

**WYOMING VALLEY HEALTH CARE SYSTEM  
HUMAN RESOURCES POLICY & PROCEDURE**

**SCHOLARSHIP PROGRAM  
REGISTERED NURSE, LICENSED PRACTICAL NURSE AND PHYSICAL THERAPIST  
POLICY NO. 53.0**

**APPROVED BY** James P. Carmody (Signature on File)      **EFFECTIVE DATE** 03/01/02

**SYSTEM**      X      **LAST REVISION**      8/2006

**SEPARATE ENTITY POLICY** \_\_\_\_\_      **PAGE 1 OF 4**

**PURPOSE**

Scholarships are available, in certain divisions of the System as designated from time to time, to students in AS-RN Programs, 3<sup>rd</sup> and 4<sup>th</sup> years of BS-RN Programs, Practical Nursing Programs and 4<sup>th</sup> and 5<sup>th</sup> Years of Masters of Physical Therapy Programs at educational institutions indicated by the Letter of Agreement attached. All other things being equal, preference is given to qualified employees of Wyoming Valley Health Care System and members of their immediate families.

**POLICY**

- A. Scholarships, up to a maximum total amount of \$15,000.00 for nursing programs and for physical therapy programs, are available as payment for credit hours, books, lab fees, uniforms and associated costs to candidates accepted into the Program. The number of participants in each Program is determined by the System.
- B. Upon acceptance to the Scholarship Program, applicants must sign the necessary legal document which commits the student to thirty-six (36) months of continuous employment as a licensed/registered professional employee beginning on date of licensure/registration based on full-time status (see Promissory Note and Employment Commitment Letter). If a candidate opts for part-time employment, the employment commitment will be extended proportionately, based on budgeted FTE status.
  - 1. Offers of employment are contingent upon successful completion of an Employee Health Pre-Employment Physical Examination and other normal pre-employment procedures of the System. Should the candidate fail pre-employment requirements, all Program costs paid by the System will be due in full within three (3) months of failure.
  - 2. Should the employee leave prior to completing the service requirement, a pro-rated Program cost plus current market interest will be due in full within three (3) months of termination.
  - 3. If no regular full-time position determined is available to the student at completion of the Program, no pay back is due.

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4. Upon graduation, participants must comply with the terms of their respective temporary practice permits. The appropriate licensure or registry exams must be taken within six (6) months of graduation. In the event of a failed licensure or registry exam, the full payback is due within three (3) months of date of notification.
- C. Acceptance in the Scholarship Program specifically precludes participation in any employment related incentives, e.g., sign-on bonuses, loan forgiveness, tuition reimbursement or other employment incentives. If, at the time of graduation, the Sign-On Bonus for participants is greater than the total expenses paid for the participant's education; the student will be reimbursed the difference after successfully completing 6 months of employment in a licensed/registered position.
- D. Scholarship students will spend 70% of their clinical rotation hours at Wyoming Valley Health Care System unless otherwise specifically agreed to by the System.
- E. The respective schools are responsible to provide academic progress reports to Wyoming Valley Health Care System at least each semester and upon request.

### PROCEDURE

- A. Candidates should contact the HR Department at Wyoming Valley Health Care System to obtain information regarding the Scholarship Program prepared by Wyoming Valley Health Care System – Human Resources.
- B. Candidates **must** apply for a Pell Grant, secure two (2) letters of reference from their Clinical Instructors, complete a WVHCS Employment Application, and write a two (2)-page essay describing why they deserve a Scholarship Award directing comments toward motivation, leadership and academic accomplishments.
- C. The completed portfolio per “B” above is sent to the Clinical Recruiter who enters the application into the data-base and sends the packet to the respective Administrator/Designee.
- D. The Administrator/Designee will review the contents of the packet, screen applicants, arrange and conduct interviews.
  1. Selection decisions are based on grades, SAT/ACT, class rank the student's letter of interest and the interview.
  2. Accepted candidates are notified via letter from the appropriate Administrator/Designee with copy to Clinical Recruiter who then contacts the student/school to request a statement of expenses, grades, proof of application for Pell Grant and Pell Grant Letter of Determination.

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3. Non-qualifying candidates are notified via letter from the Administrative Director of Clinical Services with copy to Clinical Recruiter.
  
- E. The selected candidates must bring the information noted in “B” above to a meeting with the Clinical Recruiter who explains the program including commitment, taxes and amortization. This information, along with a signed Commitment Letter and a signed Promissory Note, must be forwarded to the HR Specialist.
  
