

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.
- **All other applications MUST be received 8 weeks (2 months) before the end of the early bird deadline or 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 co-chairs) eg. The conference details were not released etc. Please provide clear reasons why a late application has been submitted.

Nature of Funds available

- The Program Director shall determine the amount of funds available.
- Programs with individualized education funding exist in the HC; however, **all requests** for funding amounts greater than \$100 require applicants to submit a Heart Centre Professional Development Funding application form to the HCPDFC.
- The HCPDFC committee will liaise directly with the administrator of the individually funded programs on behalf of all successful applicants.
- 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.

Exceptions to the 80% cap rule may occur when the amount is less than \$500 or if the committee deems there to be exceptional circumstances.

Suitable Expenses

- Suitable funding requests include: conferences, seminars, or workshops. Additionally, some select forms of professional development will be considered.
- **Only direct flights 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 awards funding 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.
- Failure to disclose information on the application form may result in forfeiting of funding and ineligibility for future funding support.

Factors that influence the committee's decisions (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

Once approved by the committee, do not pay for expenses until you have had leave approved by Patient Care Manager. The signature on the application is not approval of LOA. It is supporting the application. You must seek approval to take leave before paying for any expenses. They 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.

Industry Funding

The HC supports the BCCNP Practice Standard related to conflict of interest.

https://www.bccnp.ca/Standards/LPN/PracticeStandards/Lists/GeneralResources/LPN_PS_ConflictOfInterest.pdf#search=conflict%20of%20interest

- The HC will disclose industry support for educational activities.
- Industry will have no involvement or input in the selection criteria or selection of the award recipients and no obligation is imposed on or implied by the recipient of the funds.
- The selection of recipients is the responsibility of the HCPDFC.
- The HC does not support industry sponsorship of a specific individual to attend a conference.

If industry sponsorship is accepted by an individual:

- The recipient will forfeit their ability to seek funding through the HCPDFC.
- Funding must be declared on the application form.
- Sponsorship is accepted at the individual's own personal and professional risk.