

## **Kronier Family Education Fund Guidelines – For all education opportunities, excluding funds for bursaries**

### **Purpose**

The Kronier Family Education Fund supports staff learning and education initiatives that can demonstrably strengthen clinical practice or improve patient, client, or resident service. The goal of the fund is to assist staff to stay current with best practices and to share best practices with their team, which ultimately improves care to those, that access our services.

Funding is available to all staff, leaders, and medical staff 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”).

This fund is not for mandatory education but for other education opportunities not covered by other funding sources. Funding is distributed according to various criteria, described below.

### **1. Application Process**

- 1.1. A completed and signed 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.
  - 1.1.3. A plan of how knowledge will be shared must be provided under 2<sup>nd</sup> bullet on the application including time, place, number of colleagues expected to attend, description, format and the anticipated impact to care delivery/practice, etc. Your manager and/or educator will ensure that the session occurred.
  - 1.1.4. Group sessions (>\$1,500.00 CAD) must submit to the Richmond Education Committee a report after the event/learning opportunity including a summary of what was learned and how many staff attended.
  - 1.1.5. The application must be approved by the applicant’s Manager and Director prior to approval.
- 1.2. Funding for conferences and workshops will be approved on a rolling basis by the staff member’s manager and director and, finally by a Chair of 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 a Chair of the Richmond Education Committee for final approval.
- 1.3. All not straightforward applications will come to the committee for discussion and final decision.
- 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 Committee (REC)

- 2.1. The REC will be made up of 6 – 8 members who will represent a variety of healthcare professions.
- 2.2. The REC will meet quarterly.
- 2.3. The REC has a permanent membership consisting of the Co-Chairs.

## 3. Eligibility for Funding / Reimbursement:

- 3.1. All funding requests must be received via the Kronier Family Education Fund application which requires the applicant's Manager's and Director's approval.
- 3.2. Maximum amount allowed is \$1,500.00 CAD per application per person. An application may be submitted for an educational offering that exceeds \$1,500.00 CAD, but only \$1,500.00 CAD per application per person will be approved. This will be applied to group applications as well (for example, a \$7,500.00 CAD application may be approved as long as it is for 5 or more staff members).
- 3.3. Applicants must submit comprehensive applications, which answer each question.
- 3.4. All funding requests must be approved by a Chair of the Committee.
- 3.5. Funding eligibility starts one year after start date of employment with VCH, for regular full-time and part-time employees.
- 3.6. 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.
- 3.7. Applications must be consistent with the Richmond CoC's strategic direction, and, therefore, with VCH values; they must include a detailed record of the knowledge sharing session.
- 3.8. Preference will be granted for applicants who have not received funding in the previous two years.
- 3.9. Funding will not be provided to cover staff time / salary to attend the education opportunity.
- 3.10. Preference will be given to those who are presenting material at a conference.

## 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 calendar year.
- 4.2. To ensure that funding is distributed equitably across all Richmond staff, funding will be divided based on the number of FTEs in each care area (for example: Emergency, ICU, Medicine, Home Support, etc.). Committee representatives will use the care areas breakdown to guide their decision making, but may reallocate total funds at their discretion.
  - 4.2.1. Should any care area not use their total allocation, remaining funds will be redistributed at the discretion of the committee.
  - 4.2.2. Funding will be approved on a rolling basis by the committee until the total fund is depleted.

