

The Heart Centre

CANADIAN CARDIOVASCULAR CONGRESS 2009 DEADLINE

July 13, 2009

***DO NOT SEND APPLICATION UNTIL ALL ITEMS ON
CHECKLIST ATTACHED***

(if any items are missing from this list, your application will be returned to you)

- COMPLETED APPLICATION**
- IF ABSTRACT SUBMITTED:**
 - COPY OF NOTIFICATION OF ABSTRACT ACCEPTANCE (if applicable)**
 - COPY OF ACCEPTED ABSTRACT (if applicable)**
 - IF YOUR ABSTRACT WAS NOT ACCEPTED, A COPY OF THE LETTER FROM THE ORGANISERS (even unaccepted abstracts improve your chances of funding)**

NB. Approval of application by the committee does not mean approval of LOA. This must be done through the usual channels by the applicant

***Submit completed form to: Nicki Ordano, Admin Assistant HC
Funding Committee, Room B444***

**PLEASE READ THE FOLLOWING INSTRUCTIONS AND
GUIDELINES CAREFULLY....**

CONFERENCE FUNDING APPLICATION

Canadian Cardiovascular Congress. Edmonton Alberta October 24 – 28, 2009

Request Process

You must plan ahead - early bird registration for CCC 2009 is Aug 12, 2009.

1. Keep in mind that approval does **not** guarantee the granting of a LOA. This must be sought via the usual channels.
2. Fill out the form in this document
 - ♥ Answer all questions on Request Form
 - ♥ Incomplete applications will not be assessed and will be returned to the applicant.
3. Submit forms to Nicki Ordano – Admin Assistant – HC Funding committee Rm B444.
4. Await approval **before** paying fees (unless you accept there is a risk you may not be approved and have to pay your own way).
5. Upon approval, confirm LOA and pay costs of conference.
6. After the conference, forward a copy of your payment receipts for registration, travel and accommodation with **a copy of your conference attendance certificate (you will receive this at the conference)** to Nicki Ordano at the address above. You will then be reimbursed.

Important Points to Remember.....

If you are selected and find out you can't go...

- If you are selected to attend, and at the last minute find you cannot go – it may mean that another person can go in your place. Remember your colleagues and let Nicki Ordano (69139) know as early as possible if you can't go.
- If you have already purchased flights and registration and find you cannot go, you will not be reimbursed.

If you are selected and you are going...

- Late registration penalties/submissions will **not** be reimbursed, so put your application in early.
- If receipts have not been received by 2 months after the conference, funding will be forfeited.
- If you are sharing a room, split the cost of the room and each party obtain a receipt. Reimbursement is much easier that way.
- Read the application instructions carefully before submitting documents

Please see over for the scoring definitions used to determine eligibility to attend



Definitions for use with the Heart Centre Professional Education Funding Committee Scoring Tool

ITEM 1 SENIORITY score out of 2

Must currently work in the Heart Centre (HC)

- ◇ No points if worked in the HC for less than 2 years in the last 2 years
- ◇ Two points if worked in the HC for equal to, or more than 2 years

ITEM 2 HOURS WORKED score out of 3

HC Admin assistant to ascertain before committee meetings from staffing, the current employment status (for the last 2 years) of the applicant

- ◇ Full-time or casual with full-time hours scores 3 points
- ◇ Part-time or casual part-time hours scores 2 points
- ◇ Casual < 1 – 2 shifts per week scores 1 point

If there is a confusing employment history in the previous 2 years, an attempt should be made to ascertain the proportion of time spent in the HC and then scored in accordance with time spent. This could equal fractions of points. If this is the case, this must be agreed upon unanimously by all present.

ITEM 3 PLAN TO DISSEMINATE INFORMATION score out of 2

Must be a unanimous decision by a quorum of the committee.

- ◇ “Very convincing” scores 2 points. The applicant demonstrates that they will learn and grow in their own practice, will share the information with others and identifies exactly how they plan to do this.
- ◇ “Somewhat convincing” scores 1 point. The applicant demonstrates what they will learn but does not adequately state how they will share their knowledge with their colleagues.
- ◇ “Not convincing” scores 0 points. The applicant has not shown any evidence that they will share their learning with their colleagues.

CONFERENCE FUNDING APPLICATION

ITEM 4 CONTRIBUTIONS TO WORK AREA score out of 2

Must be a unanimous decision by a quorum of the committee.

