

Hektoen Institute of Medicine Professional Development Policy

Date Approved: 11/13/2013

I. Purpose

The purpose of this policy is to outline the definition and procedures related to the Professional Development benefit.

II. Definitions

Professional development often refers to verbal and tactile skills required for maintaining a specific career path or to general skills offered through continuing education, including the more general skills area of personal development. Professional development is training to keep current with changing technology and practices in a profession or in the concept of lifelong learning.

Professional development may include formal types of vocational education, typically post-secondary or technical training leading to qualification or a credential required to get or retain employment. Informal or individualized programs of professional development may also include the concept of personal coaching.

III. Classifications

Establishing and maintaining the expertise necessary for health care professionals to perform the required functions requires developing certain knowledge, skills, and abilities.

Here are examples of items covered under this policy:

- Information Seminars and Workshops**
- Health Education and Formal Academic Education**
- Formal Orientation and Formal Training**
- Education and Training Self-Study**
- Airfare for Destination of Conference/Training**

III. Coverage

All Hektoen full time (75% FTE or more) employees are eligible for this benefit that have worked for at least one continuous year. All full time union workers will be eligible to receive a maximum benefit of \$750 per calendar year. Exceptions will be made, as feasible, for all full time and part time employees who are covered by the union and need training to continue certifications for their job up to a limit of \$1000. All non-union workers will be eligible to receive a maximum benefit of \$750 per calendar year. The maximum benefit allowed must be utilized within the calendar year. The calendar year for this benefit is from January 1 through December 31. There is a 15 day grace period after each calendar year in order to submit already expensed reimbursement claims. Allowable expenses are conference fees/registrations, class fees, flight to the educational event, hotel at the educational event. Disallowed expenses are other travel than the actual flight to the educational event, per diem, food, student expenses outside the current year, student loans, electronics, cab fare etc. Receipts must be provided in order to be reimbursed for educational related expenses that fall within the appropriate calendar year.

IV. Procedures

All employees seeking to use this benefit must complete the attached form and submit it for proper approval along with proper documentation for processing. All forms must be signed by the Principal Investigator/Immediate Supervisor of the sponsored program and by the Administrator/Controller of Hektoen before being processed for payment. **Any training certificates or credentials obtained from professional development training or courses must be submitted to the Human Resources Department to be placed in the employee's personnel file.**

V. Questions

All questions related to this policy can be directed to the Controller at (312) 768-6005 or via e-mail at Michael.Remensnyder@hektoen.org