

## **BSN Degree Requirement Agreement**

**Date:** \_\_\_\_\_

**Nurse Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Manager/Recruiter Name:** \_\_\_\_\_

### **Interview (Nurse Recruitment or Hiring Manager)**

What are your professional goals? Short term = 2 years or Long term=5 years?

With the call to action by the IOM as well as Magnet (ANCC) for nurses to achieve higher levels of education and training, UK Health Care is committed to being a BSN preferred institution. Effective January 2020 newly employed LPN nurses will be expected to complete their BSN within 5 years from date of hire.

We want to assist and support you through this process. We are providing the name and contact information for an expert in nursing career development, Sue Strup [sue.strup@uky.edu](mailto:sue.strup@uky.edu); please contact this individual to assist you in planning your transition into a BSN program. UK also has a very rich tuition reimbursement program. A copy of the policy (NU09-29) that will need to be followed for tuition payment is attached. If we can help in any way to facilitate your enrollment in one of these programs, please do not hesitate to ask for assistance.

As a reminder of how important we feel about having a BSN preferred institution and our commitment to assisting you in achieving this goal, we will be reviewing your status at the end of new hire orientation, at your midyear performance evaluation and at your annual Performance evaluation.

**I fully understand and agree that my continued employment is contingent upon successful completion of the BSN degree requirement within five (5) years of my initial employment date. If BSN is not successfully completed as required, staff can be separated from employment. You will also be ineligible for rehire into a position requiring a BSN until you have obtained your BSN degree.**

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Signature of NR/Mgr./Supr. \_\_\_\_\_

Date \_\_\_\_\_

**End of orientation evaluation** – Review all or a portion of the script from new employee interview

Document progress / concerns:

**Mid Year Review:**

May review all or a portion of the script from new employee interview. In addition, ask the employee the following questions:

Where are you in the process of returning to school for your BSN? Have you worked with the nursing career development counselor? Have you chosen a nursing program? Which BSN nursing programs have you reviewed? Have you run into any roadblocks or barriers in accessing tuition benefits?

Document progress / concerns:

**End of Year Review:**

May review all or a portion of the script from new employee interview. In addition, ask the employee the following questions:

Where are you in the process of returning to school for your BSN? Have you worked with the nursing career development counselor? Have you chosen a nursing program? Which BSN nursing programs have you reviewed? Have you run into any roadblocks or barriers in accessing tuition benefits?

As a reminder, we are committed to assisting you to obtain your BSN degree within 5 years. You now have 4 years to accomplish this goal. How can we help you be successful in obtaining your BSN degree?

Document progress / concerns:

LPN to BSN Tracking Tool: *Please document the date in the below grid*

Review Type	Year (1)	Year (2)	Year (3)	Year (4)	Year (5)	Progress Note (s)
Initial Interview						
End of Orientation						
Mid-Year Performance Review						
End of Year Performance Evaluation						
Meeting with Career Development <i>*prior to starting a BSN program</i>	<i>Optional</i>	<i>Optional</i>	<i>Required</i>			
Projected Graduation Date						
LPN/PCM initials						

LPN signature: \_\_\_\_\_

Mgr./Supervisor Signature: \_\_\_\_\_