certification Exam Review	Oct 9-10	7:30 am – 5:00 pm	Webinar (Live Online)	www.nyp.org/nursing/news/cme
Inpatient OB Certification Exam Review	October 17-18	7:30 am – 4:00 pm	Webinar (Online)	www.nyp.org/nursing/news/cme
PEACE Model Deep Dive	October 18	9:00 am – 5:00 pm	Virtual Workshop	www.nyp.org/nursing/news/cme

<i>COURSE</i>	<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>	<i>REGISTRATION SITE</i>
Managing Oncologic Emergencies	October 19	7:30 am – 4:00 pm	Webinar (Online)	www.nyp.org/nursing/news/cme
Neonatal Intensive Care Unit (NICU) Certification Exam Review	November 15-16	7:30 am – 4:30 pm	Webinar (Online)	www.nyp.org/nursing/news/cme
13 th Annual Nursing Research, EBP & Innovation Symposium	November 15	9:00 am – 5:00 pm	Virtual Conference	www.nyp.org/nursing/news/cme Registration will open soon
Nursing Informatics Summit	December 7	8:00 am – 5:00 pm	Virtual Conference	www.nyp.org/nursing/news/cme

NewYork-Presbyterian is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

For more information regarding our Nursing Continuing Professional Development events, please check our website at:

www.nyp.org/nursing/news/cme

Nursing Professional Development 2022 Course Offerings

Start Date	Class	Instructor	End Date
01-Jan-2022	Altrix Precision Temperature Management - CU	Mary Brennan	31-Dec-2022
01-Jan-2022	Back to Basics: Central Line Maintenance Review	Diana	31-Dec-2022
01-Jan-2022	Chest Tube Management	Carol	31-Dec-2022
01-Jan-2022	Zoll R Series In-services - West	Diana	31-Dec-2022
02-Jan-2022	Reconstituting Medication	Carol	31-Dec-2022
04-Jan-2022	Basic Life Support (BLS) - AM	Cristina	04-Jan-2022
04-Jan-2022	Basic Life Support (BLS) - PM	Cristina	04-Jan-2022
05-Jan-2022	Basic Life Support (BLS) - AH	Nathalie, Marilyn	05-Jan-2022
05-Jan-2022	Oncology Day	Brenda, Stephany	05-Jan-2022
06-Jan-2022	CRRT - Advanced	Mary	06-Jan-2022
10-Jan-2022	Pediatric ED	Ariel, Amber, Silpa	10-Jan-2022
11-Jan-2022	General Nursing Orientation - CU	Stephany V	20-Jan-2022
11-Jan-2022	General Nursing Orientation - CU	Stephany V.	11-Jan-2022
11-Jan-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	11-Jan-2022
12-Jan-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	12-Jan-2022
18-Jan-2022	GNO Skills Lab	Carol, Nathalie	18-Jan-2022
18-Jan-2022	Hill Rom Centrella Bed education	Leena	24-Jan-2022
19-Jan-2022	Essentials of Dysrhythmia Recognition - West	Terry	19-Jan-2022
19-Jan-2022	Neonatal ICU - Day 1-5	Christina	19-Jan-2022
19-Jan-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	19-Jan-2022
19-Jan-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	21-Jan-2022
20-Jan-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	21-Jan-2022
20-Jan-2022	Clinical Onboarding for Surgical Technicians-West	Melinda, Patricia, Louie	20-Jan-2022
21-Jan-2022	Crisis Prevention Intervention (CPI) Training - West	Amber, Ariel, Georgette, Stephany	21-Jan-2022
22-Jan-2022	Caring for a Patient on PCEA/PCAR	Carol	31-Dec-2022
24-Jan-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	28-Jan-2022
24-Jan-2022	Ambulatory Care Orientation	Georgette	24-Jan-2022
24-Jan-2022	Perinatal Orientation Education Program (OBCC) Day 1-6	Marilyn, Marina	03-Feb-2022
25-Jan-2022	General Nursing Orientation - CU	Stephany V	
25-Jan-2022	Pediatric ICU - Day 1-5	Kerstin	02-Feb-2022
27-Jan-2022	CRRT - Introduction	Mary	27-Jan-2022
31-Jan-2022	Spine Class	Leena	31-Jan-2022
01-Feb-2022	Basic Life Support (BLS) - AH	Nathalie, Marilyn	01-Feb-2022
01-Feb-2022	GNO Skills Lab	Carol, Nathalie	01-Feb-2022
03-Feb-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	03-Feb-2022

