

# Heart Centre Professional Development Funding Committee Rules

## Eligibility

- Educational funding applications are accepted from all healthcare professionals (HCP) employed by PHC and working in the Heart Centre (HC).
- Non-contract staff should apply through the Program Director in person.
- Please refer to application package (available on our website at <http://heartcentre.ca/professionals/nursing-education>) for the **application deadlines for major conferences**. Please note the list is not exhaustive.
- Unless the event is mandatory for staff to attend, all **requests** for funding amounts greater than \$100 require applicants to submit a Heart Centre Professional Development Funding application form to the HCPDFC.
- **All other applications MUST be received 3 weeks before the early bird deadline or 8 weeks before the start of the conference (if no early bird).**
- In general, late applications will no longer be reviewed. However there are circumstances when this period may be waived if there are valid reasons (as determined by the committee chair) eg. The conference details were not released etc. Please provide clear reasons why a late application has been submitted to the chair (email [klecomte@providencehealth.bc.ca](mailto:klecomte@providencehealth.bc.ca) or contact Rebecca Vance – 69139).
- In general a score of 7 or less will not be funded.

## Nature of Funds available

- Funds available vary greatly from year to year.
- Funds are accessed from
  - Heart Centre Education Fund
  - The SPH Foundation
  - Unit-based funds
  - Extraordinary funds provided by research and clinical groups
- Applicants are permitted and encouraged to apply for additional funding through sources such as the Nursing Practice Council provided awarded monies are fully disclosed on the Heart Centre Professional Development Funding application form.

## Method of funding

A funding cap is generally determined by the HCPDFC based on the amount required to cover 80% of:

- **Early bird** registration fees (if applicable)
- Accommodation costs (if multiple applicants, accommodation costs are based on shared rooms in a reasonably priced unit)
  - If event expenses in application was based on shared accommodation and a situation arises where sharing accommodation is not feasible, there must be a discussion with the committee chair to take this into account (if possible) prior to the start of the conference.

- Transportation (lowest available airfare)
- Travel to and from the airport

The successful applicant is responsible for all costs above the cap.

The 80% funding cap applies to all conferences regardless of source of funds. Funding above 80% applies only in extenuating circumstances (such as amounts less than \$500).

### Suitable Expenses

- Suitable funding requests include: conferences, seminars, or workshops. Additionally, some select forms of professional development will be considered.
- Preference will be given to locally offered conferences and meetings.
- **Only flights to and from conference destination will be reimbursed. If there is any variation such as travelling home via another destination, using a previously cancelled flight etc., please contact committee chair prior to doing so to ensure reimbursement is still possible.**
- University or college fees are not eligible for funding.
- Fees associated with certification exams are funded at the discretion of the Patient Care Manager, and do not require application to this committee.
- The conference must be relevant to the applicant's area of employment.
- Where needed, funding caps shall be determined and posted by the HCPDFC (CCC or other popular meetings).

### Decisions

- The HCPDFC reviews each completed application and scores them in accordance with the criteria outlined in the Heart Centre Professional Development Funding Application form.
- The funding committee is not involved in the approval of LOAs.
- The funding committee does not determine funds available.
- The Program Director shall determine the amount of funds available.
- The Program Director will be informed of extraordinary funds available by the PCM (eg. TCT funds from THV group) that will influence decision making.
- Based on scores and funding available, the Program Director will make the final decision around attendance and inform the chair of the HCPDFC who will communicate to the applicants.
- Failure to disclose information on the application form may result in forfeiting of funding and ineligibility for future funding support.

### Factors that influence the applicant's scores (not necessarily in this order):

1. Full-time, part-time, casual employment (points will be pro rated according to hours of service)
2. Years of service in the HC
3. Employee contribution to the unit/program and the HC community
4. Relevance to aligned area of employment
5. First author or co-author on an abstract

6. Current access to other funds
7. Previous funding including industry– amounts and frequency
8. Previous efforts at disseminating information to colleagues

### **Expectations**

The Patient Care Manager (PCM) must sign your application prior to submission. If approved, do not pay for expenses until you have had LOA approved by PCM. The signature on the application is not approval of LOA. It is merely supporting the submission. Expenses will not be reimbursed if leave is not granted.

All funded applicants are expected to present conference information to HC colleagues as outlined by dissemination plan described in the application form.

*Please note:* Funding may be forfeited if **original** receipts are not received **within 3 months of the funded education event.**

### **Alternate Methods of Funding**

- All other funding sources received and available must be declared.
- Applicants who intend to apply for further third party funding must declare their intent to do so.
- If a staff is offered industry funding, the staff member must direct the industry representative to contact the Program Director to outline the nature of the funds. In this event, the staff member must submit an application to HCPDF Committee. If industry sponsorship is accepted by an individual other than through the above method they may be subject to disciplinary action