



Title:	Regulated Employee Specialty Certification		<input checked="" type="checkbox"/> Policy
			<input checked="" type="checkbox"/> Procedure
Category:	Organizational Policies → Organization	Sub Category:	Corporate
Original Date:	April 2019	Number:	ORG-021
Last Reviewed or Revised Date:	August 2021		

POLICY STATEMENT

Brockville General Hospital (BGH) is committed to supporting continuing education and life-long learning to enhance the knowledge and skills of all staff to ensure the delivery of quality, safe and exceptional care and service. This policy outlines the educational requirements for nurses and allied health professionals at BGH. The acquisition of knowledge and skills is the shared responsibility of both BGH and the individual employee. All BGH employees are responsible for acquiring and maintaining the educational qualifications and professional standards and certifications/requirements as required by the Hospital and, where applicable, of their respective regulatory colleges. BGH and its employees are jointly responsible for provision of, and participation in, clinical training and professional development.

This clinical policy applies to all regulated healthcare professionals working in a clinical department/unit at BGH and have direct patient care examples of these areas include: nursing, allied health (Physiotherapy (PT), Occupational Therapy (OT), Speech Language Pathology (SLP) and dieticians), respiratory therapy, diagnostic imaging (DI) and medical laboratory technologists (MLT).

BGH and the Professional Practice department will make every attempt to facilitate education opportunities for mandatory education by offering a variety of course dates and providing adequate notice of scheduled specialty courses.

BGH recognizes that nationally recognized courses and certifications, as set out in Appendix A, may be required to ensure safe and high-quality care in specialty areas.

DEFINITIONS

Professional Responsibility (PR) - These are certifications required at point of hire for those BGH employees in which it has been identified and is the responsibility of the staff member to maintain their certification while they are working in clinical areas where it is identified as a requirement. This aligns with regulated healthcare professional's requirements from their governing colleges or licensing bodies and BGH internal course tuition will be covered but straight time wages will not apply.

Mandatory Courses - These courses are a condition of employment, and are mandatory for staff working in a particular clinical program, and will be supported in accordance with Appendix A. Mandatory courses are broken down into two categories as follows:

Mandatory One (M1) – BGH internal certification and recertification course tuition and straight time wages to attend will be covered by the Hospital.

Mandatory Two (M2) – BGH internal certification course tuition and straight time wages to attend initial certification be covered by the Hospital, the recertification course tuition will be covered but straight time wages will not apply.



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Recommended Courses - These courses are considered beneficial for staff working in particular clinical programs. BGH internal course tuition and time off/wages are not reimbursed; however, financial support opportunities may be available through the BGH Education Fund. Reasonable effort will be made to accommodate requests for time off for the purpose of professional development.

Certification - Refers to the initial certification in a given course. A person is deemed certified if they have met the certification requirements set out by the course provider. An individual may also need to complete the certification process if they have exceeded the recertification timeframe for a given course.

Recertification - Refers to the process whereby a certified individual participates in the required demonstration of competence, renewing their certification with the relevant course provider.

Specialty Course - These courses provide health care providers with a specialized skill set, and/or certification and are designed and governed by an external organization (i.e. Heart and Stroke Foundation of Canada) and are courses that would be additionally offered by external organizations.

PROCEDURE

The clinical staff member will:

1. Discuss all mandatory certification needs with his/her manager.
2. Take accountability for and responsibility of his/her own training to ensure all mandatory certification requirements are met.
3. Upon hire, complete all required mandatory certification within 3 months of hire (or as soon as possible based on course availability): and provided proof of completion of certificates and other education outlined in the letter of offer. Extensions may be negotiated for special circumstances with the manager's written approval. The clinical staff member is responsible for communicating any potential delays with their manager.
4. Participation in a BGH Specialty Course, will require staff to abide by course registration requirements.
5. Maintain mandatory certification(s) required for the area of hire as outlined in Appendix A.
6. Submit a copy of all certificates of completion to the Professional Practice department
7. Return all borrowed resources to the Professional Practice department.

The BGH Instructor will:

1. Collaborate with the Professional Practice department for scheduling of specialty certification and recertification courses.
2. Deliver specialty course content as outlined by the governing agency.
3. Abide by the terms outlined in the Instructor Letter of Agreement.

The Professional Practice Department will:

1. Provide final confirmation of participant enrollment in specialty courses electronically 2 weeks prior to course date.
2. Register staff onto specialty course wait lists as required due to course demand. Participants on the wait list will be assigned enrollment on the following grounds:
 - a. As cancellations are received, participants on the wait list will be notified or,
 - b. 2 weeks prior to course date any course vacancies will be offered to staff on the wait list.
3. Ensure a current fee schedule is available to all BGH employees. Any changes to the fee schedule will be communicated to all employees at least 3 months in advance.
4. Enter completed courses into core competency framework.
5. Provide course resources for mandatory specialty courses (i.e. manuals).



