

Hospital	Department (PT/OT/ST/AUD)	Do you have Budgeted \$\$ for CE @ Department Level	Do you have Budgeted \$\$ for CE @ Individual Level	What Mechanisms are in place to support people traveling to courses/trainings outside the local area?	What Mechanisms are in place to support hosting of internal trainings?	Additional Info
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ORG A	All	Used to have department CE budgets. Now budgets encompass many departments.	Used to have an allotted amount per staff			Requests are placed and prioritized. No guarantee that CE will be supported.
ORG B	ST and Aud (very similar for OT/PT)		Full time (72 hours +): up to \$800 Part time: Pro-rated to FTE. Can decide between full monetary amount/professional leave days. 170 person team.	Use funds for this purpose. Have restricted funds available to use. Aud, ST, and Learning hold annual conference. These proceeds are used to provide additional support for CE activities	Fully staffed conference center. Have 4 all staff meetings per year which occasionally supplement with ASHA webinars or other experts. Each discipline leadership team plans these meetings. Some limited administrative support is provided by our department coordinator.	
ORG C	PT, OT, ST	About \$5000 for	No, first come first	We mostly cover for	We host about 5	We are unsure

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		about 20 staff. Full-time staff are allowed 3 CE days/year. Must go through approval process.	served.	registration, whether it is local or not. We have occasionally paid for travel and/or lodging if therapist is presenting or registration is so low that it is cost effective.	courses a year that we can usually send 2-3 therapists to without paying. Usually purchase bfast/snacks which comes out of budget. Have a senior PT who has been organizing them for years.	if CE funds will be covered in the future. This is a big question mark, and is a way that leadership feels we could save money.
ORG D	Inpatient Rehab	We do not have a budget per department. If departmental opportunity arises, it is approved on individual basis.	Full time (40 hour/wk) get \$1300 reimbursed per calendar year for CE, tuition, professional licensure, and certificate renewal. Part time money is pro-rated. Courses need to be selected by discipline's clinical educator.	Travel costs are typically not reimbursed unless the course is specialized/unique opportunity. The decision to cover travel cost is made individually at an admin level. We are located in an area with many CEU opportunities.	Each discipline (PT, OT, ST) work to host 2 live CE conferences per calendar year. Therapists looking for opportunities for networking and advancing their admin skills work with the clinical educators, dept directors and communications /marketing depts to organize and chose the conference. Depending on the	

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					outside agency we are working with, a discounted rate for host therapists may be offered to those helping coordinate the course.	
ORGE	All	No	Yes, HR manages. \$500 per person prorated for FTE.	There is an application for travel and training which is approved at the CFO level	We have an education program within our rehab program. Some staff are experts and teach, evenings/wknds. Paid normal pay rate and generally get overtime or shift differential. We host courses with outside experts on a reg. basis. We have contacts with the instructors and generally make some money on each course. WE do offer discounts for staff and groups. Have a program	Happy to have conversations if that helps.

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					assistant who does all the work after clinical team decides on course. Schedule one year in advance.	
ORG F	All	Yes because our education is offset by a donor fund. Our system budgets other clinical staff at a system level. >300 FTE's of therapists and nurses. Funds do not support all FTE's.	No	Admin assistant helps the clinician to coordinate. We bring in 10-12 external courses a year. Our clinical staff development dept works with us. There is a .5 employee in that dept that coordinates this.		
ORG G	All	No	No	If the course is to gain knowledge or skill for a new service, we can sometimes get the MD group to pay for their registration, travel, & lodging.	Have internal rehab CEU committee that provides CEUs for PT, OT, ST, and Aud via 2-3 hour workshops. It does cost but very minimal. Speakers	

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					<p>are from own staff. Hosts about 15-20 workshops each year. Most individuals get CEU's through attendance of these workshops. Partnering with outside companies to come to facility and present. Typically get several free slots and then divide the cost of these amongst interested attendees. This was our approach to assisting staff to get their mandatory CEUs at a reasonable cost.</p>	
ORG H	PT/OT	\$500 per PT and OT per year (not for PRN staff)	\$500 per year	The \$500 accounts for cost of course and travel. They also have professional days they can take. Number depends on	We have a clinical team lead that organizes internal CEU courses—with a committee of therapists. This	

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				their FTE and clinical level.	allows therapists to attend at either reduced rates or free, depending on the allotment of \$. CTL and Adm assistant—our therapists attending the course volunteer for helping the day of course also (check in, assisting with directions, etc.	
ORG I	All	This year we are budgeted for 450 per licensed FTE in the rehab depts. We don't guarantee anyone CE expenses paid, but the staff apply to our CE	No, we don't guarantee anything individually	We consider CE a shared responsibility. We will cover all or just part of the course—it depends on where we are in the year regarding funding. We consider tuition, travel and lodging as	Have to host 4 courses per year. These are external experts/lecturers. We also do internal courses for CE but that isn't included here. Due to our funding mechanism, it is for internal staff	

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		committee and the decisions are made at committee level. We look at new programs, outcomes not as desired, areas difficult to staff, etc. We have 60 FTE's that is about 70 people.		potential costs. When staff apply, they indicate what they are asking for and we start here.	only so we don't open those courses up to outside people. If we did, that would defray costs. We do behind the scene work.	
ORGJ	Pediatric Therapy and Aud	Budgeted by department and for all disciplines to share. Approval process, two major requirements: employee in good standing, defines how course will impact goals, defines how they will share info with peers. Usually pay for course reg. and staff covers rest.	Do not divide it by number of staff due to requirements of use.		We do offer internal CEUs from our own staff for two or three hour CEUs and having other speakers in for full weekend courses.	Education money is getting hit hard with budget but it is still crucial for staff development and engagement. We are also working with our foundation for some grants for education based on

