

Appendix "C"

NSNU NLPP Claims forms

NSNU Application Form for Nursing Practice Premiums

To be completed by Applicant and submitted to Manager by October 31st

Eligible 12 Month Period	November 1, 20____ to October 31, 20____							
Personal Information	Name							
	FTE Status (FT/PT/Casual)							
	Job Title							
	Classification (RN 2, etc.)							
	Unit/Dept./Area worked							
	Manager's Name							
Points Claimed by Category (Details Attached)	Points must be claimed in a minimum of TWO Categories							
	A	B	C	D	E	F	G	Total/70
								/70
Applicant Signature: _____				Date: _____				

For Internal Use by Management:

Points Approved by Category (Details Attached)	A	B	C	D	E	F	G	Total/70
								/70
Premium Approval	Premium Approved _____				Premium Not Approved _____			
Rationale/Comments								
Proration for PT/Casual	**Regular Hours Paid: _____				Amount of Prorated Premium: _____			
	**from the previous Nov 1 to Oct 31 for the year of eligibility							
Manager Signature: _____				Date: _____				
Reviewer Signature: _____				Date: _____				

Description of Nursing Practice Points Claimed

NOTE: A Nurse MUST claim points in at least TWO CATEGORIES

For a more detailed description of types of education and points which can be claimed, see Appendix “B” of the Collective Agreement (Explanation of Nursing Practice Premium Categories). If any discrepancy is noted between the explanations below and the explanation in the Collective Agreement, the language in the Collective Agreement prevails.

Additional details required to claim points for any of the claimed activities should be attached to this form.

Category A	Certification Obtained	Date	Points Claimed	For Internal Use: Points Approved
<p>CERTIFICATION IN A SPECIALTY</p> <p>This is defined as a course of study which includes an evaluation component, and which leads to a specialty certification status/or specialty certificate for the Nurse. (Note this does not include the CNA specialty certifications which are already covered by a separate premium rate under Category B below. Nurses who are paid in a separate (higher) classification because they have certification cannot also claim for these points. These points can only be claimed in the year the certification is awarded.</p> <p>Examples of certifications that apply:</p> <ul style="list-style-type: none"> • Lactation Consultation • Infection Control Certification • Palliative Care Certificate • Critical Care Nursing Program (CCNP) this may be in Intensive Care or Emergency Care • Perioperative Care Nursing Program (PCNP) 				

<ul style="list-style-type: none"> • Neonatal Intensive Care Nursing Program • Perinatal (PEPP) Certificate Course • Registered Diagnostic Cardiac Sonographer • Certified Asthma Educator • Certified Specialist in Poison Information (CSPI) • Registered Diagnostic Obstetrics Sonographer • Diabetes Educator Certification • Enterostomal Therapist Certification <p>40 points</p>				
		TOTAL:		

Category B	Course Completed	Date	Points Claimed	For Internal Use: Points Approved
<p>COURSE IN A SPECIALTY (Requiring an evaluation component)</p> <p>This is defined as a course in a nursing specialty for which there is a required component to “pass”. These points can only be claimed in the year the course is taken. For those courses that require re-certification, the nurse is eligible for 5 points for subsequent years while the course certification remains valid.</p> <p>Examples of courses that apply:</p> <ul style="list-style-type: none"> • Advanced Cardiac Life Support (ACLS) • Pediatric Advanced Life Support (PALS) • Advanced Trauma Life Support (ATLS) • Advanced Life Support, Obstetrics (ALSO) • Acute Care of the at-Risk Newborn (ACORN) 				

<ul style="list-style-type: none"> • Advanced Pediatric Life Support (APLS) • AWHON Fetal Monitoring Course • Chemotherapy/Biotherapy Provider Course • APON Certified Pediatric Palliative Care Trainer Course • AMRM (Transport Team Radio Course) • Sugar, Temperature, Artificial Breathing, Blood Pressure & Emotional Support (STABLE) • Cardiac: Sugar, Temperature, Artificial Breathing, Blood Pressure & Emotional Support (Cardiac STABLE) • Neonatal Resuscitation Program (NRP) • Immediate Care Unit Course (IMCU) • Emergency Nursing Pediatric Course (ENPC) • Trauma Nursing Core Course (TNCC) <p>20 points for course</p> <p>5 points for subsequent years while course certification remains valid</p>				
		TOTAL:		

Category C	Course Completed and Time Duration	Date	Points Claimed	For Internal Use: Points Approved
<p>COURSE IN A SPECIALTY (not requiring an evaluation component)</p> <p>This is defined as a course in a nursing specialty that may be internally or externally developed but does not include an evaluation component. Although the Nurse may receive a certificate of completion/attendance for taking such a course, the Nurse is not considered 'certified'. Attendance or completion of such a course may only be claimed in the year in which it was taken (i.e. one time only). If the course is a minimum of 3.5 hours in duration, the Nurse will receive 10 points. If the course is a minimum of 7.5 hours in duration the Nurse will receive 15 points.</p> <p>Examples of courses or workshop that apply:</p> <ul style="list-style-type: none"> • Family-centre Care Course • Transport Team Course (if not a member of the Transport team where the course is part of orientation) • Extra Corporeal Life Support Course/Training (ECLS) • Neonatal E-Team Course • PICC Line Course <p>10 points - minimum 3.5 hrs.</p> <p>15 points - minimum 7.5 hrs.</p>				
		TOTAL:		

