

## Kronier Family Education Fund Guidelines 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 which ultimately improves care to those that access our services.

Bursaries are now available to all staff, leaders, and medical staff within the Richmond Community of Care (collectively referred here in as “staff”) who are pursuing their professional certification/qualification, post-secondary Certification/Diploma, Bachelor, Master or Doctorate degree (collectively referred herein as “education opportunities”).

There are 5 (one time only) \$1000 bursaries available.

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. The application must be approved by the applicant’s Manager and Director prior to the Richmond Education Committee’s review.
- 1.2. Funding for Bursaries will be approved once a year by the Richmond Education Committee (application deadline March 15, 2019).
- 1.3. 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. The Co-Chairs are the Director of Strategy Deployment & Clinical Optimization and the Director of Professional Practice.

### 3. Eligibility for Funding / Reimbursement:

- 3.1. All funding requests for current year’s tuition must be received via the Kronier Family Education Fund – Professional Certification/Qualification, Certification/Diploma, Bachelor, Master or Doctorate Degree \$1000 Scholarship Application which requires the applicant’s Manager’s and Director’s approval.
- 3.2. Applicants must submit comprehensive applications which answer each question.
- 3.3. Applicants must write a 1000 word essay reflecting on their practice, education and/or research and how it aligns with the VCH True North Goals and Strategic Priorities.
- 3.4. All funding requests must be reviewed and selected by the Richmond Education Committee.
- 3.5. Funding eligibility starts one year after start date of employment with VCH-Richmond, 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 the VCH True North goals.
- 3.8. Funding will not be provided to cover staff time / salary to attend the education opportunity.

#### **4. Fund Distribution**

- 4.1. The \$5000 per calendar year for bursaries will be separate from the portfolio allocations.
  - 4.2. When selecting and approving bursaries, the Committee will make every effort to offer bursaries in as many departments/portfolios as possible.
  - 4.1. If the \$5000 amount is not be fully utilized, the remaining funds will be redistributed at the discretion of the Committee/Chairs of the Committee.
5. Should any Portfolio not use their total allocation, remaining funds will be redistributed at the discretion of the committee/chairs of committee.

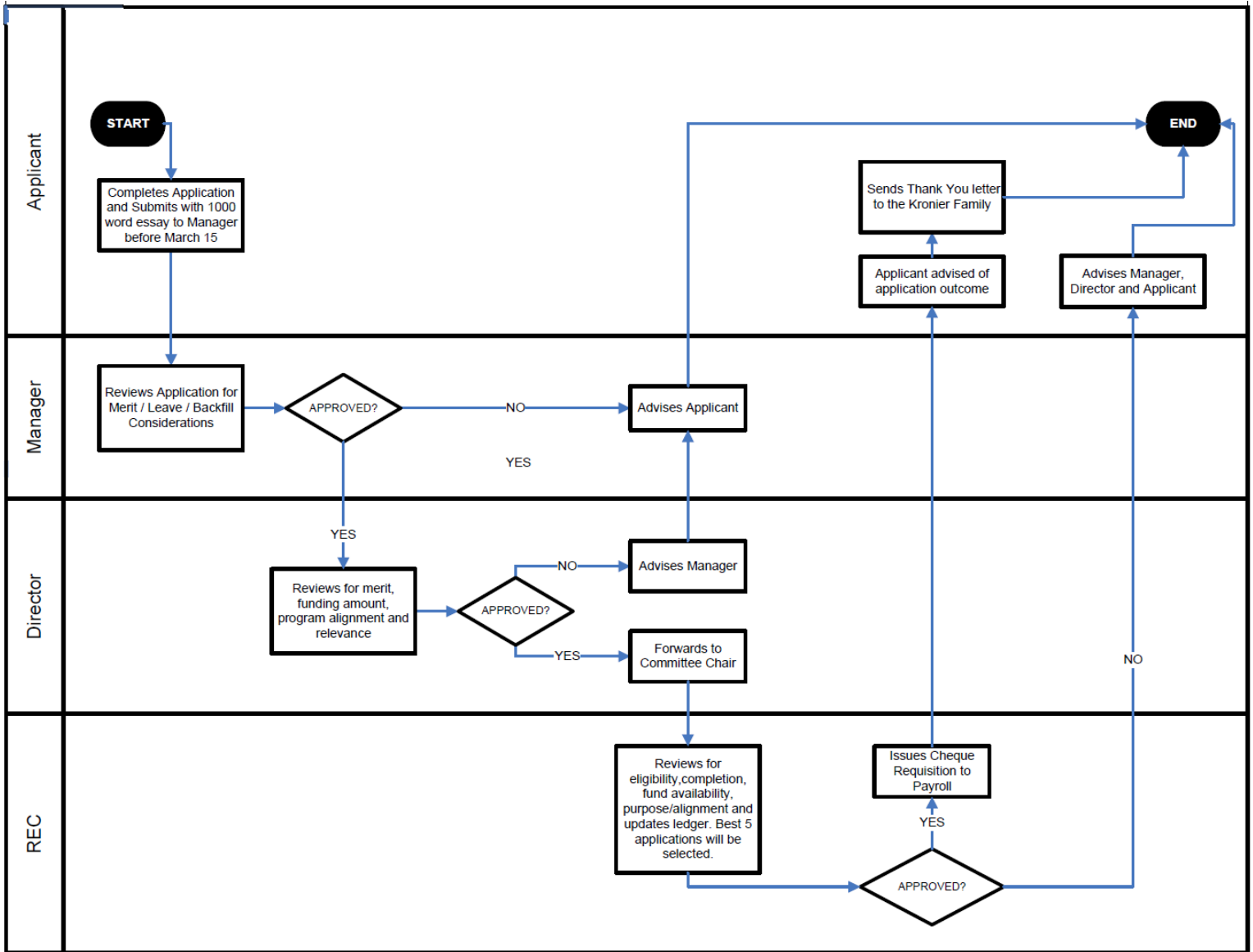
#### **6. Reimbursement Process**

- 6.1. Original receipts are required for all reimbursement requests.
- 6.2. Reimbursement for travel is at the discretion of the Operations Director.

#### **7. Staff Obligations**

- 7.1. Given the limited resources for education funding, it is expected that applicants who have received a bursary 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.
- 7.2. 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.

**Appendix A: Application Process**



**Appendix B: Bursaries Application Form.**

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