



## 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.



#### 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).
  - Attending an abstract workshop will add 1 point to your score if you submitted an abstract – whether or not it was accepted.
- ◇ Co-author on an accepted abstract scores 1 point.
- ◇ 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 )

#### 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.