

FNIHB-OR Nursing Policy and Procedure

Section:	Administration	Policy Number:	I - 07
Subject:	Reimbursement of Mandatory Registration Membership Fees	Issued: Revised:	2015-03-31
Distribution:	All Nursing Facilities		

1. POLICY:

- 1.1 The fees associated with the mandatory nursing registration with the College of Nurses of Ontario shall be reimbursed according to an annually adjusted fee schedule for those nurses who fall under the auspices of the Collective Agreement.
- 1.2 Reimbursement shall be approved for the registration and membership expenses incurred *after* starting employment with First Nations and Inuit Health Branch (FNIHB) and only upon presentation of all necessary documents to the Regional Nursing Office by March 1st of each calendar year.
- 1.3 Any additional fees or expenses associated with registration (i.e. late fees, reinstatement fees, etc.) will not be reimbursed by FNIHB.

2. PRINCIPLES:

- 2.1 Nurses must be registered with the College of Nurses of Ontario at time of hire.
- 2.2 Cost of registration in the initial year of hire is the responsibility of the nurse.
- 2.3 Reimbursement of fees will occur every year thereafter at the request of the nurse.
- 2.4 Under the collective agreement, the Employer is responsible for reimbursing an employee for his payment of membership or registration fees to an organization or governing body when the payment of such fees is a requirement for the continuation of the performance of the duties of his position. (collective agreement)

3. DEFINITIONS:

Nurse: Refers to Registered Nurses, Nurse Practitioners, and Registered Practical Nurses.

4. PROCEDURE:

- 4.1 The nurse will:

- 4.1.1 Complete and sign the *Reimbursement of Nursing Registration Fee* form.
 - 4.1.2 Attach a photocopy of the certificate to the *Reimbursement of Nursing Registration Fee* form.
 - 4.1.3 Submit the form and the supporting documents to the Zone Nursing Officer (ZNO) / Zone Nursing Manager (ZNM).
- 4.2 The Zone Nursing Officer / Zone Nursing Manager will:
- 4.2.1 Sign the *Reimbursement of Nursing Registration Fee* Form
 - 4.2.2 Submit the form and supporting documents to the Assistant Director of Nursing.
- 4.3 The Assistant Director of Nursing will:
- 4.3.1 Authorize the payment for reimbursement requests.

5. RELATED POLICIES:

Agreement between the Treasury Board and the Professional Institute of the Public Service of Canada.

6. REFERENCES:

Agreement between the Treasury Board and the Professional Institute of the Public Service of Canada.

Approved by:	Effective Date: March 31, 2015
Director of Nursing, Ontario Region FNIHB Date:	
Regional Executive, Ontario Region, FNIHB Date:	