

**Letter of Agreement
Registered Nurse Internship Program Global Template
May 15, 2015**

Kaiser Permanente Northwest (KP), the Oregon Nurses Association (ONA) and the Oregon Federation of Nursing Professionals (OFNHP) agree that there is a need for universally applicable standards for all Registered Nurse (RN) Internship Programs. The standards set forth below will be used in the establishment of all future RN Internship Programs. This agreement replaces all prior RN Internship agreements between KP and ONA; all Internship Letters of Agreement with ONA signed before May 1, 2015; all contractual references to Internships, including Appendix F.4, Appendix F.5 in the current collective bargaining agreement (CBA) with OFNHP; and, all Internship Letters of Agreement with OFNHP, signed before May 15, 2015;. For the purposes of this agreement, "Union" is understood to mean both ONA and OFNHP.

The terms and conditions of this agreement are indicated below:

1. Purpose

- 1.1. To provide an opportunity for RN to develop new and/or specialized nursing skills in order to qualify for a designated position within KP within a specific unit, department or nursing arena, in exchange for a work commitment to KP.

2. Internship Training Programs

- 2.1. Nursing units or departments will work in partnership to identify, develop and open Internship Programs to internal applicants. The specific elements of a Nursing Unit or Department Internship Program will be developed to ensure that the appropriate clinical competencies, skills and abilities are addressed. Individual units/departments may work with the Regional Workforce Planning & Development Committee to develop proposals and seek Ben Hudnal Trust Fund support for specific internship programs.
- 2.2. Although the parties will work in partnership, management retains the right to make and implement decision about:
 - 2.2.1. Initiating an internship program;
 - 2.2.2. Establishing necessary competencies, skills and abilities; and/or,
 - 2.2.3. Concluding an internship program.
- 2.3. The Union retains the right to respond.

3. Internship Postings and Selection

- 3.1. Internships will be posted for internal applicants in accordance with the current CBA; applicants must meet the minimum qualifications of an applicable internship job addendum to be eligible for consideration. Additional requirements include:
 - 3.1.1. Current KP employee in good standing; not in a Corrective Action, level three (3) or above.
 - 3.1.2. Current RN with the applicable licensure from Oregon and/or Washington, without sanction or limitation.

- 3.1.3. Bachelor of Science in Nursing (BSN) Degree preferred; must be considered along with experience and in compliance with the current collective bargaining agreement, (OFNHP - article 14, section C and ONA - article 26, section 2.a)
 - 3.1.4. Candidates must provide the hiring manager with a letter of reference or recommendation from a manager or charge RN/team leader.
 - 3.2. Qualified applicants will participate in an interview selection process. Interview process will include participation of union leaders from the unit. Recommendations will be considered by the hiring manager and final selections will be the responsibility of the hiring manager.
 - 3.3. In the event candidate qualifications are approximately equal, the principal of seniority will govern the hiring decision. Represented employees in RIF or EISA qualified Redeployment status will be given preferential consideration for placement into Internship programs over all other internal candidates.
4. Program Obligations
- 4.1. KP agrees to provide the following:
 - 4.1.1. Reimbursement for tuition, books and fees associated with participation in the internship at the educational institution selected by KP. Participants will use existing Tuition Reimbursement funds available through the current CBA and KP policies first. If the employer and the Union are able to identify resources that allow the employer to pay for tuition, books, and fees in advance of completion, this section will be modified to facilitate that.
 - 4.1.2. Compensation, at straight-time, to attend internship classes at the educational institution selected by KP.
 - 4.1.3. Compensation, at straight-time, for all required work performed in a clinical setting as part of the successful completion of the Internship program.
 - 4.1.4. Hours of work performed as a part of the internship will not drive overtime, except where required by local, State and/or Federal statute. Participants in an internship will not work beyond 2 shifts of compensable work within a pay period, during the internship. Any overtime, performed as part of an assignment outside of the internship program, must be preapproved by both the participating employee's manager and the director for the area or arena responsible for the internship, subject to the terms of the collective bargaining agreement.
 - 4.1.5. Assignment to an RN position within the specialized area of practice or arena (upon successful completion).
 - 4.2. Participating employees agree to commit to the following:
 - 4.2.1. Utilize all available tuition reimbursement monies and Education Days towards the costs associated with participation in the internship.
 - 4.2.2. Utilize all Education Fund monies available to the individual towards the costs associated with participation in the internship.
 - 4.2.3. Agree to the release of information related to internship academic performance and progress to the manager and the director for the area or arena responsible for the internship.

