

Terms of Reference
Revised – April, 2018

Purpose and Scope:

The Education Grant Review Committee is responsible for the review and recommendation of funding of applications to the Royal Columbian Hospital Foundation (Foundation) for education funding. The committee will only recommend funding applications that align with the relevant fund purposes and criteria. Final approval of all funding will be issued by the Foundation.

Membership

Membership Composition:

The committee will comprise of the following:

- Foundation Board Representative (or designate) as Co-Chair,
- President & CEO (or designate) as Co-Chair,
- Foundation Staff Representative as Secretary,
- Practice and clinic leaders that represent multiple departments and professions of the hospital (to a maximum of ten voting members).
- Committee members are not able to designate an alternate representative if unable to be present with the exception of the Foundation Board representative.

All members of the committee must agree to and adhere to the Foundation Conflict of Interest and Privacy policies.

Decision-Making:

Decision by consensus; members are to declare conflict of interests where applicable and must remove themselves from discussion when a conflict arises. Any conflict should be declared at the beginning of the meeting before applications are reviewed.

Frequency of Meetings:

- The committee will meet monthly (except December, July and August) in person.
- Quorum = 6 members.
- Meetings can be called by the Co-Chair or Secretary.
- In extraordinary circumstances, the Co-Chair or Secretary has the option of conducting a vote by email providing that no fewer than 6 committee member inclusive of the chair cast a vote by email.

Minutes and Reporting:

The Secretary will maintain results of decisions and actions. The results will be shared following each meeting with RCH Program Managers for information purposes.

Application Criteria:

- Staff/applicants must have been employed for at least two years at RCH in a clinical role and/or one directly related to patient care at the time of applying for educational opportunity (equivalent to two years of hours worked, if casual status). In addition, the applicant must still be an employee of RCH in a clinical role and/or one directly related to patient care when their application is approved.
- Education event can be a conference, a seminar, class or workshop whether in person or online which will enhance an employee's ability to fulfil their role. It can lead to qualification or

completion of a certificate or degree (BSN, Masters Studies, etc.). Applications will not be accepted for mandatory re-certification for a current role.

- Maximum award of \$1,400 per person, every 2 fiscal years. Minimum cost of education event must be \$100 providing this fund doesn't conflict with the Terms of Reference.
- Applicants for degree or certificate programs will receive a maximum of \$1,400 towards completion of their program.
- Only eligible expenses will be reimbursed (non-eligible expenses include; membership fees/dues, gas, mileage, parking, transit, taxis/shuttles, accommodations in the Fraser Health footprint and/or lower mainland, internet usage and food).
- Subject to approval by the Education Committee, all original receipts must be submitted to the Foundation within **two months** of the education event. A cheque will only be issued after all receipts are received.
- If an applicant is **unable to attend** their approved education event, they are asked to kindly inform the Foundation office.
- Applicants with other sources of funding are eligible to apply, but can not be reimbursed for the same expenses twice.
- All applications should be submitted for consideration **by end of day on the final Friday of each month**. Incomplete applications or applications for events that occurred prior to the committee meeting will not be considered.
- Applications for registration costs will receive funding for the "Early Bird"/"Member Early Bird" rate only. Note: Membership fees/dues will not be reimbursed.
- Accommodations for events outside of the Fraser Health footprint and/or lower mainland will be funded only for the length of the conference (i.e. 3 nights stay for a 3 day conference). Extra nights will not be reimbursed. Shared accommodation is preferred.
- All applications must be pre-approved by the appropriate manager or delegate.
- Committee members have the right to deny applications received.
- Applications that were declined may be re-submitted for a secondary review by the committee at the discretion of the Supervisor/Health Services/Manager/Director. A re-submission must be received prior to the education event.
- Committee members will review the Terms of Reference on an annual basis.

Reimbursement of Expenses:

All employee expenses will be processed by the Royal Columbian Hospital Foundation.

Process and Procedures:

- Secretary accepts completed applications; incomplete applications will be returned to the applicant.
- Members meet monthly (except December, July and August) to consider applications.
- If funding is available via an 'Area of Care' fund, this should be exhausted as a funding source.
- A maximum amount of \$ \$2,800 (to reflect the recommendations above) per professional event or department will be granted; exceptions may be made at the discretion of the committee.
- Only a Foundation representative notifies applicants whether or not they were approved and explains reimbursement procedures.