

KAISER PERMANENTE NORTHWEST REGION

**OREGON FEDERATION OF NURSES AND HEALTH PROFESSIONALS
REGISTERED NURSES**

Letter of Understanding

February 15, 2008

RN Hiring

Agreements

Hospital Internship	Regular (Inpatient)	Specialty Training (Inpatient)	Regular (Outpatient)
Any current KP nurse or New Grad	9 months inpatient experience or completion of hospital internship	1+ years inpatient experience	2+ acute/ambulatory experience in last 5 years.
Required certifications within 6 months of hire	Required certifications at time of hire	Required certification by end of internship	Required certifications within 6 months of hire
Current Oregon License at hire (<u>there are no OSBON rules for new grads</u>)	Current Oregon License (and Washington License, if required) at hire	Current Oregon License (and Washington License, if required) at hire	Current Oregon License (and/or Washington License, if required) at hire.
BLS and AED at hire	BLS and AED at hire	BLS and AED at hire	BLS and AED at hire
	Specialized experience per department (e.g. 2 years experience in mother/baby)	Specialized experience / <u>certification</u> per department (e.g. 2 years experience in Oncology, ACLS)	Type 20 words per minute

This grid reflects the final Consensus Agreement on February 15, 2008.

The process for determining the criteria for: Specialized experience per department

- UBTs don't have the ability to over-ride the basic template on the minimum requirements except on a case-by-case basis for individual postings.
- Changes in requirements for job posting based on skill mix considerations; decided via consensus at the UBT level.
- The minutes from the meeting will reflect the reasoning behind the changes in the job description and if consensus was reached.

- UBT Co-Leads shall communicate the reasoning around the consensus decision.
- If no consensus is reached, this should be stated in the minutes.
 - The manager's role at this point would be to contact HR to give them a "heads up" on the situation
 - The union member's role would be to contact union staff to possibly request union bargaining.
- The timeline from not reaching consensus in the UBT to negotiating resolution in changes in the job description will not exceed 14 days.
- If consensus is not reached at the UBT level, then the union would have the option to bargain over that decision. Expedited process not to exceed 14 days.
- If an impasse is reached, there may be a decision to implement.

Changes to Position Qualifications

In the incidences when the addendum is being adjusted due to skill-mix decisions in the UBT or if it is a new position for the unit or a New Grad/Hospital Internship position, both the manager and their labor partner need to sign-off on the minimum requirements and the addendum.

The current process for final review of posting before distribution is that HR sends the final posting to the hiring manager for final review. The labor partner is not included in this final review before the posting is released for distribution.

Hospital Internship

Both Outpatient and Inpatient Kaiser RNs (not New Grad)

- If feasible, each unit will offer and post regionally hospital internships one or more times per year and jointly determine the process for doing this.
- Each unit will develop a process to develop RNs who are interested in joining the unit via the Hospital Internship Program.
- Individually designed internships will include:
 - The preceptee meeting weekly with the manager and preceptor.
 - The preceptee is given feedback on their progress.
 - There is a plan made for them on what they are doing well and what they need to work on.
- If an RN shows interest in this program, they would have the option of spending one (1) OFNHP education day shadowing on the unit.
 - Would need to contact the manager asking permission to shadow a full shift (i.e., 8, 10 or 12 hours) of the position being contemplated for application.
- Would need an individually developed support program tailored around that RN
- Does not have to coincide with New Grad Program
- Planned Internship Program
 - Orientation Program
 - A preceptor (one of Kaiser nurses)
 - PBDS (Performance Based Development System)
 - Consistent feedback on a weekly basis
 - *Simulation lab, as applicable*

Hospital Internship (Continued)

- 240 hours orienting inpatient
 - 24 10 hour shifts
 - 20 12 hour shifts
 - 30 8 hour shifts
- Need to match schedules with preceptors.
- Hiring decisions will be made in compliance with Article 14C in the RN Agreement.

Outpatient Options for Hospital Internship

- 30 days – could go back to previous outpatient job
- After 30 days would need to re-apply for an outpatient position. Could go back to outpatient w/seniority to a job, not necessarily their previous job.
- Performance Based Development System and two days of orientation will not be included with the 30 day calculation.

Inpatient Options for Hospital Internship

- When a Kaiser Permanente Inpatient RN moves into a different unit in which they require additional training they may elect to leave or in certain situations may be directed to leave the internship position with the following provisions:
 1. If their previous position hasn't been filled, they can go back into the position they vacated.
 2. If the previous position is filled, they shall be placed into a float pool.
 3. When in the float pool, they will apply for a coded position within 30 days, if available, and will take the first position offered or they will lose the temporary position in the float pool and employment at Kaiser Permanente is terminated.
- If during the 30 day period the RN is unable to transfer into a coded position, the RN shall:
 1. Remain in the float pool until they are offered a coded position.
 2. Apply for all coded Inpatient RN Positions they qualify for.
- When the RN is placed in the float pool, the float pool RNs shall be scheduled for coded hours first before this individual.

Internal KSMC Inpatient/Sunnybrook ASC Shuffle

- Positions would be posted in the department in a designated spot and the manager would send an E-mail notification to members of the department.
- This posting would list amount of hours, shift, qualifications, start and end date of the internal posting (7 days, posted on a Thursday).
- Employees would need to respond in writing either via a sign-in sheet, E-mail or letter.
- If an employee is on vacation during that time period, they could contact the manager in writing expressing their interest prior to leaving on vacation.
- If an employee misses the 7 day posting period, they would be treated in the same way if they had missed a regional posting.

Internal KSMC Inpatient/Sunnybrook ASC Shuffle (Continued)

- The manager is responsible for:
 - Keeping track of all written documents of interest until the internal shuffle is completed.
 - Documentation on who was hired during the shuffling process.
 - If an individual declines a position when offered during the shuffle, the manager will document this.
 - Forwarding all documentation on to the staffing office after completion of the internal shuffling process.
- The shuffle is based on seniority among the RNs in the unit.
- If the position is not filled from within the department, it would go to recruitment and the normal process would be followed.
- The default is to do an internal shuffle unless there are special circumstances that no one in the department would meet the needed qualifications. This would go to the UBT for consensus.

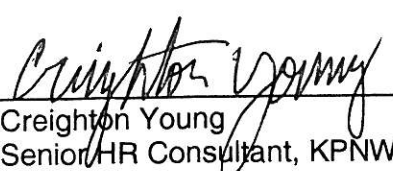
Hiring Process and Communication

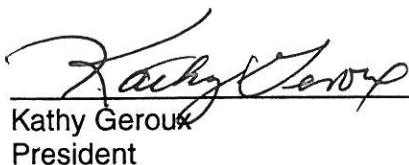
Inpatient Practices

- Hospital nurse managers have agreed to provide a list of applicants to the department's Union Steward for both the internal shuffle and regional posting upon request.
- For external postings hospital recruiters are contacting managers letting them know that the position has been posted for X number of weeks and encouraging the process along towards closure.

Outpatient Practices

- Applicants get E-mail when applying to the position.
- Applicants are grouped and sent to managers on a weekly basis.
- After recruiting sends the last batch of applicants to the manager, recruiting will check back within a week or two after the posting.
- When there is a complaint (by union members), tell them to contact their RN Recruiter or hiring supervisor and/or check their E-mail.
- Managers need to stay in communication with internal applicants.

 6/26/08
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Date

 7/15/08
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Date