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COURSE REGISTRATION REQUIREMENTS

1. To cover course instruction fees, all participants are required to provide payment to attend specialty certifications.
2. Cancellation fees are applicable for **all** specialty courses to ensure optimal attendance. A cancellation fee of 25% of the course cost will be charged if a minimum of 2 weeks' (14 days) notice is not received when cancelling course registration. Note: This also applies for **PR, M1 and M2** specialty courses. Please note cancellation for any reason without providing 2 weeks' notice will result in cancellation fee being charged to the employee. Note: in the case of illness, you may be required to submit medical documentation in order to avoid the cancellation fee.
3. Cancellation fees and/or full course tuition where applicable will be automatically charged to the employee on or following the scheduled course date. Note: For physicians, students and midwives (or other contracted employees) course tuition and/or fees will be required to be paid by cash or cheque on the day of the course.
4. After one cancellation outside of the 2 weeks window for a specialty course, the cancellation fee will increase to 100% of the course cost in lieu of the regular 25% cancellation fee. Exception: BLS and NVCI 100% course cost will be charge for cancellation without 2 weeks' notice.
5. Purchasing course Materials including manuals or textbooks, will be the responsibility of the participant prior to the specialty course date for recommended courses. For **M1 and M2** courses educational materials will be available to borrow from the professional practice department. It is the expectation that course materials will be reviewed prior to the course date. Any borrowed material that is not returned the day of the course will be subject to the course cancellation fee.
6. BGH staff who require a **PR, M1 or M2** Specialty courses will have priority for securing registration spaces before it is offered to other clinical services or external participants.
7. It will be at the discretion of the Professional Practice department to cancel any specialty courses that do not meet course enrollment volumes. See table below:

Course	*Max Course Participants per Instructor	Minimum Course Participants
Basic Life Support (BLS)	10	6
Advanced Cardiac Life Support (ACLS)	6	4
Advanced Cardiac Life Support (ACLS) Recertification	8	6
Pediatric Advanced Life Support (PALS)	6	6
Pediatric Advanced Life Support (PALS) Recertification	6	6
Neonatal Resuscitation Program (NRP)	6	4
Canadian Triage Acuity Score (CTAS): Triage Course	30	8
Fetal Health Surveillance (FHS)	10	6
Non-Violent Crisis Intervention (NVCI)	10	6

*NOTE: Course participant sizes are based on recommendations from the governing agencies (such as Heart and Stroke Foundation of Canada).

8. Enrollment in specialty courses will require electronic registration (i.e. Jotform)



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RELATED POLICIES

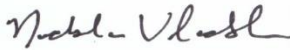
N/A

ASSOCIATED DOCUMENTS

Appendix A: Specialty Course Requirements by Program

REFERENCES

¹Georgian Bay General Hospital (2018). Clinical Courses and Training: Policy 8-c-060.

Approved By:	 Nick Vlacholias, President and CEO
Retired Date:	



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APPENDIX A: Specialty Course Requirements by Program

Program	BLS	ACLS	PALS	NRP	CTAS	FHS	NVCI	GPA	Laser	Desouza (recert)
Emergency Department	PR	PR	R	R	M1		M1			
Intensive Care Unit	PR	PR					R			
Respiratory	PR	PR	R	PR			R			
Maternal Child Unit	PR		R	M1		M1	R			
PACU	PR	PR (RN Only)					R			
Operating Room	PR	PR (RN Only)					R		M1	
Day Surgery	PR	PR (RN Only)					R			
Medical Surgical	PR						R			
Palliative Care (PC)	PR						R			
Rehab/Complex Medical Management	PR						R			
Inpatient Mental Health	PR						M1	R		
Out-Patient Mental Health (Including Crisis and ACTT)	PR						M1	R		
Ambulatory Care	PR	R					R			M2
Out-Patient Clinics	PR						R			
Nursing Resource Team	PR	PR	R	R			M1	R		
ARCC	PR						R			

Glossary of Terms

PR- Professional Responsibility

M1- Mandatory

M2- Mandatory

R- Recommended

BLS- Basic Life Support

ACLS- Advanced Cardiac Life Support

PALS- Pediatric Advanced Life Support

NRP- Neonatal Resuscitation Program

CTAS- Canadian Triage Acuity Score: Triage Course

FHS- Fetal Health Surveillance

NVCI- Non-Violent Crisis Intervention

GPA- Gentle Persuasive Approach