



## HEALTH SCIENCE PROFESSIONALS HSPBA Professional Development Fund

### Eligibility and Funding Guidelines

- For education/training commenced between September 1, 2018 and December 31, 2019
- Applications accepted up until September 1, 2019

### Background

The Provincial Ministry of Health has allocated \$3 million for the Health Science Professionals Bargaining Association (HSPBA) as a professional development fund for its members. The funding is to be allocated proportionally across three areas:

1. retraining HSPBA members for health science professions which are in short supply;
2. ongoing required professional development for HSPBA members; and
3. professional development for HSPBA members working specifically in rural and remote settings.

The HSPBA Professional Development Fund is administered by the HSPBA.

All provisions of the HSPBA/HEABC Provincial Agreement continue to apply, including the leave provisions.

### Eligibility

1. The applicant must be an HSA member covered by the HSPBA/HEABC Provincial Agreement.
2. The application must pertain to education/training commenced between September 1, 2018 and December 31, 2019.
3. The application must serve the purpose of at least one of the following three categories:
  - i) Help to retrain you for a health science profession for which there is a shortage;
  - ii) Assist you in meeting your ongoing requirements for professional development; and/or
  - iii) Enhance your professional development opportunities as a health science professional working specifically in a rural or remote area.
4. The education/training must pertain to professional development in a health science professional discipline being practiced in the public health care system.

5. Eligible expenses for reimbursement include tuition fees, registration fees, exam fees, cost of required books/materials, and other reasonable education-related expenses within Canada and, with acceptable rationale\*, within USA and other international countries. (See Part A of application form.)

In addition, eligible expenses may also include the reasonable costs of travel and accommodation within Canada and, with acceptable rationale\*, within USA. (See Part B of application form.)

See Funding Guidelines below for details, including the funding cap(s) per member.

6. Applications must be received by September 1, 2019 for this funding period.

### **Funding guidelines**

1. When an application is deemed to satisfy the eligibility criteria, it will be approved subject to sufficient funding remaining available in the corresponding fund category, with due consideration given for geographic balance in funding allocation.
2. Applicants must disclose if they have received, or anticipate receiving, any funding from any source for any cost related to their application for funding.
3. HSA will inform successful applicants by letter:
  - a. that their application has been approved; and
  - b. that the fund will reimburse them for their receipted actual costs, in the amount specified.
4. Successful applicants must provide detailed receipts for all claimed expenses. Receipts must be submitted to HSA in a timely manner and, in any event, by a deadline of December 31, 2019. Reimbursement will only be made following an applicant's submission of satisfactory receipts.
5. Following receipt of the applicant's proof of payment of approved, eligible expenses, the fund will reimburse the applicant for those actual costs, subject to the following funding caps:
  - i) Under Part A on the application form, there is a \$5000.00 cap per member on reimbursement of tuition fees, registration fees, exam fees, the cost of required books/materials, and other reasonable education/training-related expenses for education expenses within Canada and, with acceptable rationale\*, within USA and other international countries;
  - ii) Under Part B on the application form, there is an additional \$5000.00 cap per member on reimbursement of reasonable costs of travel and accommodation within Canada and, with acceptable rationale\*, within USA, where it is necessary for the applicant to travel or temporarily relocate to attend education/training or related clinical placement.

\*Footnote: An acceptable rationale may include an applicant's description that the requested education/training is highly specialized and not offered in Canada; if so, then these USA/international expenses will be considered for reimbursement.