- 4.2.4. Complete all elements of the internship program. (Failure or refusal to complete the program is addressed in the "Unsuccessful Completion" section of this agreement.)
- 4.2.5. Written commitment to provide two years of service for each year of Internship to KP in a RN role consistent with the subject and focus of the internship, following the completion of the internship.
 - 4.2.5.1. Transfer out of a comparable outpatient department or comparable inpatient arena or early departure from KP employment will require the individual to reimburse KP, on a pro-rated basis, for all costs associated with the internship, including but not limited to tuition, books and fees.
 - 4.2.5.2. Repayment will be paid over the course of two years beginning no less than 30 days from transfer or end of KP employment. Payments will be made in equal, monthly installments.

5. Progress, Feedback and Evaluation Requirements

- 5.1. Participants and their manager, director or designee are to engage in discussions about the participant's progress at regular intervals.
- 5.2. Participants in an internship will receive a final Performance Evaluation (PE):
 - 5.2.1. PEs will be conducted by the manager and/or director for the area in which the internship is located.
 - 5.2.2. PE may include feedback from instructors, preceptors, peer RNs, Physicians and other KP employees selected or identified by the employee and/or manager/director.
 - 5.2.3. PE will be conducted within two (2) weeks of the completion of the internship. The employee will be provided a written copy of the evaluation and a copy will be sent to Human Resources to be placed in the employee's personnel file.
 - 5.2.4. Participants will remain in a preceptor status until the final PE is completed.
 - 5.2.5. PE will clearly state that the participating employee is successful or unsuccessful in completing the internship.
 - 5.2.6. The Successful/Unsuccessful designation and the PE are not subject to the Grievance process from the current collective bargaining agreement.

6. Program Completion

- 6.1. Successful or unsuccessful completion of the internship will be determined by the Manager or Director based upon a review of the participant's performance during the internship and the requirements outlined at the onset of the internship.
- 6.2. The Manager/Director may consider and incorporate feedback from a Supervisor, Educator, Charge Nurse, Team Lead, Preceptor, Mentor, MD and/or any other individual experts that have worked with and/or observed the participant during the Internship program.
- 6.3. Successful Completion
 - 6.3.1. Participants that successfully complete an internship will be assigned an RN position within the specialized area of practice or arena.
 - 6.3.2. Successful Interns will be placed before other internal UNION job applicants, based upon available positions and staffing limitations identified by the receiving manager.

6.3.3. Successful participants will continue to work in the area associated with the internship until provided with a new position and schedule. A position and work schedule and will be provided within 30 days of completion of the program.

6.4. Unsuccessful Completion - Participants unable to successfully complete the internship program will be placed according to the following provision:

6.4.1. The employee will be placed into a temporary position for up to 30 days, during which the individual will seek additional, alternative employment within KP.


6.4.2. When in the temporary position, the employee 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 and employment at KP is terminated.

6.4.3. If transfer is not possible within the 30 day period, the RN shall remain in the temporary position and shall apply for all coded RN positions they qualify for.

7. It is understood and agreed that the terms and conditions of the CBA apply to the participating RN intern except where such terms and conditions conflict with those contained in this letter. If there is a conflict, the terms and conditions of this letter of agreement shall determine the issue. This agreement will conclude and sunset as of the expiration date of the current CBA.


Agreement is indicated by the signatures below:

For Kaiser Permanente:

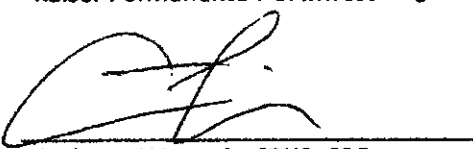

Susan Mullaney,
Chief Operations Officer
Kaiser Permanente Northwest

5/27/15
Date

For OFNHP & ONA:


Dawnette McCloud, RN
Executive President
OFNHP Local 5017

6-2-2015
Date


Andrew W Loomis, SPHR, SPC
Manager, Employee & Labor Relations
Kaiser Permanente Northwest

5/27/2015
Date