

Saskatchewan Professionals in Infection Control (IPAC-SASKPIC)	SECTION IPAC-SASKPIC Policies & Procedures		PAGE 1	OF 2
	DATE ORIGINATED: November 2013	LAST REVISION: August 2015 June 2016	LAST REVIEW: February 2023	
	APPROVED IPAC-SASKPIC Executive			
SUBJECT: Request for Financial Assistance Policy and Procedure				

Philosophy:

Financial awards assist and encourage IPAC-SASKPIC members to enhance their Infection Prevention & Control (IPAC) knowledge and support members in obtaining CIC certification.

Purpose:

- ✓ To provide funding for IPAC-SASKPIC member(s) in good standing to assist them with tuition, registration fees and/or expenses related to participation in an educational event/program and to assist them with exam costs associated with obtaining CIC certification.
- ✓ To outline the criteria, policies and procedure required to apply for financial assistance.

Eligibility Criteria:

- ✓ The applicant must be a current member of IPAC-SASKPIC.
- ✓ The content of an educational event (i.e. conference, seminar, workshop or course) must be related to or provide useful skills in infection prevention and control.
- ✓ The applicant must have applied for funding through their employer and been declined.

Policy:

- ✓ The Treasurer will identify the funds available for financial assistance as part of the annual budget proposal.-Awards may be up to \$500.00 each for an educational event and up to \$2000.00 each for the IPAC Canada National Conference. New CIC certification or recertification is eligible for up to \$500 reimbursement. Note: Applicants may not receive the full amount, and it will be up to the SASKPIC Executive to determine eligible funds for distribution each year.
- ✓ Members of the current SASKPIC Executive, with the exception of the current Member at Large, are not eligible to apply for funding to the IPAC Canada National Conference since they will receive funding for attending the National Conference as per the SASKPIC Executive rotation schedule as funds allow. Current SASKPIC Executive members are eligible to apply for funding to other educational events and CIC certification/recertification.
- ✓ The successful candidate(s) will provide a brief presentation at the fall meeting of

the training you received or a conference session you attended.

- ✓ The responsibility for resolving any disputes in regard to eligibility or interpretation of this policy rests exclusively with IPAC-SASKPIC Executive whose decision is final and binding. This policy may be added to, changed or amended at any time upon authorization of the SASKPIC Executive.

Application Procedure for IPAC-Canada National Conference:

1. Complete Section 1 (Member information) and Section 2 (Scoring matrix) of the Financial Assistance Application Form (NOTE: Application deadline is March 31st).
2. Applicant must obtain written documentation from employer stating they have applied for funding and have been declined.
3. E-mail both application form and employer documentation to IPAC-SASKPIC treasurer at alyssa.baade@saskhealthauthority.ca or fax to (306) 359-1402.
4. The secretary will distribute copies of the application to IPAC-SASKPIC Executive.
5. IPAC-SASKPIC Executive will read all applications and review the scoring matrix for each applicant. The funds available will be awarded based on the scoring matrix results. In the event that more than one member has the same highest point value, applicants who have NOT previously been awarded scholarships will have preference over those who have received recent funding. If there is still a tie, a draw will determine the successful applicants.
6. The successful applicant(s) for the national conference funding will be notified within one (1) week of the application deadline (Mar 31st) by email.
7. Once the applicant(s) have been notified, they have 2 weeks to notify the IPAC-SASKPIC treasurer if they are unable to use the funds to attend the national conference. In this event, IPAC-SASKPIC committee will then offer the award to the next successful applicant.

Application Procedure for Other Education Funding/CIC Certification:

1. Complete all sections of the Financial Assistance Application Form.
Applications can only be made after the event/program/CIC exam/recertification. Due to limited funds for other education funding/CIC certification assistance, applications will be accepted until Nov. 15th of each year, then reviewed by SASKPIC Executive with notification made to the winner by Dec. 1st of each year. Reimbursement, partial or full depending on allocated funding for the year, will not occur until after successful completion of the course or the CIC certification/recertification process is complete.
2. Applicant must obtain written documentation from employer stating they have applied for funding and have been declined.
3. E-mail both application form and employer documentation to IPAC-SASKPIC treasurer at alyssa.baade@saskhealthauthority.ca or fax to (306) 359-1402.
4. The secretary will distribute copies of the application to IPAC-SASKPIC Executive.

To receive your award:

1. Following the event, complete a travel expense claim form and submit receipts as per the Travel Expense Policy and Procedure. In addition to the travel expense claim form, applicant(s) who receive an award for other education/CIC certification must also submit proof of completion of program or evidence of passing the CIC exam or completion of recertification process.

Note: Charges for lost reimbursement payment may apply.

Reference: IPAC Eastern Ontario Financial Assistance/Sponsorship for Education Policy 4.3.
IPAC Northwestern Ontario Education Scholarships and CIC Certification Support