



FOUNDATIONS' PROFESSIONAL DEVELOPMENT FUND

**All aspects of the form must be complete at the time of submission; incomplete applications will not be reviewed.*

OBJECTIVE OF THE FUND

- To support SHR employee professional development by funding participation in seminars, conferences and workshops which advance job knowledge, skills and qualifications.
- To support appropriate off-site clinical or professional preceptorships.

ELIGIBILITY FOR FUNDING

- All SHR employees must be permanent full-time or part-time, temporary or casual with a minimum 12 months employment (excluding all affiliates, except St. Paul's Hospital)
- The seminar, conference or workshop must be related to the employee's current job.
- Dentists and physicians are not eligible for funding.
- Salary costs are not eligible for funding.

FUNDING LIMITS

- Individual employees will receive a maximum of \$600 per Saskatoon Health Region fiscal year for attending and a maximum of \$1000 for presenting.
- Only one application per intake will be accepted.
- Funding will cover accommodation, meals and travel.
 - Alcoholic beverages are not reimbursed.
 - Please use the most economical means of transportation (including car pooling).

FUNDING PROCEDURES

- Portfolio professional development funds should be fully utilized before drawing on the Foundations' Professional Development Fund.
- Applicant will complete Page 1 of the application form and the applicant's Manager/Director/VP will complete Page 2. Please submit both pages together as one submission. *Director signature required for out-of-province events and VP signature required for out-of-country events.*
- Applicant will submit application to Learning & Leadership for approval. Applicant will receive a letter approving application.
- After the learning event the applicant will submit a completed SHR expense reimbursement form with original receipts to Learning & Leadership within two weeks following the end date of the learning event.

FUNDING TIMELINES

- Intake for applications will occur four times annually: March, June, September and December.

Learning Events Between:	Application Deadline:
April 1 – June 30, 2009	March 2, 2009
July 1 – September 30, 2009	June 1, 2009
October 1 – December 31, 2009	September 1, 2009
January 1 – March 31, 2010	December 1, 2009

MORE INFORMATION

- Call 655-2618 or e-mail: jacqueline.wilcox@saskatoonhealthregion.ca
- For other funding opportunities, go to www.ruhf.org, or www.saskatooncityhospitalfoundation.com or www.sphfoundation.org

The Foundations' Professional Development Fund is made possible through donor contributions.

FOUNDATIONS' PROFESSIONAL DEVELOPMENT FUND

APPLICANT SECTION

**All aspects of the form must be complete at the time of submission; incomplete applications will not be reviewed.*

APPLICANT NAME _____	
PHONE: (home) _____	(work) _____
DEPARTMENT _____	JOB TITLE _____
WORK SITE ____RUH ____SCH ____SPH	OTHER (please specify) _____
FULL TIME _____	PERMANENT PART TIME _____
	TEMPORARY _____ CASUAL _____
YEARS OF SHR SERVICE _____	

EVENT NAME _____
EVENT DATE _____
EVENT LOCATION _____
EVENT DESCRIPTION - Attach a copy of the learning event's information/cost from sponsoring institution. If conference information and/or costs are unknown, please provide description and estimate.
<input type="checkbox"/> ATTENDING <input type="checkbox"/> PRESENTING (Please attach a program or contract for presentation)

COSTS/EXPENSES	
Registration fees:	\$
Travel:	\$
Other: (accommodation, meals, etc)	\$
Sub-Total	\$
<i>Less</i> Amount available from other sources (portfolio PD funds)	\$
TOTAL AMOUNT REQUESTED Maximum \$600 for attending or \$1000 for presenting Cdn Funds	\$
Amount received from this fund in current fiscal year	\$

PROFESSIONAL GOALS STATEMENT: (may attach separate sheet)

FOUNDATIONS' PROFESSIONAL DEVELOPMENT FUND

MANAGER, DIRECTOR, GENERAL MANAGER OR PROFESSIONAL LEADER SECTION

**All aspects of the form must be complete at the time of submission; incomplete applications will not be reviewed.*

CRITERIA	RATING (1 – 5)	RATIONALE FOR RATING (Required)
The knowledge and skills gained will directly benefit the employee and their clients.	1 - indirect benefit 3 - reasonably direct benefit 5 - direct benefit	
The knowledge and skills gained will facilitate changes and/or improvements to meet the organization's goals and priorities.	1- small potential 3 - reasonable potential 5 - large potential	
TOTAL RATING		

FUNDING
 Does the applicant have access to any other sources of funding? Yes No
 If yes, how much funding is available? \$ _____
 Please list other sources of funding: _____

AUTHORIZATION
 In signing this application, I confirm that the applicant:
 Has demonstrated a commitment to his/her job at SHR
 Contributes to the improvement of work at Saskatoon Health Region
 Performs their greatest percentage of work at _____ work site

Manager Name _____ Title _____ Ext. _____
(Please Print)

Signature _____ Date _____

.

REQUIRED FOR OUT-OF-PROVINCE

Director Name _____ Signature _____
(Please Print)

.

REQUIRED FOR OUT-OF-COUNTRY

Vice President Name _____ Signature _____
(Please Print)