



**RIDGE MEADOWS  
HOSPITAL FOUNDATION**  
SUPPORTING THE BEST IN HEALTH

## EDUCATION FUNDS GUIDELINES & APPLICATION PROCESS

### Life Long Learning Fund

(Sponsored by RMH Administration)

Applications Open:                      First Monday of January  
Applications Closed:                      Last Monday of February

Ridge Meadows Hospital Foundation (RMHF) and RMH Administration recognize the importance of continuous learning to the success of both individual workers, to our community, and to healthcare as a whole.

#### ELIGIBILITY:

All regular employees who have completed 18 months of service on a full-time basis or the equivalent number of hours (3760 hours) on a part-time or casual basis within the publicly funded health care facilities in Maple Ridge and Pitt Meadows (e.g. Ridge Meadows Hospital (RMH), Baillie House, McKenney Creek Hospice, Home Health, Public Health, Community Mental Health, Maple Ridge Treatment Centre, etc.) and expect to continue to work at RMH MRPM Health Services for at least a period of 18 months.

**FUNDING CRITERIA** - This fund supports employees who:

- Are seeking professional development – e.g. a conference, seminar or course related to their current job/role in the organization through a recognized education provider
- Are seeking to expand their career options in health care – e.g. skill upgrading from LPN to RN, or Community Health Worker to LPN – through post-secondary education courses or programs
- Are seeking to expand their academic qualifications related to a health care career – e.g. obtaining a Bachelors, Masters or PH. D. degree. **Staff sponsored in the MAL program (Masters of Arts in Leadership at Royal Roads University) will not be eligible.**
- Are seeking job related courses outside of those which are required for professional credentials.
- Funds are not available for professional certifications/examination fees that are a requirement for your position.
- Books, travel, accommodation, parking, meals, lost wages and mandatory education (e.g. CPR, ACLS) are not eligible for funding.

#### FUNDING AVAILABILITY:

Maximum funding per person is \$500. Depending on the number of successful applicants, grants will be distributed evenly based on a percentage. Grants can only be used for the course/conference in the original application. No changes will be permitted.

**Courses must be completed and reimbursement submitted between March of the year granted and February 28<sup>th</sup> of the following year.**

Successful applicants are only eligible to receive grants for two years consecutively. Following a break of one year, applicants can re-apply.

## Health Education Endowment Fund

(Sponsored by Queen of the Valley Loyal Orange Lodge No. 3113)

Applications Open: First Monday in July

Applications Closed: Last Monday in August

The Queen of the Valley Loyal Orange Lodge No. 3113 is a fraternal organization dedicated to the ongoing support of the people of Maple Ridge and Pitt Meadows. The intent of this fund is to support the professional development of the members who make up the multi-disciplinary health care teams who work at Ridge Meadows Hospital Maple Ridge Pitt Meadows Health Services.

As attracting and retaining high quality health care staff to care for patients is one of the greatest challenges health care is facing, the Loyal Orange Lodge Health Education Endowment Fund provides professional development and project funds for health care staff.

### ELIGIBILITY:

Those eligible to apply for support are those who have worked a **minimum of 100 hours** at RMH MRPM Health Services, and expect to continue to work at RMH MRPM Health Services for at least a period of **18 to 24 months** and are staff that directly serve patients/clients, i.e.,

- Registered Nurses
- Licensed Practical Nurses
- Registered Psychiatric Nurses
- Dieticians
- Pharmacists
- Social Workers
- Occupational Therapists
- Recreational Therapists
- Respiratory Therapists
- Educators
- Physicians with under five years as a practicing physician
- Interns, residents with privileges at Ridge Meadows Hospital
- Other clinical staff directly serving patients at RMH MRPM Health Services

### FUNDING CRITERIA:

The fund supports employees through professional development activities such as conferences, workshops, seminars, and courses; by supporting the development of new technologies to facilitate learning; and/or other similar activities. Funds are not available for professional certifications/examination fees that are a requirement for your position.

**Courses must be completed and reimbursement submitted between October of the year granted and September 30<sup>th</sup> of the following year.**

### FUNDING AVAILABILITY:

Maximum funding per person is \$500. Depending on the number of successful applicants, grants will be distributed evenly based on a percentage. Grants can only be used for the course/conference in the original application. No changes will be permitted.

Successful applicants are only eligible to receive grants for two years consecutively. Following a break of one year, applicants can re-apply.

# **\*Please Read Carefully\***

## **APPLICATION GUIDELINES & PROCEDURE:**

- Applicants for either grant must be an employee of Ridge Meadows Hospital or within the publicly funded health care facilities in Maple Ridge and Pitt Meadows Health Services.
- **For Life Long Learning Fund:** You have completed 18 months of service on a full-time basis or the equivalent number of hours (3760 hours) on a part-time or casual basis.
- **For Health Education Endowment Fund:** You have completed minimum of 100 hours with RMH MRPM Health Services.
- The applicant expects to continue to work for RMH MRPM Health Services for the 18-24 months.
- There must be no cost to the Health Authority.
- Books, travel, accommodation, parking, meals, lost wages and mandatory education (e.g. CPR, ACLS) are not eligible for funding.
- Funds are not available for professional certifications/examination fees that are a requirement for your position.
- The course must be paid for by the employee and taken on their own time.
- Applicants must make every attempt to obtain Early Bird pricing for all courses.
- Courses must be through an accredited university, college, institution or organization and be a benefit to the department you work for at RMH MRPM Health Services.
- **For Life Long Learning Fund:** Courses must be completed and the request for reimbursement submitted between March of the year the grant is received and February 28<sup>th</sup> of the following year.
- **For Health Education Endowment Fund:** Courses must be completed and the request for reimbursement submitted between September of the year the grant is received and September 30<sup>th</sup> of the following year.
- The application **must be completed electronically**. To enter information, please cursor in the “field”. To advance to the next field, simply tab. When complete, save your document, and send an electronic copy to the Manager to complete Section F.
- Attach a copy of the course information, including costs, to the application.
- Forward the completed hard copy application by **mail or in-person** to the Ridge Meadows Hospital Foundation (address & location below)
- Applications are pre-screened for eligibility. Only applications that have been completed correctly and fall within the criteria will be considered by the Selection Committee.
- All applicants will receive a response to their request within fourteen (14) days of the deadline for applications.
- Decisions of the Selection Committee are final.

**\*Please Note\*** The following applications will automatically be disqualified:

- ✗ incomplete applications
- ✗ applications unsigned by approved signatories
- ✗ applications received after the deadline
- ✗ hand written applications
- ✗ Emailed, hand written or faxed submissions

**For questions, contact:**

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