Start Date	Class	Instructor	End Date
03-Feb-2022	Medical/Surgical Education Day		03-Feb-2022
07-Feb-2022	Basic Life Support (BLS) - AM	Cristina	07-Feb-2022
07-Feb-2022	Basic Life Support (BLS) - PM	Cristina	07-Feb-2022
08-Feb-2022	General Nursing Orientation - CU	Stephany V	14-Feb-2022
08-Feb-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	08-Feb-2022
09-Feb-2022	Medtronic Adult Flexible Shiley - CU	Leena	25-Feb-2022
09-Feb-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	09-Feb-2022
10-Feb-2022	Ventricular Assist Device (VAD) Skills Day 2022 - West	Carol, John, Pres,	10-Feb-2022
11-Feb-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	11-Feb-2022
11-Feb-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	11-Feb-2022
14-Feb-2022	Essentials of Dysrhythmia Recognition - West	Alyssa	14-Feb-2022
14-Feb-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	14-Feb-2022
15-Feb-2022	GNO Skills Lab	Carol, Nathalie	15-Feb-2022
16-Feb-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	17-Feb-2022
16-Feb-2022	Charge Nurse Workshop	Bindhu, Brenda, Nathalie, Oreana	16-Feb-2022
16-Feb-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	16-Feb-2022
18-Feb-2022	Spine Class	Leena	18-Feb-2022
22-Feb-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	28-Feb-2022
22-Feb-2022	Neonatal ICU - Day 1-5	Christina	01-Mar-2022
23-Feb-2022	General Nursing Orientation - CU	Stephany V	
24-Feb-2022	CRRT - Introduction	Mary	24-Feb-2022
25-Feb-2022	Crisis Prevention Intervention (CPI) Training - West	Amber, Ariel, Georgette, Stephany	25-Feb-2022
25-Feb-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	25-Feb-2022
01-Mar-2022	CRRT - Advanced	Mary	01-Mar-2022
01-Mar-2022	Oncology Day	Brenda, Stephany	01-Mar-2022
02-Mar-2022	GNO Skills Lab	Carol, Nathalie	02-Mar-2022
03-Mar-2022	Medical/Surgical Education Day		03-Mar-2022
03-Mar-2022	Putting the Pieces Together: Critical Care and Stepdown Nurses	Mary Brennan	03-Mar-2022
04-Mar-2022	Certified Surgical Technician Clinical Onboarding Workshop	Melinda, Patricia, Louie	04-Mar-2022
04-Mar-2022	Clinical Onboarding for Surgical Technicians-West	Melinda, Patricia, Louie	04-Mar-2022
04-Mar-2022	Dysphagia Screen In-Service - CU	Leena	31-Mar-2022
08-Mar-2022	General Nursing Orientation - CU	Stephany V, Oreana	14-Mar-2022
08-Mar-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	08-Mar-2022
09-Mar-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	09-Mar-2022
11-Mar-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	30-Mar-2022
11-Mar-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	11-Mar-2022
14-Mar-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	14-Mar-2022