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		If we request an employee to attend will pay for two or three: reg. transport, hotel, meals. About \$10,000 for 40 FTE (50 therapists)				specific project topics.
ORG K	All ST, OT, PT, Inpatient, Aud, sports PT	\$750 per FTE and 3 CEU days for fulltime. We do pro-rate for <1.0 FTE accordingly. Can access additional \$ and days per our policy if you are attending a conference at which you will present a poster or podium presentation.		Above policies support the registration, travel, and lodging for attendance at state and national conferences.	When we host conferences, the behind the scenes legwork is completed by a small committee formed for the dept. staff hosting the conference as well as partners in the Ed. Dept. The first request is to draft a budget (honorarium for speakers, catering, reg costs.) We do provide reduced reg rates for staff attending but we also allow the small group of	We have held quite a few of these within our many disciplines at ORG K so if you would like to reach out to someone, please feel free to use my contact information.

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					staff on committee to attend for free. We also offer reduced rates for students. Education helps a great deal in online reg, marketing materials. We have used internal and outside content experts as well as a mix. Depends on the topic of the conference.	
ORG L	PT/OT	No. It is budgeted at the hospital level and each request is made to a clinical educator director. The CEU has to be directly relevant to the job to become approved.	No. We have purchased a Medbridge annual subscription for all full-time staff members.	They are able to travel if they have a poster or presentation accepted at a national conference. Otherwise, no travel is approved.	We also host courses through a vendor, where we received 3 free registrations per course. I set up the contracts and order the food. The 3 free registrants work the event for the day.	
ORG M	Pediatric PT/OT		\$300/FTE. This covers about 13 FTEs	If the course is required or would benefit a new	We have hosted internal evening courses—either	

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				program, then the travel can be reimbursed. Recently this approval process was changed to require hospital VP level approval.	with a vendor or with our own staff presenting. These are typically 2-3 hours. These have been free of charge to our staff. Supervisor does behind the scene work.	
ORG N	All	No	No	The hospital has supported courses that will benefit our services, lead to a certification, or something that our medical staff might be requesting. For example, dry needling, IASTM, Vital Stim, etc. This could be a local course or out of state if need.	Hosting courses has been a challenge mainly due to not having space to do it. We have a lot of construction going on right now.	
ORG O	OT/PT/ST	\$400 each person and we have 35 therapists	\$400 each person and we have 35 therapists	Every other year therapists can apply for another fund of 2000.00 to be used for courses that		

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				require travel.		
ORG O	Audiology	14 staff audiologists (11FT, 3PT). Dept apys for Audiology Online and 2-3 conferences (1-2 attendees per conference)	Audiology Online	We have a donor that helps us support our continuing education	We have vendor lunch/learn sessions, an annual one day retreat that usually involves community speakers and we partner with speech to bring in speakers for ASHA credits in addition to conference attendance. Manager (me) does behind the scene work.	
ORG O	Speech	Through this year, we have used this approach. It caused confusion with the team regarding how much they would receive and if they could receive funding. This year, we had	Starting next year, we will be providing \$500/FTE. Team members will be able to gift dollars to other team members if they do not choose to use the full amount to support travel to larger conferences.	We also have a donor family that is extremely generous and likes to support the team presenting at conferences as well as travel to large conferences that will keep our practice current. The amount they provide each year is	We have had ASHA CEU provider status for the past 3 years. We typically provide internal sessions completed by internal content experts and do not charge for attendance. We have not offered these to other	

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		\$9m000 for 21 FTE's, so it came out to about \$428 per person.		variable, but it is typically enough to fully fund attendance for at least 10 people at large conferences that include travel expenses.	providers in the community yet. Over this past weekend, we did our first conference where we brought in a speaker, and this was funded by our donor family combined with generosity from a local university to provide the speaker because we regularly take students from their program. We are planning to do a 2 day course that will bring in an external speaker in 2019 which will also be funded by our donor family. I currently to behind the scene work. The hope is that this will change with some future changes to	

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ORG P	PT/OT/ST	We don't have a budgeted amount set aside. But we can request financial support from our director should a dept need arise. Those funds come from our operating expenses. We have about 35 therapist FTE's in our outpatient rehab dept.	This is the first year we have had a set budget for each therapist. FT therapists get \$500 for the year and PT therapists get \$250. PRN do not get any CEU funding. This supports the equivalent of 35 FTE's. The funding has come from a grant through our board who champions fundraising for the hospital in addition to philanthropic efforts.	We do not have a budget or funds allocated towards travel expenses. We would have the ability to advocate for support in this regard if there was a strong dept. need.	dept. structure. In past years we worked with a few CEU companies to host courses. However, we have recently stopped these efforts. Partly because the CEU companies expect us to market the courses for them, which is time consuming. The other reason is that we had limited staff attendance/ participation outside of the free seats that we received for hosting these courses. This was requiring a lot of time and effort from our clinical specialist with minimal ROI in the form of staff participation.	This is a hotly contested topic amongst staff who report that many facilities in the area provide better support. This has driven our dept to improve the support we provide our therapists in 2018 with good feedback/ results
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ORG O	PT/OT	We have it at the dept level, but, the amount is determined by the individual # of people working at that site. We budget \$500/1.0 FTE in each dept. It is pro-rated for part time employees.		We only pay for the course itself. If we send someone to extra training as a requirement to support a new clinic/DX we pay for everything but that is a different subaccount and not figured into the employee's \$500.	We offer at least 2 courses a year that ORG O brings in. These are offered different ways, always at a reduced rate to employees or free of charge depending on speaker. The PTOT team does all the coordination behind the scenes to make this happen. We also offer many in-services from a lunch hour talk to a full day of content that are presented by our PT and OT staff.	
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