

EDUCATION FUNDS

		NURSING STAFF		ALL STAFF		
		WRHA CONTINUING EDUCATION FUNDS	GRACE MNU FUNDS	GRACE HOSPITAL FUNDS		
		Education Subsidy ^{1*}	Registration & Expenses ^{1*}	MNU ^{2*}	Scholarship Grant	Education Budget ^{3*}
Funding Source	STAFF	<ul style="list-style-type: none"> Regional funding. 	<ul style="list-style-type: none"> Regional funding. 	<ul style="list-style-type: none"> Site operating funding (11300116.561530000). 	<ul style="list-style-type: none"> Scholarship Fund. 	<ul style="list-style-type: none"> Operating funding and specific purpose funds as applicable.
	PURPOSE	<ul style="list-style-type: none"> Available to nurses who are scheduled to work and have to take an unpaid education leave of absence to attend a conference/workshop/exam. Maximum two (2) days/shifts for each fiscal year. May take all at once or separately. Funding not available if attending on a day-off. 	<ul style="list-style-type: none"> Funding (\$500) available for workshop/conference registration costs, parking, airfare/travel, hotel (Canada only) (per WRHA Business Travel Policy), university course tuition, and certification exams. Books/supplies/materials are <u>not eligible</u> for funding. 	<ul style="list-style-type: none"> Funding available for registration cost, tuition, or certification exam upon satisfactory completion. Educational program (workshop, conference or course) must be relevant to the nurse's current areas of practice. 	<ul style="list-style-type: none"> All staff. (Refer to Scholarship Fund for details.) 	<ul style="list-style-type: none"> All Grace Hospital staff.
	AMOUNT AVAILABLE	<ul style="list-style-type: none"> LPN's per fiscal year: \$240 (up to an 8-hr shift); \$360 (up to a 12-hr shift). RN/RPN's per fiscal year: \$340 (up to an 8-hr shift); \$500 (up to a 12-hr shift). Nurse Practitioner per fiscal year: \$425 (up to an 8-hr shift); \$625 (up to a 12-hr shift). 	<ul style="list-style-type: none"> Maximum of \$500 per person per fiscal year (April 1 to March 31). Must be received by March 31st to be included in the funding year. 	<ul style="list-style-type: none"> \$200 Educational Allowance per nurse per fiscal year (April 1 – March 31). 	<ul style="list-style-type: none"> Refer to Scholarship Fund criteria. Applications accepted each Spring and Fall. 	<ul style="list-style-type: none"> Available for registration fees, books or supplies for educational workshop or conference. Funding available for out-of-province travel as per detailed terms of reference for specific purpose funds and WRHA Business Travel Policy/Memo-Out-of-Province Travel.
	APPLICATION PROCESS	<ul style="list-style-type: none"> Complete "WRHA Continuing Education Application for Funding – Section ② Education Subsidy" form. Submit to WRHA Continuing Education Fund, 120 Tecumseh Street, Winnipeg, MB, R3E 2A9. Contact: 204-334-3433 or coned@wrha.mb.ca. 	<ul style="list-style-type: none"> Complete "WRHA Continuing Education Application for Funding Section ① Registration & Expenses" form. If not submitted prior to event, form must be received by WRHA within 30 days. Original receipts required. Submit to WRHA Continuing Education Fund, 120 Tecumseh Street, Winnipeg, MB, R3E 2A9. Contact: 204-334-3433 or coned@wrha.mb.ca. 	<ul style="list-style-type: none"> Complete "MNU \$200 Allowance Application for Attendance at an Educational Session" with signed authorization from manager. If approved, after attendance, complete "Expense Claim Form" as applicable. Reimbursement processed by a Program Administrative Assistant. 	<ul style="list-style-type: none"> Complete "Scholarship Fund Application Form." Refer to Scholarship Fund criteria. Contact: Educational Resources at #70346. 	<ul style="list-style-type: none"> As feasible within education budgets/terms of reference for education funds per fiscal year (April 1 – March 31), or the WRHA Business Travel Policy/Memo-Out-of-Province Travel.
	APPROVAL PROCESS	<ul style="list-style-type: none"> WRHA Continuing Education Fund. 	<ul style="list-style-type: none"> WRHA Continuing Education Fund. 	<ul style="list-style-type: none"> Manager or Program Director. 	<ul style="list-style-type: none"> Scholarship Committee. 	<ul style="list-style-type: none"> Complete the Continuing Education: Application for Attendance & Reimbursement Form; submit to Manager before registering to request approval. If approved, complete "Expense Claim Form" or "Cheque Requisition" as applicable. Reimbursements/registrations processed by an Administrative Assistant, Executive Assistant, or Manager as applicable. Out-of-province travel: complete the WRHA Travel Request Approval Form; submit to Executive Director <u>before registering</u> to request approval. Processed by Executive Assistant.