



STAFF EDUCATION FUND GRANTS

The Sechelt Hospital Foundation Board of Directors is committed to supporting staff in their continuing learning in the field of health care.

The establishment of a Staff Education Fund encourages and supports staff in their professional development and educational endeavors. This fund is made possible through the generous donations of Sechelt Hospital Foundation donors.

The purpose of the Staff Education Fund is to provide ongoing critically required funding to support the professional development of staff to enhance the quality of care and services provide to the residents of the Lower Sunshine Coast.

WHO IS ELIGIBLE TO ACCESS THESE FUNDS?

- **All regular full-time Health Authority employees who have worked for a minimum of one year** at a VCH site or facility within the Sunshine Coast Community of Care
- **Casual or part-time Health Authority employees who have worked for a minimum of 1950 cumulative hours** at a VCH site or facility within the Sunshine Coast Community of Care
- **Applicants must have their direct manager's approval and signature prior to the application being considered.**
- **Applicants must be able to articulate how the proposed education would increase their knowledge and professional skills to enhance the quality of care and services.**
- **Successful applicants are expected to remain with the organization for one year.**
- **Courses/programs/presenters must be accredited and/or offered by recognized educational institutions.**

WHAT CAN I GET FUNDING FOR?

This fund supports Health Authority employees at VCH sites and facilities within the Sunshine Coast Community of Care who are seeking:

- Professional Development: seminars, workshops, conferences etc.
- To support upgrading of staff when implementing a new program/service/equipment/technology.
- To expand their career options in healthcare on the Sunshine Coast: undergraduate degree, diplomas, post-basic certificates, short courses, accredited certification exams etc.
- Support for research projects that increase the professional growth of healthcare staff and enhance the quality of patient care.
- Support for engagement of a facilitator (travel, accommodation, expenses) to conduct group education on the Sunshine Coast.
- Support for the sponsorship of events focused on healthcare staff education/information exchange.
- To support VCH/SC healthcare group grants.

HOW MUCH MONEY CAN I APPLY FOR?

- **A maximum of \$1,000 annually to support professional development** such as conferences, seminars, workshops, or diploma programs. The fund will support 75% of the conference or the course registration fee dependent on available funds.
- **A maximum of \$1000 a year can be applied for towards an Undergraduate degree.** The fund will support 75% of the registration fee dependent on available funds to a maximum of \$4,000 per degree.

Books, travel, accommodation, professional licensing, recertification, examination fees and lost wages are not eligible for funding.

WHAT ELSE DO I NEED TO KNOW BEFORE APPLYING?

- Your manager must approve your funding request.
- You are expected to share your learning in one or more of the following ways:
 - a workshop, presentation or in-service for colleagues
 - a written report for distribution to interested colleagues
 - a commitment to coach others in the organization; and
 - a short written report (1 – 2 paragraphs) to the Sechelt Hospital Foundation Education Fund Committee and Board of Directors
- **If you resign from the organization within one year of receiving funding, you must refund the grant in full.**
- All fee receipts as well as confirmation of successful course completion must be submitted within **one month of completion** of semester, course, workshop, etc.
- You may apply for an upcoming course (starting within three months of your funding application) or within **three months after attending or completing** an education program/event. Funds will not be granted more than **three months retroactively**.
- You are encouraged to apply for support from other funding sources.
- You may receive Provisional Approval of Funding Support, with disbursement of the funds contingent upon successful completion of the course and/ or confirmation of attendance.

REQUIRED INFORMATION - Funding requests will not be processed without this documentation.

- **Completed application form with manager's signature.**
- **Copy of course details** should be included with your application.
- **Proof of registration** should be included with your application form or within one month of course start date.
- **Proof of payment** should be included with your application form or within one month of course start date.
- **Proof of program/course completion** documents must be submitted within one month of successful completion of course(s) or event or at the end of each session of a degree program. Once your proof of successful completion is received in the Foundation office, a cheque will be issued. (Prepayment may be considered upon request.)

ADDITIONAL FUNDING:

Additional funding may be available through VCH's Bursaries and Scholarships. Information is available on the VCH intranet at: http://vchconnect.vch.ca/ld/staff_education/bursaries_scholarships/page_20042.htm

WHO DECIDES HOW FUNDS ARE GRANTED?

A Sechelt Hospital Foundation Education Fund Committee with representation from the Sechelt Hospital Foundation and Sunshine Coast Healthcare representatives will meet quarterly (unless otherwise required) on the **1st Tuesday of March, June, September, and December** to review applications.

HOW WILL I KNOW IF MY REQUEST HAS BEEN APPROVED?

All applicants will be notified within two weeks of the Sechelt Hospital Foundation Education Fund Committee meetings of the status of their request. You will be advised when your cheque will be available from the Foundation office at Sechelt Hospital.

WHEN SHOULD I SUBMIT MY APPLICATION?

- You need to **apply within three months** of attending or successfully completing an education program/event.
- You may apply for an upcoming course (starting within three months of application). In this case, once the funding request has been approved, receipt of documentation showing registration and payment must be received in order to access the funds. (Prepayment may be considered upon request).
- Funds will **not** be granted more than **three months retroactively**.
- Please have application in to the Foundation office at **least two weeks before the committee meets**. (For the 2018 application year: **Please apply by Feb.20, May 25, Aug. 21, Nov. 20.**)

WHERE CAN I GET APPLICATION FORMS?

Printed application forms are available in the Sechelt Hospital Administration office Monday – Friday. A PDF version of the application form is available online at www.sechelthospitalfoundation.org.