Start Date	Class	Instructor	End Date
14-Mar-2022	Essentials of Dysrhythmia Recognition - West	John	14-Mar-2022
15-Mar-2022	GNO Skills Lab	Carol, Nathalie	15-Mar-2022
16-Mar-2022	Ambulatory Care Orientation	Georgette	16-Mar-2022
16-Mar-2022	Care for the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	17-Mar-2022
16-Mar-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	18-Mar-2022
18-Mar-2022	Nurse Preceptop Workshop	Ariel, Jessica, Kerstin, Mary, Pres	18-Mar-2022
18-Mar-2022	OR Mini Course for L&D Nurses - AH	Melinda	18-Mar-2022
21-Mar-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	25-Mar-2022
21-Mar-2022	Pediatric ICU - Day 1-5	Kerstin	30-Mar-2022
21-Mar-2022	Perinatal Orientation Education Program (OBCC) Day 1-6	Marilyn, Marina	31-Mar-2022
22-Mar-2022	General Nursing Orientation - CU	Stephany V, Oreana	24-Mar-2022
23-Mar-2022	CRRT - Introduction	Mary	23-Mar-2022
23-Mar-2022	MAC VU60 EKG Machine - CU	Leena	25-Mar-2022
24-Mar-2022	Pediatric ED	Ariel, Amber, Silpa	24-Mar-2022
24-Mar-2022	Spine Class	Leena	24-Mar-2022
28-Mar-2022	Crisis Prevention Intervention (CPI) Training - West	Amber, Ariel, Georgette, Stephany	28-Mar-2022
29-Mar-2022	Basic Life Support (BLS) -AM	Cristina	29-Mar-2022
29-Mar-2022	Basic Life Support (BLS) -PM	Cristina	29-Mar-2022
30-Mar-2022	Basic Life Support (BLS) -AH	Nathalie, Marilyn	30-Mar-2022
31-Mar-2022	Medical/Surgical Education Day		31-Mar-2022
05-Apr-2022	General Nursing Orientation - CU	Stephany V, Gerard	12-Apr-2022
05-Apr-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	05-Apr-2022
06-Apr-2022	Cogent Hemodynamic Monitor In-service - CU	John	06-Apr-2022
06-Apr-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	06-Apr-2022
11-Apr-2022	Essentials of Dysrhythmia Recognition - West	Terry	11-Apr-2022
12-Apr-2022	GNO Skills Lab	Carol, Nathalie	12-Apr-2022
13-Apr-2022	Belmont Rapid Infuser In-service - CU	John	13-Apr-2022
13-Apr-2022	Care for the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	14-Apr-2022
13-Apr-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	15-Apr-2022
14-Apr-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	14-Apr-2022
14-Apr-2022	Impella In-service - CU	John	14-Apr-2022
15-Apr-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	15-Apr-2022
15-Apr-2022	Tandem Life/Protek-Duo In-service - CU	John	15-Apr-2022
18-Apr-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	22-Apr-2022
18-Apr-2022	Defibrillator Review for Hemodialysis Nurses - CU	Gerard	22-Apr-2022
18-Apr-2022	Skin Care Program	Alyssa, Laurie, Oreana	18-Apr-2022
18-Apr-2022	Wound V.A.C. and Veroflo Review - CU	Nathalie	18-Apr-2022
19-Apr-2022	Neonatal ICU - Day 1-5	Christina	27-Apr-2022

Start Date	Class	Instructor	End Date
20-Apr-2022	Nurse Preceptop Workshop	Ariel, Jessica, Kerstin, Mary, Pres	20-Apr-2022
20-Apr-2022	Preceptor Workshop	Mary	20-Apr-2022
21-Apr-2022	CRRT - Introduction	Mary	21-Apr-2022
22-Apr-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	25-Apr-2022
26-Apr-2022	Basic Life Support (BLS) -AM	Cristina	26-Apr-2022
26-Apr-2022	Basic Life Support (BSL) - PM	Cristina	26-Apr-2022
26-Apr-2022	Basic Life Support (BSL) -AM	Cristina	26-Apr-2022
26-Apr-2022	Charge Nurse Workshop	Bindhu, Brenda, Nathalie, Oreana	26-Apr-2022
27-Apr-2022	Basic Life Support (BSL) - AH	Nathalie, Marilyn	27-Apr-2022
27-Apr-2022	Oncology Day	Brenda, Stephany	27-Apr-2022
28-Apr-2022	Medical/Surgical Education Day		28-Apr-2022
29-Apr-2022	Centrimag In-service - CU	John	29-Apr-2022
02-May-2022	Nursing Priorities for Notifications in the Adult Emergency Depa	Ariel	02-May-2022
03-May-2022	General Nursing Orientation - CU	Stephany V, Gerard	10-May-2022
03-May-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	03-May-2022
04-May-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	04-May-2022
05-May-2022	Ventricular Assist Device (VAD) Skills Day 2022 - West	Carol, John, Pres,	05-May-2022
06-May-2022	Certified Surgical Technician Clinical Onboarding Workshop	Melinda, Patricia, Louie	06-May-2022
06-May-2022	Clinical Onboarding for Surgical Technicians-West	Melinda, Patricia, Louie	06-May-2022
06-May-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	06-May-2022
09-May-2022	Essentials of Dysrhythmia Recognition - West	Alyssa	09-May-2022
10-May-2022	GNO Skills Lab	Carol, Nathalie	10-May-2022
11-May-2022	Care for the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	12-May-2022
11-May-2022	Crisis Prevention Intervention (CPI) Training - West 8a-12pm	Amber, Ariel, Georgette, Stephany	11-May-2022
11-May-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	13-May-2022
16-May-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	20-May-2022
16-May-2022	Perinatal Orientation Education Program (OBCC) Day 1-6	Marilyn, Marina	27-May-2022
18-May-2022	Medical/Surgical Education Day		18-May-2022
18-May-2022	Nurse Preceptop Workshop	Ariel, Jessica, Kerstin, Mary, Pres	18-May-2022
18-May-2022	Preceptor Workshop	Mary	20-Apr-2022
20-May-2022	CRRT - Introduction	Mary	20-May-2022
23-May-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	25-May-2022
24-May-2022	Basic Life Support (BSL) - AM	Cristina	24-May-2022
24-May-2022	Basic Life Support (BSL) - PM	Cristina	24-May-2022
24-May-2022	Pediatric ICU - Day 1-5	Kerstin	01-Jun-2022
25-May-2022	Basic Life Support (BLS) -AH	Nathalie, Marilyn	25-May-2022
26-May-2022	Ambulatory Care Orientation	Georgette	26-May-2022
26-May-2022	Pediatric ED	Ariel, Amber, Silpa	26-May-2022

