



BROAD REACH Continuing Professional Education

HEALTHCARE

It is the policy of the organization to support the continuing education of professional staff both through the funding of seminars and workshops and through longer term academic programs which support anticipated future needs. Our largest groups of professionals are nurses and rehabilitation therapists, and as such structured programs are delineated for these employees. Support for other positions with fewer employees (e.g. social work) is also provided with decisions made on a case and program-specific basis.

The purpose and objectives of this policy are as follows:

- 1) To enhance the skills of professional staff whose work is critical to the organization's success.
- 2) To promote fairness in allocation of educational resources among professional staff.
- 3) To enable targeted identification of key educational needs to foster the development of new competencies to meet the changing needs of those we serve.

Standing Programs are as Follows (2021):

• CNA to LPN @ Upper Cape Cod Regional Technical High School

- Tuition is 100% pre-paid.
- Full time status (pay and benefits) is maintained while in school; the student works 60% FT schedule.
- The CNA contracts to a 36 month period of work as an LPN upon licensure.

For Consideration: Application form -> Current Supervisor Recommendation -> Interview with LC Admin/DON -> Approval by CEO.

Additionally:

- ☐ CNA's transitioning to LPN are also eligible for any "new hire" nurse incentives such as sign-on bonus, with the exception of tuition forgiveness (since tuition was already pre-paid).
- ☐ Time worked requirements for sign-on incentive begin at commencement of work in LPN capacity. Failure/drop out/termination of employment requires repayment of all pre-paid expenses.

- **LPN to RN:**

- Tuition is 100% pre-paid.
- The LPN contracts to a defined period of work as an RN upon RN licensure.
- The organization funds through tuition reimbursement for LPN's seeking to bridge to RN.

Excelsior College is an established and flexible online partner, but consideration will be made for programs whose parameters fit the needs of the nurse and organization (schedule, etc.).

For Consideration: Letter/email request with program details (including cost) -> Interview with LC Admin/DON -> Approval by CEO.

Additionally:

- ☐ LPNs transitioning to RN are not eligible for "new hire" nurse incentives such as sign-on bonus (since they are already employed as licensed nurses).
- ☐ Time worked requirements for sign-on incentive begin at commencement of work in LPN capacity. Failure/drop out/termination of employment requires repayment of all pre-paid expenses.

- **RN Certification:** The organization preferentially funds certification of RN's in Gerontology, Wound Care and Rehabilitation Nursing. RN's seeking certification commit to completion of preparatory course work and examination, and agree to refund pre-paid expenses should those requirements not be met. Certifications in other areas is considered on a case-specific basis through the tuition reimbursement program.

For Consideration: Letter/email request with program details (including cost) -> Interview with LC Admin/DON -> Approval by CEO.

- **RN to BSN:**

- Tuition is 100% pre-paid.
- The RN contracts to a defined period of work as BSN upon graduation.

UMASS Lowell is the flexible online partner.

For Consideration: Letter/email request with program details (including cost) -> Interview with LC Admin/DON -> Approval by CEO.

Failure/drop out/termination of employment requires repayment of all pre-paid expenses.

- **SW, PT, OT and SLP Graduate Degree Advancement:** Therapists seeking masters or doctorate degrees in their respective fields are eligible for preferred tuition reimbursement.

For Consideration: Letter/email request with program details (including cost) -> Interview with LC Admin/Rehab. Director -> Approval by CEO.

Additionally:

- Tuition is 100% pre-paid.
- The employee contracts to a defined period of future work in the applicable capacity which serves the facility.
- Failure/drop out/termination of employment requires repayment of all pre-paid expenses.

- **Focused Workshops and Coursework:** All therapists and nurses are afforded compensation (time) and payment for requested/approved coursework to enhance current proficiencies or to develop new skillsets which align with current or perceived future organizational needs. These are generally pre-paid and not subject to tuition reimbursement once approved.

For Consideration: Letter/email request with program details (including cost) -> Interview & Approval with LC Admin/DON

- **New Grad Tuition Loan Forgiveness / Tuition Reimbursement**

- **Loan Forgiveness:**

- Payments are prospectively reimbursed 3 months at a time for qualifying recent grads of RN, LPN and CNA programs.
- Forgiveness payments are tax-free, in accordance with IRS guidelines and maximums per year.
- The nursing staff member contracts to a defined period of work for the facility in that capacity.
- Open to new hires and existing staff who have graduated in the last 3 years.

For Consideration: Letter/email request with program details (including cost) -> Interview with LC Admin/DON -> Approval by CEO.

- **Tuition Reimbursement:**

- Tuition previously paid is reimbursed quarterly for qualifying recent grads of RN, LPN and CNA programs.
- For RN's: The total amount of tuition is divided by five years (then by four for the quarterly payment amount).
- For LPN's: The total amount of tuition is divided by three years (then by four for the quarterly payment amount).
- For CNA's: The total amount of tuition is divided by two years (then by four for the quarterly payment amount).
- Open to new hires and existing staff who have graduated in the last 3 years.

Procedure: To ensure consistency, employees seeking organizational funding for either a standing program or for another program of interest to them should direct their inquiries to:

- **The Rehab. Director** (for Physical Therapists, Occupational Therapists, Speech – Language Pathologists, PT Assistants, and COTA's).
- **The Director of Nursing Services** (for RN's and LPN's as well as for CNA's seeking to become nurses).
- **The Director of Social Services** (for Social Workers).