Category D	Course Completed and Time Duration	Date	Points Claimed	For Internal Use: Points Approved
<p>COURSE, WORKSHIOP or CONFERENCE in a GENERAL or SPECIALTY SKILL/THEORY or PROFESSIONAL/ PERSONAL DEVELOPMENT</p> <p>This is defined as a course or attendance at a learning session, workshop or conference that may or may not be directly nursing-related, but the skills/theory are applicable to the nursing practice environment in which the Nurse works. If the course or workshop is a minimum of 3.5 hours in duration, the Nurse will receive 10 points. If the course or workshop is a minimum of 705 hours in duration the Nurse will receive 15 points. If attending a conference, the Nurse can only claim the conference as a whole.</p> <p>Examples of courses that apply:</p> <ul style="list-style-type: none"> • Non-violent Crisis Intervention (in the year in which the course is taken) • Team Building • Conflict Resolution • Program Planning & Evaluation • Palliative Care Workshop/Conference • Any Nursing Specialty Nursing Conference • Bereavement Follow-Up Workshop • Telehealth Session • Attendance at the Education Day of the NSNU AGM • NSNU Labour School (in the year attend only) • Delegated Medical Functions • Post Entry Level Competencies • CFNU Biennium <p>10 points - minimum 3.5 hrs. 15 points - minimum 7.5 hrs.</p>				
		TOTAL:		

Category E	In-service Completed and Time Duration	Date	Points Claimed	For Internal Use: Points Approved
<p>INSERVICE/HOSPITAL BASED EDUCATION SESSIONS</p> <p>This category is applicable when the Nurse attends an education event which is minimally 1 hour in duration and may be considered an “in-service” either scheduled or ad hoc in nature.</p> <p>If the learning is required to fulfill the role or if it is a general employee expectation, the points cannot be claimed. For example, education on ROP’s on a non-Nursing subject, new equipment, policies or basic nursing competencies does not apply.</p> <p>Nurses are required to receive authorization from their manager prior to claiming a webinar.</p> <p>Examples that apply:</p> <ul style="list-style-type: none"> • Numerous topics – must indicate the date & topic • Attendance at Grand Rounds • Journal Club attendance • Lunch & Learn sessions • Attendance at a Telehealth session <p>5 points - minimum 1 hr.</p>				
		TOTAL:		

Category F	E-Learning Completed and Time Duration	Date	Points Claimed	For Internal Use: Points Approved
<p>E-LEARNING</p> <p>There are many examples of learning delivered via electronic education modules that may be hospital developed or they may be offered through the public domain. The Nurse must provide proof of having participated and completed the modules. The eLearning must be a minimum of one (1) hour in duration (estimated time of completion) and must include a test component. The Nurse may accumulate time from several eLearning modules to obtain the one (1) hour required.</p> <p>If the learning is required to fulfill your role or if it is a general employee expectation, the points cannot be claimed. For example: education on ROP's on a non-Nursing subject, new equipment, policies or basic nursing competencies (competencies acquired in entry nursing training program) does not apply.</p> <p>Examples that apply:</p> <ul style="list-style-type: none"> • Paramedic (S76 module/test) (Transport team) • Winter Survival eLearning module • Problematic Substance Abuse in the workplace • Self-Regulation • Violence in the Workplace <p>5 points - minimum (1) hour</p>				
		TOTAL:		

Category G	Education Completed	Date	Points Claimed	For Internal Use: Points Approved
<p>EDUCATION</p> <p>If the Nurse is enrolled in university within the 12 months claim period and then graduates within that same 12-month period, the nurse will now receive the appropriate premium under Appendix "B": Category A. I or (d) and the nurse cannot also claim for points under this section. Instructor-Level Status for designated courses includes CPR.</p> <p>Examples that apply:</p> <ul style="list-style-type: none"> • Enrolled in PhD in Nursing Program (minimally completing 2 courses per year – 25 points) • Enrolled in masters Nursing Program (minimally completing 2 courses per year – 20 points) • Enrolled in Nursing Degree Program (Minimally completing 2 courses per year – 15 points) • Instructor-Level Achievement for designated courses (e.g. CPR, ACLS, PALS, NRP, ATLS, ACORN, ALSO – 10 points) <p>10 to 25 points</p>				
		TOTAL:		

Applicant Comments:

Manager Comments:

APPENDIX "C"
NSNU NLPP CLAIMS FORMS

NSNU Application Form for Nursing Leadership Premiums
To be completed by Nurse and submitted to Manager by October 31

Eligible 12 Month Period	November 1, 20_____ to October 31, 20_____							
Personal Information	Name							
	FTE Status (FT/PT/Casual)							
	Job Title							
	Classification (RN 2, etc)							
	Unit/Dept/Area worked							
	Manager's Name							
Points Claimed by Category (Details Attached)	A	B	C	D	E	F	G	Total/60
								/60
Applicant Signature: _____		Date: _____						

