



## Canadian Nurses Association Certification Examination Oncology & Hospice/Palliative Care Financial Reimbursement

### Policy

The de Souza Institute supports nurses in the completion of their Certification in Oncology and/or Hospice Palliative Care with the Canadian Nurses Association.

Financial reimbursements for the C.N.A. examination will be processed provided the following conditions are met:

1. The claimant **must** provide proof of the outcome of the examination (either PASS/FAIL).
2. All original receipts must be provided accompanied by a signed original UHN Expense Reimbursement Form including:
  - a. Original C.N.A. issued receipt to register for the Oncology or Hospice/Palliative Care Examination
  - b. Proof of payment (e.g. credit card statement, bank statement)
  - c. Proof of exam outcome from C.N.A. (Copy is fine)
3. All original receipts must be mailed to the Institute at the address provided. We strongly encourage keeping a photocopy of all items sent to the Institute. Faxes will not be accepted for reimbursement. Claimants are strongly encouraged to ensure they have correctly completed the required documentation for the timely processing of payment. Please allow 6-8 weeks for processing of the reimbursement provided all documents have been received.
4. In the event that a request for reimbursement package is incomplete, the Institute will return the documents back to the claimant for completion.
5. **Financial reimbursement for C.N.A Recertification** is not covered (either by re-writing the exam as a recertification OR by recertifying through educational hours).
6. In the event of a FAIL result, the Institute will provide reimbursement for up to **one re-write** of the initial certification examination. In order to be eligible for reimbursement, the individual must demonstrate participation in the at least 80% of the live study groups (e.g. in person or through video-conferencing).
7. UHN employees will be reimbursed through Payroll (on direct deposit); non-UHN employees will be reimbursed through a mailed cheque.