



GUIDELINES FOR UTILIZATION OF MNU \$200 EDUCATIONAL ALLOWANCE (Initiated in MNU contract)

STATEMENT OF POLICY:

The Winnipeg Regional Health Authority (WRHA) and its nine facilities support the need for continuing education as a means of professional growth and development. To facilitate this, a consistent process will be implemented to ensure access by MNU members to the educational funds referenced in the collective agreement as follows:

“A nurse shall be granted, upon written request, funding up to a maximum of \$200 annually to attend approved workshops, courses, and other programs that are relevant to the nurse’s current areas of practice. Such requests must be submitted to the senior nursing manager or designate prior to attendance at such program. Reimbursement for tuition or registration shall occur upon satisfactory completion of the workshop, course, or educational program.”

PRINCIPLES:

1. Each nurse must have completed the *MNU \$200 Educational Allowance Application for Attendance at an Educational Session Form* (see attached) prior to reimbursement. No advance payments will be made. Applicants must complete and submit the following for reimbursement to the Clinical Manager/Program Director:
 - *MNU \$200 Educational Allowance Application for Attendance at an Educational Session Form*
 - [WRHA Expense Claim Form](#)
2. Each nurse regardless of status (full-time, part-time, or casual) can be reimbursed to a maximum of \$200 per annum. Annual is defined as the fiscal year: April - March.
3. The Clinical Manager/Program Director are responsible for final approval of attendance.

PROCEDURE:

1. The nurse must receive written approval for funds prior to attendance at the educational session by completing the *MNU \$200 Educational Allowance Application for Attendance at an Educational Session Form*. The Manager/Program Administrative Assistant should ensure MNU \$200 allowance has not been utilized in the current year prior to authorization.
2. Upon written approval, time-off to attend the educational session is arranged.
3. The nurse completes the *MNU \$200 Educational Allowance Application for Attendance at an Educational Session Form* and the *WRHA Expense Claim Form* and attaches verification and original receipts.
4. The nurse submits the both above-mentioned forms to the Clinical Manager/Program Director for signature.
5. The Clinical Manager/Program Director completes the approval portion and forwards forms to the respective Program Administrative Assistant for processing.
6. On a standardized report template, the Program Administrative Assistant tracks expenses utilized by each nurse within the respective program for the fiscal year. Once transaction entered, the completed forms are forwarded to WRHA Finance for reimbursement. SAP cost centre to be utilized by each is: 11300116.

**MNU \$200 EDUCATIONAL ALLOWANCE
APPLICATION FOR ATTENDANCE AT AN EDUCATIONAL SESSION**

Name: _____ Facility: _____
Address: _____ Postal Code: _____
Position: _____ Patient Care Unit: _____
Telephone: _____ (Home)
_____ (Work)

-
1. Name of Educational Session (attach brochure and original receipt):

 2. Location: _____
 3. Date(s): _____
 4. Objectives for Attending:

.....

APPROVAL FOR INTENT:

Previous \$200 Allocation in Current Fiscal Year: NO YES

If YES, previous amount awarded in current fiscal year: \$ _____

Clinical Manager Signature: _____ Date: _____

.....

APPROVAL:

Clinical Manager/Program Director Signature: _____

Date: _____

SAP Cost Centre
(11300116):

<input type="checkbox"/> Medicine	<input type="checkbox"/> Surgery	<input type="checkbox"/> Education Resources
<input type="checkbox"/> Emergency	<input type="checkbox"/> Critical Care	<input type="checkbox"/> MNU Resource
<input type="checkbox"/> Mental Health		

Registration Amount: \$ _____ Amount Requested: \$ _____ Amount Approved: \$ _____

Date Documented: _____ Date Sent to WRHA Finance: _____