

Richmond Education Fund Guidelines

The Richmond Education Fund provides financial assistance to selected physicians and staff within the Richmond Community of Care (CoC) to acquire new knowledge in order to benefit the applicant's practice and improve patient / client / resident care and outcomes, in alignment with the Richmond CoC strategic direction and vision. Funding is available to all staff, leaders, and physicians within the Richmond Community of Care (collectively referred here in as "staff") who wish to attend an educational offering such as a conference, workshop, or course or to attain a specialty certification related to their area of practice or professional development (Collectively referred herein as "education opportunities").

1. Application Process

- 1.1. A completed application form must accompany all requests for educational funding.
 - 1.1.1. See process flow document and attached application form in appendix for more details.
 - 1.1.2. Information pertaining to the education opportunity (Syllabus, Conference details, etc.), if available, should be submitted with the application.
- 1.2. Requests for funding should be made at least one month prior to registration for the education opportunity.
- 1.3. Funding will be approved once a month on a rolling basis by the staff member's manager and director and, finally by the Richmond Education Committee. The applicant's manager/leader will review all applications and recommend funding based on operational needs, relevance, strength of application, and previous funding, and will forward successful applications to their Director for further approval. Those successful applications will be submitted by the Director to the Education for final approval.
- 1.4. Approval for time off during the education is subject to staffing and operational requirements and is to be approved by the applicant's manager/leader.

2. Richmond Education Fund Committee

- 2.1. The committee will be made up of managers, physicians, and front line staff from across the CoC and will represent a variety of healthcare professions.
- 2.2. The Committee will convene monthly to review applications.

3. Eligibility for Funding / Reimbursement:

- 3.1. Funding eligibility starts one year after start date of employment with VCH.
- 3.2. If, between the time funding was granted and the time the education opportunity was completed, the staff member chooses to take employment elsewhere and / or no longer take shifts at VCH, they will no longer be eligible for reimbursement.

4. Fund Distribution

- 4.1. Education funding will be granted based on the aforementioned criteria and available resources. The annual budget will be confirmed at the end of the previous fiscal year.
- 4.2. Funding requests under \$100 should be submitted to the program manager to be funded out of internal operational budgets.
- 4.3. To ensure that funding is distributed equitably across all Richmond Portfolios, each Portfolio will have a funding cap based on FTE population within said portfolio. Committee representatives will use the Portfolio FTE breakdown to guide their decision making, but may reallocate total funds at their discretion.
 - 4.3.1. Should any Portfolio not use their total allocation, remaining funds will be redistributed at the discretion of the committee.
 - 4.3.2. Funding will be approved on a monthly rolling basis by the committee until the total fund is depleted.
- 4.4. Minor Scholarship Fund (60% of available funds)
 - 4.4.1. The minor scholarship fund exists to provide full or partial funding for education opportunities that may not qualify for a major scholarship.
 - 4.4.2. Up to fifty individuals per year will be selected to receive up to \$500 each to fully or partially fund an education opportunity.
 - 4.4.3. Preference will be given to those who are presenting material at a conference.
 - 4.4.4. Preference will be given to those who have not received funding in the last 3 years.
- 4.5. Major Scholarship Fund (40% of available funds)
 - 4.5.1. The major scholarship fund exists to provide funding for broader education opportunities that may require funding in excess of \$500.
 - 4.5.2. Up to ten Individuals per year will be selected by the committee to receive major scholarship funding with the amount to be determined by the committee.
 - 4.5.3. Preference will be given to those who are presenting material at a conference.
 - 4.5.4. Preference will be given to those who have not received funding in the last 3 years.
- 4.6. Managers/leaders will evaluate applications and determine whether the applicant should be considered for a major or minor scholarship.