Start Date	Class	Instructor	End Date
27-May-2022	Spine Class	Leena	27-May-2022
01-Jun-2022	Charge Nurse Workshop	Bindhu, Brenda, Nathalie, Oreana	01-Jun-2022
02-Jun-2022	Ambulatory Care Orientation	Georgette	02-Jun-2022
02-Jun-2022	CRRT - Advanced	Mary	02-Jun-2022
03-Jun-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	03-Jun-2022
03-Jun-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	03-Jun-2022
07-Jun-2022	Basic Life Support (BSL) - AM	Cristina	07-Jun-2022
07-Jun-2022	Basic Life Support (BSL) - PM	Cristina	07-Jun-2022
08-Jun-2022	Basic Life Support (BLS) - AH	Nathalie, Marilyn	08-Jun-2022
08-Jun-2022	Belmont Rapid Infuser In-service - CU	John	08-Jun-2022
09-Jun-2022	Impella In-service - CU	John	09-Jun-2022
09-Jun-2022	Nurse Preceptop Workshop	Ariel, Jessica, Kerstin, Mary, Pres	09-Jun-2022
09-Jun-2022	Preceptor Workshop	Mary	20-Apr-2022
14-Jun-2022	General Nursing Orientation - CU	Stephany V, Oreana	21-Jun-2022
14-Jun-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	14-Jun-2022
14-Jun-2022	Tandem Life/Protek-Duo In-service - CU	John	14-Jun-2022
15-Jun-2022	Cogent Hemodynamic Monitor In-service - CU	John	15-Jun-2022
15-Jun-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	15-Jun-2022
20-Jun-2022	Essentials of Dysrhythmia Recognition - West	John	20-Jun-2022
20-Jun-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	20-Jun-2022
21-Jun-2022	GNO Skills Lab	Carol, Nathalie	21-Jun-2022
22-Jun-2022	Care for the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	23-Jun-2022
22-Jun-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	24-Jun-2022
24-Jun-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	27-Jun-2022
24-Jun-2022	Centrimag In-service - CU	John	24-Jun-2022
24-Jun-2022	Oncology Day	Brenda, Stephany	24-Jun-2022
24-Jun-2022	Spine Class	Leena	24-Jun-2022
27-Jun-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	01-Jul-2022
27-Jun-2022	Neonatal ICU - Day 1-5	Christina	06-Jul-2022
29-Jun-2022	CRRT - Introduction	Mary	29-Jun-2022
30-Jun-2022	Medical/Surgical Education Day		30-Jun-2022
07-Jul-2022	Certified Surgical Technician Clinical Onboarding Workshop	Melinda, Patricia, Louie	07-Jul-2022
07-Jul-2022	Clinical Onboarding for Surgical Technicians-West	Melinda, Patricia, Louie	07-Jul-2022
07-Jul-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	07-Jul-2022
12-Jul-2022	General Nursing Orientation - CU	Oreana	19-Jul-2022
12-Jul-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	12-Jul-2022
13-Jul-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	13-Jul-2022
15-Jul-2022	Crisis Prevention Intervention (CPI) Training - West	Amber, Ariel, Georgette, Stephany	15-Jul-2022

