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| M:\Foundation\RCH\MarCom\Logos & Graphics\RCHF Logos (Signals Design Group)\RCHF main Logo\Exports\JPG\RCHF-Logo-RGB.jpg | Education Grant Review Committee  Terms of Reference |

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| Effective: | March 2016 | Responsibility of: | Education Grant Review Committee |
| Reviewed: | Feb 10, 2021 | Reviewed by: | Governance & Nominating Committee |
| Revised: | Feb 10, 2021 | Approved by: | Board of Directors |

**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 for staff at both Royal Columbian Hospital (RCH) and Queen’s Park Care Centre (QPCC). 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:**

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 from RCH and QPCC (to a maximum of ten voting members);
* All members of the committee must agree to and adhere to the Foundation Conflict of Interest and Privacy policies.

*Notes:*

* No more than 8 members in addition to ex-officio,
* Members may be appointed for a single five-year term, with the option of an additional one or two-year term, for an overall maximum membership length of seven consecutive years.
* 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 and voting when a conflict arises. Any conflict should be declared at the beginning of the meeting before applications are reviewed.

Committee members are not able to designate an alternate representative if unable to be present with the exception of the Foundation Board representative.

* The committee will meet monthly (except December, July and August) in person with the option to join virtually.
* Quorum = the fewer of 5 or 50% of current membership.
* 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. Committee members will review the Terms of Reference on an annual basis.

**Process and Procedures:**

* Secretary accepts all completed applications **by the end of day on the final Friday of each month**.
  + *Please note:* *incomplete applications will not be accepted.*  *Applications for education events that have occurred in the past will not be considered.*
* Committee members have the right to deny applications received.
* Only a Foundation representative notifies applicants whether or not they were approved and explains reimbursement procedures.

**Application Criteria:**

* Staff/applicants must have been employed for at least two years at RCH or QPCC 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 part-time or casual status).
* The applicant must still be an employee of RCH or QPCC in a clinical role and/or one directly related to patient care when their application is approved.
* An 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, etc.).
* Applications should clearly indicate: 1) how the education event will benefit your professional development; 2) how the education event will allow you to enhance your knowledge in your current role and; 3) how you will share your learning with your colleagues (where appropriate).
* Applications will not be accepted for mandatory re-certification for a current role. Non-mandatory certifications will be accepted.
* If funding is available via an ‘Area of Care’ fund, this should be exhausted as a funding source.
* A maximum of $1,700 will be awarded per person, every 2 fiscal years.
* Applicants for degree or certificate programs (BSN, Masters, etc.) will receive a maximum award of $1,700 towards completion of their program.
* All applications must be pre-approved by the appropriate manager or delegate.
* Applications that are declined may be re-submitted for a secondary review by the committee at the discretion of the Supervisor/Health Services/Manager/Director. Re-submissions must be received prior to the education event.

**Application Timing:**

* All applications should be submitted for consideration **by end of day on the final Friday of each month**.
  + *Please note:* *Incomplete applications will not be accepted.*  *Applications for education events that have occurred in the past will not be considered.*
* For degree or certificate programs, applicants should submit their application for a specific course related to the completion of their degree or certificate, if able to, and should include the course syllabus.

**Eligible Expenses:**

* 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.
* 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.
* Applications for registration costs will receive funding for the "Early Bird"/”Member Early Bird” rate only.
* 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. All employee expenses will be processed by the Foundation.
* If an applicant is **unable to attend** their approved education event, they are asked to kindly inform the Foundation office at their earliest convenience.
* Applicants with other sources of funding are eligible to apply, but cannot be reimbursed for the same expenses twice.

**Funding**

* Each year on April 1st, the Foundation will determine the annual education grant allowance. The determined amount is to be dispersed equally over 3 annual periods with applications being received on a monthly basis.
* The funding year will run from April 1st to March 31st with funds available for the given year set in December.

**Amendments**

* Any amendments to the Terms of Reference require approval by the President & CEO, Royal Columbian Hospital Foundation.