For Internal Use by Management:

Points Approved by Category (Details Attached)	A	B	C	D	E	F	G	Total/60
								/60
Premium Approval	Premium Approved _____				Premium Not Approved _____			
Rationale								
Proration for PT/Casual	**Regular Hours Paid: _____				Amount of Prorated Premium: _____			
	**from the previous Nov 1 to Oct 31 for the year of eligibility							
Manager Signature: _____		Date: _____						
Reviewer Signature: _____		Date: _____						

Description of Nursing Leadership Points Claimed

For a more detailed description of types of leadership activities and points which can be claimed, see Appendix “B” of the Collective Agreement (Explanation of Nursing Leadership Premiums Categories). If any discrepancy is noted between the explanations below and the explanation in the Collective Agreement, the language in the Collective Agreement prevails. Volunteering for social activities of any kind are not eligible for leadership premiums.

Additional details required to claim points for any of the claimed activities should be attached to this form.

Category A	Name of Committee/Task Force and Position Held	Number of Meetings Attended	Points Claimed	For Internal Use: Points Approved
<p>COMMITTEE/TASK FORCE INVOLVEMENT</p> <p>Hospital, Zone, Province, Union, Professional Organization or Association or Agency</p> <p>Many nurses sit on various committees that meet regularly throughout the year. In order to claim for the correct number of points the nurse must indicate the number committee meetings the nurse has been present. If the nurse is required to participate on a committee as part of their position responsibilities, points cannot be claimed for the committee work.</p> <p>5 to 20 points</p>				
			TOTAL:	

Category B	Name of Association	Position Held	Points Claimed	For Internal Use: Points Approved
<p>PROFESSIONAL ASSOCIATION INVOLVEMENT</p> <p>Member: This category can only be claimed if the nurse is currently a member in good standing (not expired) with their Professional Association on Oct 1st each year. If the nurse is a member of a national or provincial organization that automatically makes them a member of the local association, the nurse can claim only for the “parent” organization.</p> <p>Executive Member: Nurses must claim according to the office held within the Professional Association (including NSNU Provincially and at the Local Union Level). Nurses do not claim for being a member as higher points are awarded to recognize the fact that the nurse is a member who holds office within the Association.</p> <p>10 to 25 points</p>				

Category C	Publication/Presentation Details (where, when, name of conference presented at)	Date	Points Claimed	For Internal Use: Points Approved
<p>PUBLICATIONS/ PRESENTATIONS</p> <p>To claim for publication, the nurse must have been published in the past 12 months of the claim period. The nurse needs to provide information on where, when and the name of the conference presented at.</p> <p>Nurses can only claim once for the same publication. If a claim is made for speaking at the conference, the Nurse cannot also claim Practice Premium points for attending the Conference unless the Conference was attended in full.</p> <p>10 to 25 points</p>				
		TOTAL:		

Category D	Research Details and Role	Date (started/ completed)	Points Claimed	For Internal Use: Points Approved
<p>RESEARCH</p> <p>To claim in this category the nurse's research must be in progress, or started or completed at any time within the 12 month claim period. Claims are for one year only even if the study overlaps into a subsequent year. Each study with the nurse's involvement may be claimed individually for points. A Nurse must be "officially" listed as either a Principal Investigator or a Co-Investigator. If the nurse's involvement is a requirement of their job this does not qualify for points.</p> <p>5 to 25 points</p>				
		TOTAL:		

Category E	Details of Additional Duties/Leadership Role Taken On	Date	Points Claimed	For Internal Use: Points Approved
<p>UNIT RESOURCE/ SKILL / CONTENT EXPERT PERSON</p> <p>Points are awarded in consultation with the nurses' Manager. This category rewards those nurses who take on "additional" duties and a leadership role related to additional support, expertise, oversight needed by colleagues within their unit or work area around implementation or ongoing support for something of which the nurse's expertise is specifically being designated for that support.</p> <p>20 points</p>				
		TOTAL:		
Category F	Description of Additional Leadership Responsibilities	Date	Points Claimed	For Internal Use: Points Approved
<p>ACCEPTS ADDITIONAL LEADERSHIP RESPONSIBILITIES</p> <p>There are a variety of opportunities to take on additional leadership responsibilities and earn points in this category.</p> <ul style="list-style-type: none"> • Project Lead for new product • Charge Nurse/Team Lead • Researches/bench marks new procedures • Plans and conducts a patient care conference • Develops/Revises a new policy/procedure • Serves as a Preceptor- varying lengths of time <p>5 to 25 points</p>				
		TOTAL:		

Category G	Description of Project	Date	Points Claimed	For Internal Use: Points Approved
<p>SPECIAL PROJECTS</p> <p>Points are awarded in consultation with the nurses' Manager. Points may be claimed if the nurse is involved in a planned endeavor, designed and implemented to address a patient, nursing, hospital or community health care concern or need.</p> <p>10 to 20 points</p>				
		TOTAL:		

Applicant Comments:

Manager Comments:
