

UVAHS Patient Care Services A11: External Conference Funding

May 2014

Policy Statement: Professional growth for team members and managers via submission of abstracts for conference presentation and the attendance at conferences is highly valued by UVA Health System Professional Nursing. Resources are strategically targeted to support participation by nursing representatives at a range of conference offerings.

Purpose: To maximize limited financial resources to support nursing professional development activities according to priorities established by the Chief Nursing Officer and PNSO Leadership.

Procedure:

1. A plan for the fiscal year which assures broad distribution across clinical areas and priority attendance at key conferences is incorporated into the Chief Nursing Officer's budget process before the start of the fiscal year.
2. Associate Chiefs, Administrators, and Directors work with managers and team members to determine attendees for conferences which are key to programmatic needs of patient care and the gathering of cutting edge information to feed our evidence-based practice development. Preference is given to team members who have had abstracts accepted for presentation at these conferences.
3. Area Managers assure that outcomes from these investments can be evaluated and presented at unit and organizational committees to share gathered resources and knowledge.
4. Operational and local funds dollars within Patient Care Services operational areas are included in this policy.
5. All travel requests, including those paid via local funds, shall utilize the [travel pre-approval/post-approval form](#) and will be routed through the Chief Nursing Office for approval and central tracking of outcomes.
6. Travel expense guidelines determine which expenses will be reimbursed consistently across all areas in order to maximize support of team members who may attend.
7. Team members travelling for these approved purposes shall clock educational leave in the Time and Labor system.

Travel Expense Guidelines:

The following travel expense guideline will govern all approved travel within Patient Care Services.

Rationale:

- Preserve precious travel dollars to support maximum number of team members who may ultimately travel on our finite budget.
- Match institutional goal of fiscal conservation.

- Ask team members who travel to contribute to their professional development with small cost outlays.

Leadership shall assure that all approvals adhere to these guidelines and that team members approved for travel are aware of what will be reimbursed prior to travel.

Expense payment guideline:

For approved conference travel the following will be reimbursed**:

- Conference registration
- Hotel (double occupancy)
- Airfare or other primary travel mode, including fee for one checked bag each way (\$25 each way)
- Shuttle from travel hub to hotel up to \$25 each way
- Economy/long-term parking at airport, not to exceed \$10/day

**All pre-approved travel expenses require detailed receipts to be considered for final reimbursement.

The following are the employee's responsibility:

- Meals / per diem
- Internet service access on the road
- Incidentals
- Airline Ticket Changes