Start Date	Class	Instructor	End Date
18-Jul-2022	Ambulatory Care Orientation	Georgette	18-Jul-2022
18-Jul-2022	Essentials of Dysrhythmia Recognition - West	Terry	18-Jul-2022
19-Jul-2022	GNO Skills Lab	Carol, Nathalie	19-Jul-2022
20-Jul-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	22-Jul-2022
20-Jul-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	21-Jul-2022
20-Jul-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	22-Jul-2022
22-Jul-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	22-Jul-2022
22-Jul-2022	Spine Class	Leena	22-Jul-2022
25-Jul-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	29-Jul-2022
25-Jul-2022	Pediatric ICU - Day 1-5	Kerstin	03-Aug-2022
25-Jul-2022	Perinatal Orientation Education Program (OBCC) Day 1-6	Marilyn, Marina	05-Aug-2022
27-Jul-2022	CRRT - Introduction	Mary	27-Jul-2022
28-Jul-2022	Medical/Surgical Education Day		28-Jul-2022
28-Jul-2022	Pediatric ED	Ariel, Amber, Silpa	28-Jul-2022
02-Aug-2022	Charge Nurse Workshop	Bindhu, Brenda, Nathalie, Oreana	02-Aug-2022
03-Aug-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	03-Aug-2022
04-Aug-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	04-Aug-2022
04-Aug-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	04-Aug-2022
05-Aug-2022	Skin Care Program	Alyssa, Laurie, Oreana	05-Aug-2022
09-Aug-2022	General Nursing Orientation - CU	Stephany V	16-Aug-2022
10-Aug-2022	Belmont Rapid Infuser In-service - CU	John	10-Aug-2022
10-Aug-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	10-Aug-2022
11-Aug-2022	Impella In-service - CU	John	11-Aug-2022
15-Aug-2022	Essentials of Dysrhythmia Recognition - West	Alyssa	15-Aug-2022
15-Aug-2022	Tandem Life/Protek-Duo In-service - CU	John	15-Aug-2022
16-Aug-2022	GNO Skills Lab	Carol, Nathalie	16-Aug-2022
17-Aug-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	18-Aug-2022
17-Aug-2022	Cogent Hemodynamic Monitor In-service - CU	John	17-Aug-2022
17-Aug-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	19-Aug-2022
19-Aug-2022	Centrimag In-service - CU	John	19-Aug-2022
19-Aug-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	19-Aug-2022
22-Aug-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	26-Aug-2022
22-Aug-2022	Neonatal ICU - Day 1-5	Christina	31-Aug-2022
24-Aug-2022	CRRT - Introduction	Mary	24-Aug-2022
25-Aug-2022	Medical/Surgical Education Day		25-Aug-2022
29-Aug-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	31-Aug-2022
29-Aug-2022	Spine Class	Leena	29-Aug-2022
01-Sep-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	01-Sep-2022