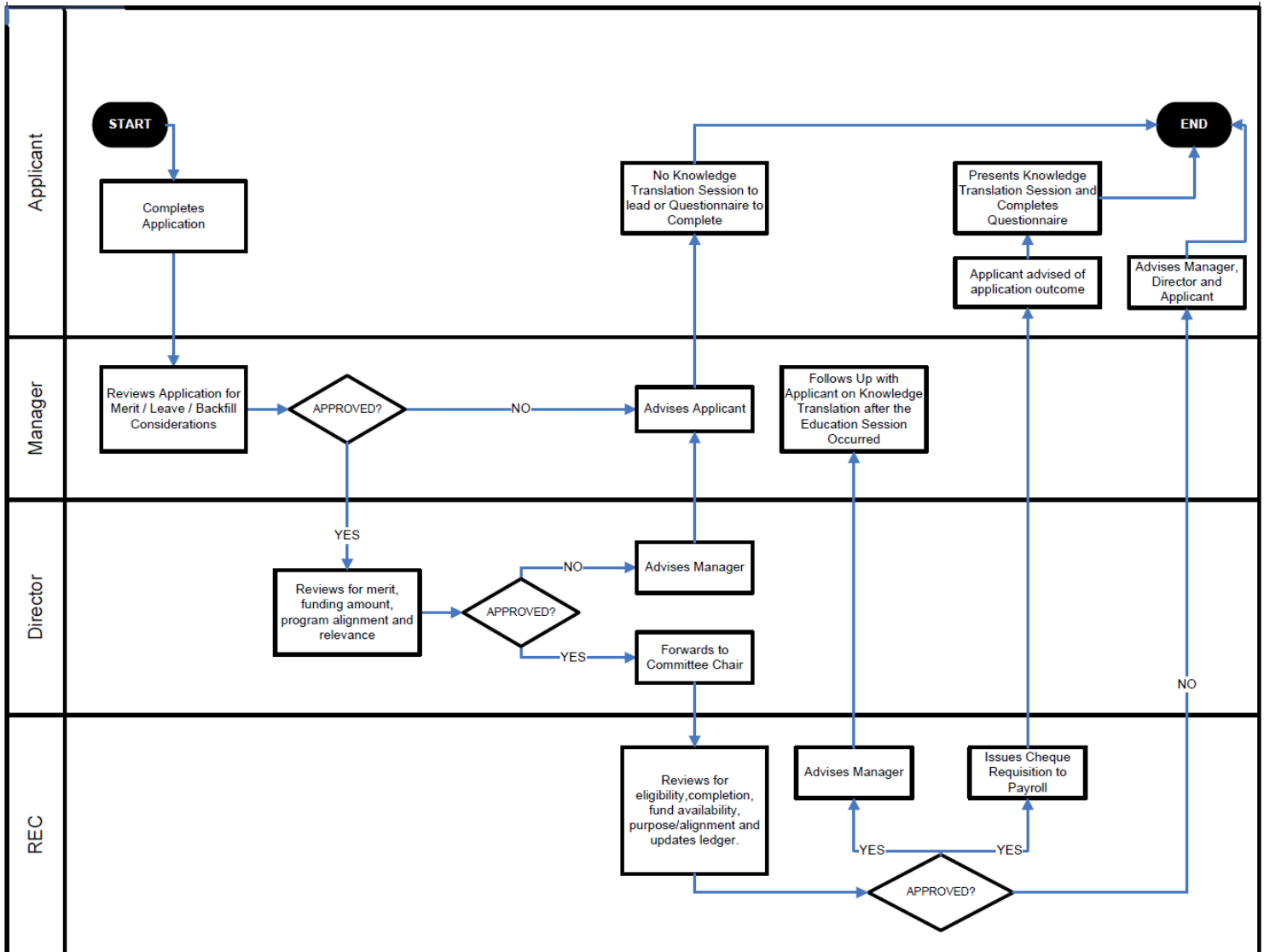
## 5. Reimbursement Process

- 5.1. Original receipts are required for all reimbursement requests. All receipts must be submitted within three months of attending the course.
- 5.2. Reimbursement for travel is at the discretion of the Operations Director.

## 6. Staff Obligations

- 6.1 There is an expectation that staff attend as many educational sessions as possible at workshops/conferences.
- 6.2 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.
- 6.3 Given the limited resources for education funding, it is expected that applicants who have been funded to attend a conference, course or workshop continue to work in Richmond for at least one year post education opportunity. Should a person leave prior to that time period being over, the applicant will be asked to pay back a pro-rated (monthly) portion of the funding.
- 6.4 Staff will be asked to share/write a letter of gratitude expressing how the education has impacted their practice to the donors who have funded their opportunity and complete a follow-up questionnaire.

**Appendix A:  
 Application Process**



**Appendix B: Application Form**

Complete the [Kronier Family Education Fund Application Form](#) electronically and submit via email to [richmondeducation@vch.ca](mailto:richmondeducation@vch.ca).