- F. The HR Specialist will confer with the school to determine if scholarship funds are payable to the student or to the school. The amount payable is determined and the check request prepared and forwarded for authorization.
  
- G. Students may be selected to enter the Program at any time seats become available on a pro-rated cost basis.
  
- H. In order to remain qualified, students must:
  1. Maintain a minimum 3.0 GPA overall and in all nursing/physical therapy courses each semester;
  2. Submit invoices and grades on a semester-by-semester basis within thirty (30) days of the completion of each semester;
  3. Review the Commitment Letter and renew and update the Promissory Note each semester; and
  4. Remain in good standing and be eligible for hire by WVHCS upon graduation.
  
- I. Discontinuance of course(s) and/or program of study at the student’s original institution for any reason cancels any Scholarship Agreements and any funds paid to date will be owed to the System. Emergency circumstances will be reviewed on a case-by-case basis.
  
- J. Failure or withdrawal of any courses are repeated at the full expense, including all costs/charges associated with such courses, of the Scholarship recipient.
  
- K. Participants must accept a respective GN or a GPN position in the Clinical Services Department of WVHCS – Hospital or Physical Therapist position in the Physical Therapy Department of WVHCS – Hospital immediately upon graduation. They are subsequently committed to thirty-six (36) months of continuous employment as a licensed/registered professional employee beginning on the date of licensure/registration based on full-time status including a minimum tenure of twelve (12) months in the initial position as a licensed/registered professional employee unless otherwise deemed appropriate by the Supervisor (see Promissory Note and Employment Commitment Letter).

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- L. Physical Therapists cannot be employed until they are licensed; therefore they must be licensed within three (3) months of graduation or repay all program costs paid by the System in full within six (6) months of graduation.
- M. The appropriate State Board examinations must be passed within six (6) months of graduation, for Graduate Nurses and Licensed Practical Nurses. Failure of the examination or failure to take the exam will result in reassignment to a Nursing Assistant position or termination of employment. In either of these cases, repayment of all Program costs paid by the System in full is due within three (3) months.
- M. Employees of Wyoming Valley Health Care System participating in the Scholarship Program will not be eligible for the Tuition Reimbursement Program, Sign-On Bonus or other employment incentives simultaneously.

### **RESPONSIBILITY**

Program Participants/Participating Schools/Administration/Human Resources

**WYOMING VALLEY HEALTH CARE SYSTEM**  
*Human Resources*

**COLLEGE MISERICORDIA**  
**LETTER OF AGREEMENT**

By this Letter of Agreement, scholarships are available to Registered Nursing Students of College Misericordia. Preference is given to qualified employees of Wyoming Valley Health Care System and members of their immediate families.

Scholarships are available as payment in full for credit hours, books, lab fees, uniforms and associated costs to candidates accepted into the Program. The number of participants in each Program may be determined annually.

Selection of Registered Nursing Students will be based upon a formal interview process by Wyoming Valley Health Care System from among students declared academically admissible by the educational institution and the College Misericordia Nursing Department. Upon authorization by the students, College Misericordia agrees to provide academic progress reports to Wyoming Valley Health Care System.

Every effort will be made to schedule 70% of sponsored student clinical rotation hours at Wyoming Valley Health Care System. However, at no time will those clinical rotation hours drop below 50%.

A candidate who desires to request a Scholarship should obtain a copy of this policy from Wyoming Valley Health Care System Human Resources Department.

The College will invoice Wyoming Valley Health Care System at the conclusion of each course term. Scholarships will be paid to College Misericordia upon receipt of the invoice. The Wyoming Valley Health Care System Human Resources Department will verify the amount payable and forward the authorization for payment.

Special considerations between the parties, if any, must be outlined in attachments hereto.

This Letter of Agreement may be cancelled by a participating party upon ninety (90) days notice.

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College Misericordia

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Wyoming Valley Health Care System

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Date

\_\_\_\_\_  
Date

**WYOMING VALLEY HEALTH CARE SYSTEM**  
*Human Resources*

**LUZERNE COUNTY COMMUNITY COLLEGE**  
**LETTER OF AGREEMENT**

By this Letter of Agreement, scholarships are available to Registered Nursing Students of Luzerne County Community College. Preference is given to qualified employees of Wyoming Valley Health Care System and members of their immediate families.

Scholarships are available as payment in full for credit hours, books, lab fees, uniforms and associated costs to candidates accepted into the Program. The number of participants in each Program may be determined annually. Luzerne County Community College has primary responsibility for the administration of this Program.