Start Date	Class	Instructor	End Date
01-Sep-2022	Oncology Day	Brenda, Stephany	01-Sep-2022
02-Sep-2022	Ambulatory Care Orientation	Georgette	02-Sep-2022
07-Sep-2022	General Nursing Orientation - CU	Stephany V	13-Sep-2022
07-Sep-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	07-Sep-2022
07-Sep-2022	Ventricular Assist Device (VAD) Skills Day 2022 - West	Carol, John, Pres,	07-Sep-2022
08-Sep-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	08-Sep-2022
12-Sep-2022	Certified Surgical Technician Clinical Onboarding Workshop	Melinda, Patricia, Louie	12-Sep-2022
12-Sep-2022	Clinical Onboarding for Surgical Technicians-West	Melinda, Patricia, Louie	12-Sep-2022
12-Sep-2022	Essentials of Dysrhythmia Recognition - West	John	12-Sep-2022
13-Sep-2022	GNO Skills Lab	Carol, Nathalie	13-Sep-2022
14-Sep-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	15-Sep-2022
14-Sep-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	16-Sep-2022
16-Sep-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	16-Sep-2022
19-Sep-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	23-Sep-2022
19-Sep-2022	Crisis Prevention Intervention (CPI) Training - West	Amber, Ariel, Georgette, Stephany	19-Sep-2022
19-Sep-2022	Pediatric ICU - Day 1-5	Kerstin	28-Sep-2022
19-Sep-2022	Perinatal Orientation Education Program (OBCC) Day 1-6	Marilyn, Marina	29-Sep-2022
21-Sep-2022	CRRT - Introduction	Mary	21-Sep-2022
22-Sep-2022	Medical/Surgical Education Day		22-Sep-2022
22-Sep-2022	Pediatric ED	Ariel, Amber, Silpa	22-Sep-2022
26-Sep-2022	CRRT - Advanced	Mary	26-Sep-2022
27-Sep-2022	Basic Life Support (BSL - AM)	Cristina	27-Sep-2022
27-Sep-2022	Basic Life Support (BSL - PM)	Cristina	27-Sep-2022
28-Sep-2022	Basic Life Support (BLS) - AH	Nathalie, Marilyn	28-Sep-2022
29-Sep-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	30-Sep-2022
29-Sep-2022	Ambulatory Care Orientation	Georgette	29-Sep-2022
29-Sep-2022	Spine Class	Leena	29-Sep-2022
03-Oct-2022	Nurse Preceptop Workshop	Ariel, Jessica, Kerstin, Mary, Pres	03-Oct-2022
03-Oct-2022	Preceptor Workshop	Mary	20-Apr-2022
04-Oct-2022	General Nursing Orientation - CU	Gerard	11-Oct-2022
04-Oct-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	04-Oct-2022
05-Oct-2022	Cogent Hemodynamic Monitor In-service - CU	John	05-Oct-2022
05-Oct-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	05-Oct-2022
07-Oct-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	07-Oct-2022
10-Oct-2022	Essentials of Dysrhythmia Recognition - West	Terry	10-Oct-2022
11-Oct-2022	GNO Skills Lab	Carol, Nathalie	11-Oct-2022
12-Oct-2022	Belmont Rapid Infuser In-service - CU	John	12-Oct-2022
12-Oct-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	13-Oct-2022
12-Oct-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	14-Oct-2022

Start Date	Class	Instructor	End Date
13-Oct-2022	Impella In-service - CU	John	13-Oct-2022
14-Oct-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	17-Oct-2022
17-Oct-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	21-Oct-2022
17-Oct-2022	Neonatal ICU - Day 1-5	Christina	26-Oct-2021
19-Oct-2022	CRRT - Introduction	Mary	19-Oct-2022
20-Oct-2022	Medical/Surgical Education Day		20-Oct-2022
24-Oct-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	24-Oct-2022
24-Oct-2022	Tandem Life/Protek-Duo In-service - CU	John	24-Oct-2022
25-Oct-2022	Ambulatory Care Orientation	Georgette	25-Oct-2022
25-Oct-2022	Charge Nurse Workshop	Bindhu, Brenda, Nathalie, Oreana	25-Oct-2022
25-Oct-2022	Spine Class	Leena	25-Oct-2022
26-Oct-2022	Basic Life Support (BLS) - AH	Nathalie, Marilyn	26-Oct-2022
26-Oct-2022	Centrimag In-service - CU	John	26-Oct-2022
26-Oct-2022	Oncology Day	Brenda, Stephany	26-Oct-2022
27-Oct-2022	Basic Life Support (BSL) - AM	Cristina	27-Oct-2022
27-Oct-2022	Basic Life Support (BSL) - PM	Cristina	27-Oct-2022
28-Oct-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	28-Oct-2022
28-Oct-2022	Skin Care Program	Alyssa, Laurie, Oreana	28-Oct-2022
31-Oct-2022	Pediatric ICU - Day 1-5	Kerstin	08-Nov-2022
01-Nov-2022	Perinatal Orientation Education Program (OBCC) Day 1-6	Marilyn, Marina	08-Nov-2022
04-Nov-2022	Clinical Onboarding for Surgical Technicians-West	Melinda, Patricia, Louie	04-Nov-2022
04-Nov-2022	Ventricular Assist Device (VAD) Skills Day 2022 - West	Carol, John, Pres,	04-Nov-2022
09-Nov-2022	Crisis Prevention Intervention (CPI) Training - West	Amber, Ariel, Georgette, Stephany	09-Nov-2022
09-Nov-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	09-Nov-2022
10-Nov-2022	Basic Life Support (BLS) - AH	Nathalie, Marilyn	10-Nov-2022
10-Nov-2022	Nurse Preceptop Workshop	Ariel, Jessica, Kerstin, Mary, Pres	10-Nov-2022
10-Nov-2022	Preceptor Workshop	Mary	20-Apr-2022
14-Nov-2022	Certified Surgical Technician Clinical Onboarding Workshop	Melinda, Patricia, Louie	14-Nov-2022
15-Nov-2022	General Nursing Orientation - CU	Stephany V	22-Nov-2022
15-Nov-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	15-Nov-2022
16-Nov-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	16-Nov-2022
18-Nov-2022	Basic Life Support (BSL) - AM	Cristina	18-Nov-2022
18-Nov-2022	Basic Life Support (BSL) - PM	Cristina	18-Nov-2022
18-Nov-2022	Pediatric ED	Ariel, Amber, Silpa	18-Nov-2022
21-Nov-2022	Ambulatory Care Orientation	Georgette	21-Nov-2022
21-Nov-2022	Essentials of Dysrhythmia Recognition - West	Alyssa	21-Nov-2022
21-Nov-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	21-Nov-2022
22-Nov-2022	GNO Skills Lab	Carol, Nathalie	22-Nov-2022
23-Nov-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	28-Nov-2022