In the last 2 years, the applicant must document what they have contributed to their ward/unit/area in the form of inservices, QA initiatives, preceptorship, attending meetings, joining committees, volunteering for duties.

- ◇ “Major contributor” scores 2 points. The applicant has excelled in their contributions – having contributed in at least 4 ways to the area
- ◇ “Good contributor” scores 1 point. The applicant has contributed in up to 3 ways to the area
- ◇ “Average contributor” scores 0 points. The applicant has done one thing in the past 2 years.
- ◇ “Has not documented contribution” scores –1 point. The applicant has not documented any significant contributions to the area.

ITEM 5 ABSTRACTS score out of 6

- ◇ First author on accepted poster or oral presentation scores 5 points for total number of abstracts. (Multiple points not awarded for multiple abstracts).
- ◇ Co-author on an accepted abstract scores 2 points.
- ◇ Attending an abstract workshop will add 1 point to your score if you submitted an abstract – whether or not it was accepted.
- ◇ First author on a submitted but not accepted abstract scores 2 points.

(Note to First Author, in the event your funding is not approved, but the co-author is, be prepared to send the co-author)

In the event that there are more accepted abstract than available funding, the committee will review the abstracts and determine candidacy, based on consensus opinion of best quality abstract.

ITEM 6 PREVIOUS ATTENDANCE score - minus 2

- ◇ If funded from any other source 3 or less years ago (count 3 years back from the start date of the conference being applied for), the applicant loses 2 points.



Heart Centre Professional Development Conference Funding Request Form

Title of Conference/Event:

Canadian Cardiovascular Congress

Location of Conference/Event:

Edmonton, Alberta

Date(s):

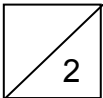
October 24-28, 2008

Name:

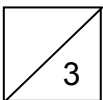
Home address and postal code (for reimbursement):

Email address for notification: _____

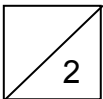
Position and area you work in:



How long have you worked in the Heart Centre? _____

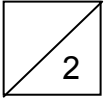


Are you employed full-time, part-time or casual in your work area ? Specify hours:



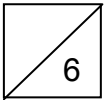
Provide a short explanation of how attending the conference will benefit the Heart Centre, including how you will present what you learned to your colleagues:

CONFERENCE FUNDING APPLICATION



Please describe how you have contributed to your ward/unit/area in the last 2 years? Some examples might include giving ward inservices, participating in quality improvement initiatives, preceptorship, buddying, attending meetings, joining committees, volunteering for tasks.

(attach extra paper if needed)



Abstract

Are you presenting?

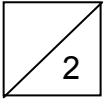
Yes

No

If so, did you attend an Abstract Preparation Workshops

Yes

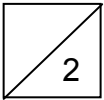
No



Are you a coauthor in an accepted abstract?

Yes

No



Are you the first author on an abstract that was not accepted?

Yes

No

List all **funded** meetings attended in the last 3 years (2006, 2007, 2008)

Name of Event/s	Date/s of Event/s	Location of Event/s	Funding Source

Do you have access to other sources of funding?

Yes

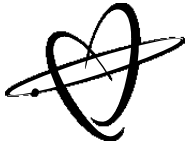
No

If yes, have you applied to these sources?

Yes

No

If no, why not?



MAXIMUM funding for 2009 **set at \$1,000.00**

Expenses that will be covered:

- **Registration fee at member rate only (late fees or memberships will NOT be paid)**
- **Airfare – at the cheapest rate available**
- **Accommodation – presuming two people sharing a room**

I confirm that I have read and understand the Instructions and completed the entire form.

Signature

Date

STEPS - Please read carefully and plan ahead!

1. Put your application in EARLY. **Deadline July 13, 2009**
2. It is up to you to organize an LOA. Approval does not guarantee time off.
3. Submit form to Nicki Ordano, Admin Asst HC Funding Committee, Rm B444.
4. **Await approval before paying fees.**
5. **Notification of approval will be via e-mail by July 27, 2009.**
6. **Upon approval**, pay for conference registration **yourself**. You can find the conference application form at http://www.cardiocongress.org/English/Delegate_Registration.html
7. You must be able to show evidence that you paid for the expense **yourself**. Original receipts (WITH YOUR NAME ON IT will be the proof required for reimbursement.
8. If sharing a room, we strongly advise you to split the hotel costs and submit separate receipts. That way there is no question as to who paid what.
9. Send all original receipts to Nicki Ordano, these should be submitted no later than 2 months after the conference (or funds will be forfeited).