

The background is a dark grey chalkboard with various white chalk sketches. In the top left, there's a globe of the Earth. Below it, a test tube is shown. In the bottom left, there's a complex anatomical drawing of a human torso. In the bottom center, there's a sketch of an open book with some illegible text. In the bottom right, there are sketches of a microscope and some circular diagrams.

# RN Educational Professional Development

Education Dollars  
Professional Days

# Who, When, & How Much

- Nurses under the contract
- November 1 through October 31
- \$350 per RN each fiscal year, until the fund (\$80,000.00) is depleted.
- Four PRO days per RN, each calendar year. Each PRO day is equal to 8 hours.
- Prior approval and final approval is obtained from your manager.

1. Go to the Portal Home Page
2. Select Life Long Learning tab
3. Select “Resources”
4. Select RN Continuing Education Folder
5. Choose either:

*RN PRO DAY* folder or

*RN Continuing Education Fund* folder

## Steps to Accessing the Forms

# Process for Requesting PRO Days

## Step 1: Make the Request

- RN Completes the Request and record of PRO DAYS form
- RN submits completed Request and record of PRO DAYS form to their manager.

## Step 2: Manager's Approval

- Upon manager's approval the RN purchases or attends the educational opportunity.
- PRO Days are paid upon completion with proof of CEU's earned.
- PRO DAYS can be used with scheduled work time BUT do not create overtime.
- PRO DAYS can be used in lieu of scheduled worked time – *with approval.*

## Step 3: PRO DAY Facts

- PRO Days -Can be taken in 4 or 8 hour blocks.
- Online classes are paid as follows:
  - One 8 hour PRO Day is equal to 6 CEU's
  - One 4 hour PRO Day is equal to 3 CEU's

## Step 4: Clocking Your Hours

- Clock code: 81
- Enter: Cost Center
- Pay code: 776 (PRO)
- Enter: number of hours

# The Process for Requesting RN Educational & Professional Development Monies

## Step 1: Make The Request

- RN Completes the RN Educational Professional Development Request form 603.2
- RN submits completed RN Educational Professional Development Request form 603.2 to their manager.

## Step 2: Manager's Approval

- Your Manager reviews the request and determines the appropriateness of the education.
- Upon manager's approval the RN purchases or attends the educational opportunity.

## Step 3: Reimbursement Submission

- Send approved request with proof of payment to Nursing Professional Development Specialist (NPDS).
- For fiscal year monies, submission must be made by November 5.
- Continuing Education Fund Committee reviews your request

## Step 4: Show me the money!

- After the CE Fund Committee approval, the NPDS will send the request onto to Accounts Payable.
- The NPDS will email you that the request is approved and forwarded to Accounts Payable.
- The reimbursement check will be mailed directly to your home

1. **Please** make copies of your educational requests and proof of payments for your records.
2. The NPDS will keep a running record of reimbursement monies but only a short description of the educational request.
3. All approved request forms and documents are sent on to Memorial's Accounts Payable.

## Tracking The Monies