

<p>Saskatchewan Professionals in Infection Control (IPAC-SASKPIC)</p> 	SECTION IPAC-SASKPIC Policies & Procedures		PAGE 1	OF 2
	DATE ORIGINATED: November 2013	LAST REVISION: August 2015	LAST REVIEW: June 2016	
	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/CIC certification and up to \$2000.00 each for the national conference).
- 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 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 1st).
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 of more than one member having the same highest point value, a draw shall determine the successful applicant.
6. The successful applicant(s) for the national conference funding will be notified within one (1) week of the application deadline (Mar 1st) by email. Written confirmation will follow.
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 Section 1 (Member information) of the Financial Assistance Application Form. Applications may be made before or after the event/program/CIC exam. Due to limited funds for other education funding/CIC certification assistance, awards will be granted on a first come first serve basis. (NOTE: The funding must be used in the calendar year it is awarded).
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. The successful applicant(s) for other educational/CIC certification funding will be notified within thirty (30) days of application submission, by email. Written confirmation will follow.

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.

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