1. PHILOSOPHY
   Financial awards assist and encourage CHICA-EO members to enhance their Infection Prevention & Control (IPAC) knowledge.

2. PURPOSE
   2.1 To give financial awards to member(s) in good standing of CHICA-EO to assist them with tuition and/or expenses related to participation in an educational event.
   2.2 To outline the criteria, policies and procedure required to apply for an educational award.

3. STRUCTURE
   The financial assistance review committee will consist of the Chapter President and two other members of the executive.

4. FUNCTION
   The review committee will read all applications and complete the scoring sheet for each applicant. (see appendix B - page 3)

5. POLICY
   5.1 An Award to assist with an educational event may only be given to a member in good standing of CHICA - Eastern Ontario.
   5.2 An educational event is defined as a conference, a seminar, a workshop, or a course where the content of such event is related to or will provide skills useful in IPAC.
   5.3 The Treasurer will identify the funds available for Educational Awards as part of the annual Budget proposal.
   5.4 The funds available will be awarded based on the scoring sheet results.
   5.5 Applications may be made either before or after the educational event.
   5.6 The funding must be used in the calendar year it is awarded. If not used it must be returned to the Chapter via an Executive member.
   5.7 The successful candidate(s) will provide either a written or a verbal report at a Chapter meeting the date of which will be coordinated with the President’s agenda.

6. PROCEDURE
   6.1 Submit an application (Appendix A - page 2) to the Chapter President.
   6.2 The President will distribute copies of the application to the Review Committee.
   6.3 The Review Committee will read all applications and complete the scoring sheet for each applicant within 30 days. (See appendix B - page 3)
   6.4 The President will notify all applicants of results.
   6.5 The President will notify the Treasurer of the successful applicant(s) in writing ASAP.
   6.6 The Treasurer will issue a cheque to the successful applicant(s) ASAP.

7. REFERENCE
   Chapter Policy # 2.5 (4.1)
APPENDIX A: (POLICY # 4.3 Revised 2012/09) APPLICATION:

PART 1:

DATE: ___________________ APPLICANT: _______________________________________________
FACILITY/ORGANIZATION: _____________________________________________________________
POSITION: __________________________ PHONE: _________________________________
FAX: ___________________________ e-mail: _________________________________________

PART 2: SERVICE TO ASSOCIATION

a) I am a current paid up member of CHICA-Canada: _______________

b) I have paid membership dues continuously to CHICA-Canada since: _______________

c) I have served CHICA-Canada &/or the chapter in the following positions in the past 10 years: (give years)

CHICA - Canada Board or other position > 1 year __________________
CHICA - Canada Conference Planning Committee _________________
CHICA - EO Executive _____________________________ OR
Chapter Education Day Chairs and Vice-chairs __________________________
Chapter Education Day Planning Committee __________________________
Chapter representative to Infection Control Ontario ____________________
Corresponding member of a CHICA committee _______________________

PART 3: PRESENTATION OR MANUSCRIPT

If you have provided an education session which relates to an aspect of infection control at a Chapter
meeting or to a community group within the past two years --- Describe the session or attach handouts or a
copy of overheads/PowerPoint used.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

If you have submitted a manuscript accepted for publication in the Canadian Journal of Infection Control or in
other medical journals --- Provide details of acceptance and a copy of the manuscript. Manuscript will be
returned to author if requested.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

PART 4: EDUCATIONAL EVENT

DESCRIPTION OF EVENT AND RELEVANCE TO INFECTION CONTROL - (Attach brochure if available)
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
APPENDIX B  (POLICY # 4.3 Revised 2007/5)

SCORING SHEET  (To be used by the Review Committee for each applicant.)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM POINT VALUE</th>
<th>POINTS ACCUMULATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant is a current active member of CHICA-Eastern Ontario (i.e. in the year of application the applicant must be a member in good standing of CHICA - EO)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2. Education request is related to the practice of infection control.</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>3. Applicant has paid membership dues to CHICA-Canada:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• for 1 year</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>• for 2 consecutive years</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>• for 3 consecutive years</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>4. Applicant has been actively involved in last 10 yrs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHICA - Canada Board or other position &gt; 1 year</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>CHICA - Canada Conference Planning Committee</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>CHICA - EO Executive</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>Chapter Education Day Chairs and Vice-chairs</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>Chapter Education Day Planning Committee</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Chapter representative to Infection Control Ontario</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Corresponding member of a CHICA committee</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>5. a) Provided an education session, which relates to an aspect of infection control at a Chapter meeting or to a community group within past two years.</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>b) Submitted a manuscript accepted for publication in the Canadian Journal of Infection Control or in other medical journals, which are peer reviewed.</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>6. Presenting at this event (conference or meeting to which applicant is attending)</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
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AWARD SCALE

<table>
<thead>
<tr>
<th>Points</th>
<th>To a Maximum of</th>
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<tbody>
<tr>
<td>9</td>
<td>$200</td>
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<tr>
<td>10 - 15</td>
<td>$300</td>
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<tr>
<td>16 - 20</td>
<td>$400</td>
</tr>
<tr>
<td>21 - 25</td>
<td>$500</td>
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<tr>
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</tr>
<tr>
<td>31 - 35</td>
<td>$700</td>
</tr>
<tr>
<td>36 - 40</td>
<td>$800</td>
</tr>
</tbody>
</table>

Reviewed by:

1. ___________________________Executive CHICA-EO Date______________
2. ___________________________Executive CHICA-EO Date______________
3. ___________________________Executive CHICA-EO Date______________