5. Reimbursement Process

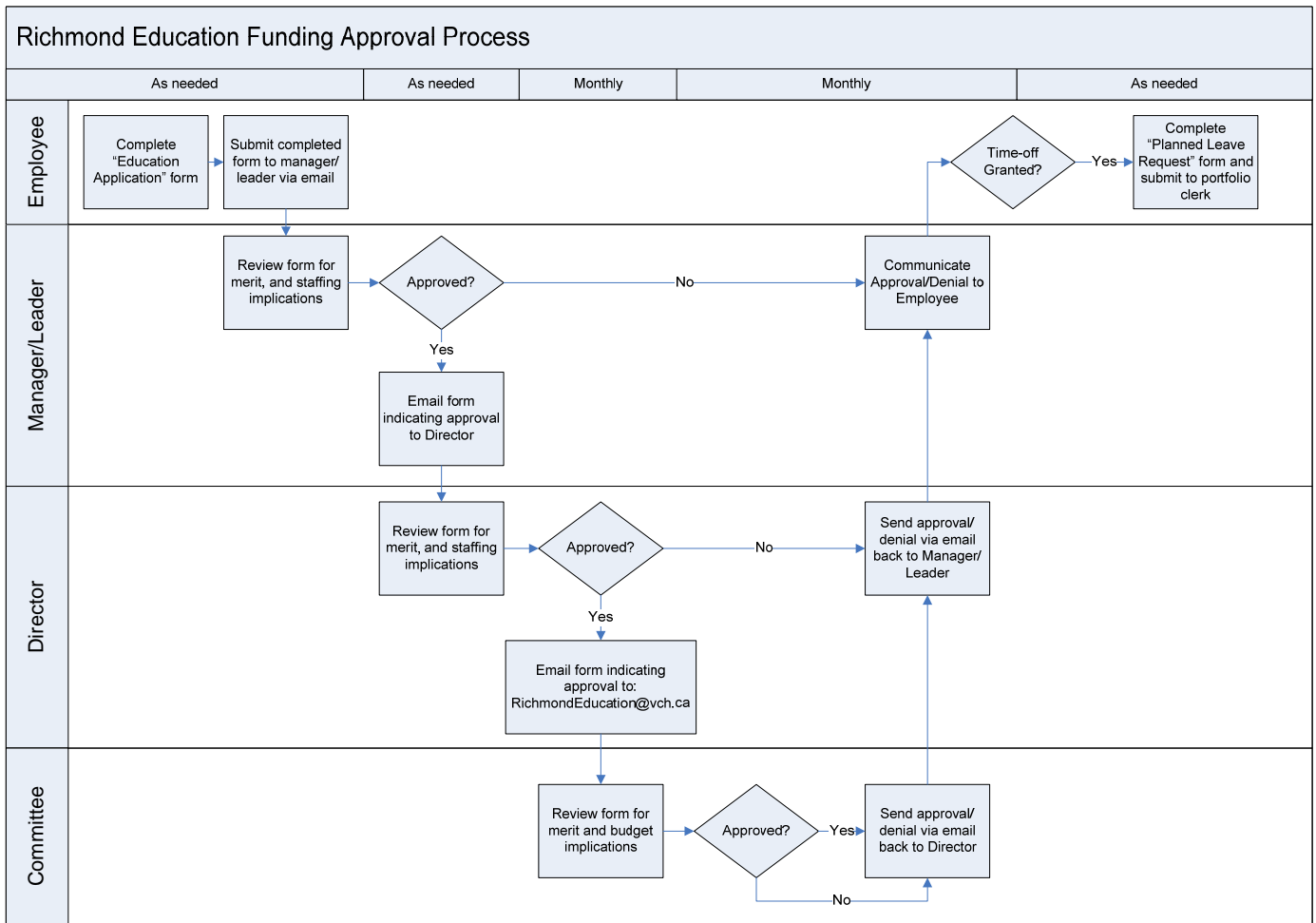
- 5.1. Proof of successful completion is required prior to reimbursement.
- 5.2. Original receipts are required for all reimbursement requests.
- 5.3. Please refer to the VCH travel policy for details regarding acceptable travel reimbursement policy.

6. Staff Obligations

- 6.1. There is an expectation that staff attend as many educational sessions as possible at workshops/conferences. Upon completion of an education opportunity, participants will provide an overview of learning to the other staff of their area to share the information.

- All available information/documentation/in-service notes etc. should be made available to those interested but unable to attend.
- 6.2. Given the limited resources for education funding, it is expected that applicants who have been funded continue to work with Richmond for at least one year post education opportunity. Should a person leave within one year post funding, the applicant will be asked to pay back a pro-rated (monthly) portion of the funding.
 - 6.3. Staff may be asked to share their experience with donors who have funded their opportunity.

Appendix A: Application Process



Appendix B: Application Form. To be completed electronically and submitted via email to manager/leader.



Education Application
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