Selection of Registered Nursing Students will be based upon a formal interview process by a joint committee comprised of representatives of the Luzerne County Community College Nursing Department and Wyoming Valley Health Care System. Luzerne County Community College is responsible to provide academic progress reports to Wyoming Valley Health Care System.

Scholarship students will spend 70% clinical rotation hours at Wyoming Valley Health Care System.

A candidate who desires to request a Scholarship should obtain a copy of this policy from Luzerne County Community College or from Wyoming Valley Health Care System Human Resources Department. Scholarship reimbursement requests must be made by the Luzerne County Community College Foundation, Inc. on a semester-by-semester basis only. Scholarships will be paid to the Luzerne County Community College Foundation, Inc. upon billing. The Wyoming Valley Health Care System Human Resources Department will determine the amount payable and forward the authorization for payment.

Special considerations between the parties, if any, must be outlined in attachments hereto.

This Letter of Agreement may be cancelled by a participating party upon ninety (90) days notice.

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Luzerne County Community College

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Wyoming Valley Health Care System

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Date

\_\_\_\_\_  
Date

**WYOMING VALLEY HEALTH CARE SYSTEM**  
*Human Resources*

**WILKES UNIVERSITY**  
**LETTER OF AGREEMENT**

By this Letter of Agreement, scholarships are available to Registered Nursing Students of Wilkes University. Preference is given to qualified employees of Wyoming Valley Health Care System and members of their immediate families.

Scholarships are available as payment in full for credit hours, books, lab fees, uniforms and associated costs to candidates accepted into the Program. The number of participants in each Program may be determined annually. Wilkes University has primary responsibility for the administration of this Program.

Selection of Registered Nursing Students will be based upon a formal interview process by a joint committee comprised of representatives of Wilkes University Nursing Department and Wyoming Valley Health Care System. Wilkes University is responsible to provide academic progress reports to Wyoming Valley Health Care System.

Scholarship students will spend 70% clinical rotation hours at Wyoming Valley Health Care System.

A candidate who desires to request a Scholarship should obtain a copy of this policy from Wilkes University or from Wyoming Valley Health Care System Human Resources Department. Scholarship reimbursement requests must be made by Wilkes University on a semester-by-semester basis only. Scholarships will be paid to Wilkes University upon billing. The Wyoming Valley Health Care System Human Resources Department will determine the amount payable and forward the authorization for payment.

Special considerations between the parties, if any, must be outlined in attachments hereto.

This Letter of Agreement may be cancelled by a participating party upon ninety (90) days notice.

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Wilkes University

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Wyoming Valley Health Care System

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Date

\_\_\_\_\_  
Date

**WYOMING VALLEY HEALTH CARE SYSTEM**  
*Human Resources*

**WILKES-BARRE AREA VOCATIONAL TECHNICAL SCHOOL**  
**LETTER OF AGREEMENT**

By this Letter of Agreement, scholarships are available to Licensed Practical Nursing Students of Wilkes-Barre Area Vocational Technical School. Preference is given to qualified employees of Wyoming Valley Health Care System and members of their immediate families.

Scholarships are available as payment in full for credit hours, books, lab fees, uniforms and associated costs to candidates accepted into the Program. The number of participants in each Program may be determined annually. Wilkes-Barre Area Vocational Technical School has primary responsibility for the administration of this Program.

Selection of Licensed Practical Nursing Students will be based upon a formal interview process by a joint committee comprised of representatives of the Wilkes-Barre Area Vocational Technical School Nursing Department and Wyoming Valley Health Care System. Wilkes-Barre Area Vocational Technical School is responsible to provide academic progress reports to Wyoming Valley Health Care System.

Scholarship students will spend 70% clinical rotation hours at Wyoming Valley Health Care System.

A candidate who desires to request a Scholarship should obtain a copy of this policy from Wilkes-Barre Area Vocational Technical School or from Wyoming Valley Health Care System Human Resources Department. Scholarship reimbursement requests must be made by the Wilkes-Barre Vocational Technical School on a semester-by-semester basis only. Scholarships will be paid to the Wilkes-Barre Area Vocational Technical School upon billing. The Wyoming Valley Health Care System Human Resources Department will determine the amount payable and forward the authorization for payment.

Special considerations between the parties, if any, must be outlined in attachments hereto.

This Letter of Agreement may be cancelled by a participating party upon ninety (90) days notice.

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Wilkes-Barre Area Vocational Technical School

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Wyoming Valley Health Care System

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Date

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Date