



SAINT MARY'S HEALTH CARE

Specialty Certification: Certifying your Future

Saint Mary's Health Care

You'll feel good working here. It truly is different. Our holistic philosophy of healing the whole person is evident in all we do. From medical innovations and healing environment to expert staff and outstanding attitudes. It's a more complete approach to health care – for our patients and each other. Expect something more at Saint Mary's.

Specialty Certification Repayment Program

At Saint Mary's Health Care, we value you, our associates, and we want to help you achieve your personal and professional goals as you advance your career with us. This is why we encourage you to pursue professional growth through Specialty Certification, and why we offer financial assistance to help you in your career development.

What is Specialty Certification?

Most associates have received primary certification, which qualifies you to enter a field of practice. Specialty Certification (such as CCRN or CNOR) enhances your competence and skill. By completing a Specialty Certification course, and/or certification exam, you have achieved a higher level of expertise.

Who is eligible?

All associates who meet these requirements:

1. Employed six months or longer.
2. Have had no disciplinary actions in the last six months greater than five points or more than two occurrences.
3. Have received "meet or exceed expectations" in both position responsibilities and core competencies in annual performance reviews.
4. Employed by Saint Mary's Health Care at the time certification is completed and request for payment is made.

Is Specialty Certification required?

Not always, but sometimes certain regulatory agencies require it. Check with your supervisor.

How can I achieve Specialty Certification?

You can achieve Specialty Certification several ways including, self-study, programs offered through professional organizations or through colleges and universities. **Saint*

Mary's Health Care reserves the right in its sole discretion, to accept or reject certain school, colleges and programs.

What costs are eligible for repayment?

If your job description and/or regulatory requirements call for Specialty Certification, you may qualify for reimbursement for first time Specialty Certification and periodic renewals. Reimbursement is also available for Specialty Certification, either preferred or necessary, needed to advance in the clinical practice model or to follow a different career path.

What is the amount of repayment?

The cost of preparation, including exam fees, may be reimbursed as follows:

- If required, 100% reimbursement may be provided (upon approval from your department director).
- If preferred or desired, reimbursement for up to \$300 per calendar year may be provided (upon approval from you department director)

What courses/costs are not eligible for repayment?

- Certification programs offered through technical schools;
- Continuing Education Units;
- Textbooks, materials and fees.

Does Saint Mary's offer Specialty Certification programs?

Upon occasion, Saint Mary's will offer internal education, or arrange for community-based education to prepare associates for certification as Medical Assistants, Patient Care Assistants and Nurse Aides. Check with Organization and Talent Effectiveness or your supervisor for more information.

How do I start?

All reimbursement for Specialty Certifications will be processed through the Organization and Talent Effectiveness Department. Associates seeking reimbursement will complete the Certification Repayment Request Form and attain their department director's signature prior to pursuing certification. Upon conclusion of the exam and verification of successful completion, a copy of the certification along with proof of payment should be submitted to Organization and Talent Effectiveness.

* This program is offered at the sole discretion of Saint Mary's Health Care and can be modified or terminated without prior notice. Participation in this program does not confer any right of continued employment or any other employment rights upon the associates.

Please call the Organization and Talent Effectiveness Department at 616-685-6060 with any question or visit us on the web at www.smhealthcare.org.