Nursing Professional Development 2022 Course Offerings

Start Date	Class	Instructor	End Date
23-Nov-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	29-Nov-2022
29-Nov-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	30-Nov-2022
29-Nov-2022	CRRT - Introduction	Mary	29-Nov-2022
29-Nov-2022	Spine Class	Leena	29-Nov-2022
30-Nov-2022	Medical/Surgical Education Day		30-Nov-2022
01-Dec-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	01-Dec-2022
02-Dec-2022	Crisis Prevention Intervention (CPI) - Refresher	Amber, Ariel, Georgette, Stephany	02-Dec-2022
06-Dec-2022	General Nursing Orientation - CU	Laurie	13-Dec-2022
06-Dec-2022	Nursing Support Staff Orientation (NSS) Virtual	Nathalie, Marilyn, Silpa	06-Dec-2022
06-Dec-2022	Tandem Life/Protek-Duo In-service - CU	John	06-Dec-2022
07-Dec-2022	Belmont Rapid Infuser In-service - CU	John	07-Dec-2022
07-Dec-2022	NSS Skills Day	Nathalie, Marilyn, Silpa	07-Dec-2022
12-Dec-2022	Essentials of Dysrhythmia Recognition - West	John	12-Dec-2022
12-Dec-2022	NRP 8th edition - Advanced Provider	Monique, Jessica, Marilyn	12-Dec-2022
13-Dec-2022	GNO Skills Lab	Carol, Nathalie	13-Dec-2022
14-Dec-2022	Cogent Hemodynamic Monitor In-service - CU	John	14-Dec-2022
14-Dec-2022	Periop CST/RN Orientation - Day 1-3	Melinda, Patricia, Louie	16-Dec-2022
15-Dec-2022	Charge Nurse Workshop	Bindhu, Brenda, Nathalie, Oreana	15-Dec-2022
15-Dec-2022	Impella In-service - CU	John	15-Dec-2022
16-Dec-2022	Centrimag In-service - CU	John	16-Dec-2022
16-Dec-2022	Oncology Day	Brenda, Stephany	16-Dec-2022
16-Dec-2022	Spine Class	Leena	16-Dec-2022
19-Dec-2022	Adult Critical Care Course - Day 1-5	Carol, Bindhu, John, Leena, Mary, Pres, Terry	23-Dec-2022
19-Dec-2022	Ambulatory Care Orientation	Georgette	19-Dec-2022
19-Dec-2022	Basic Life Support (BSL - AM)	Cristina	19-Dec-2022
19-Dec-2022	Basic Life Support (BSL - PM)	Cristina	19-Dec-2022
20-Dec-2022	CRRT - Advanced	Mary	20-Dec-2022
20-Dec-2022	Medical/Surgical Education Day		20-Dec-2022
20-Dec-2022	Perinatal Orientation Education Program (OBCC) Day 1-6	Marilyn, Marina	29-Dec-2022
21-Dec-2022	Neonatal ICU - Day 1-5	Christina	30-Dec-2022
22-Dec-2022	Care of the Pediatric Patient - Day 1-2	Alyssa, Amber, Christina, Kerstin, Shin	23-Dec-2022
22-Dec-2022	CRRT - Introduction	Mary	22-Dec-2022
23-Dec-2022	Adult ED Skills Orientation - West (2 Days)	Amber, Ariel	30-Dec-2022
27-Dec-2022	Basic Life Support (BLS) - AH	Nathalie, Marilyn	27-Dec-2022