

CHICA - EASTERN ONTARIO
A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Financial
SUBJECT: **FINANCIAL ASSISTANCE/SPONSORSHIP FOR EDUCATION**
ORIGINATED: 1991 March 19
APPROVED: Executive 09/12

NUMBER: 4.3
PAGE: 1 of 3
REVISED: 1998; 2007/5
P. 2 only 09/12

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 _____
 Chapter Education Day Chairs and Vice-chairs _____ OR
 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.)

CRITERIA	MAXIMUM POINT VALUE	POINTS ACCUMULATED
1. Applicant is a current active member of CHICA-Eastern Ontario (<i>i.e. in the year of application the applicant must be a member in good standing of CHICA - EO</i>)	4	
2. Education request is related to the practice of infection control.	4	
3. Applicant has paid membership dues to CHICA-Canada: <ul style="list-style-type: none"> • for 1 year • for 2 consecutive years • for 3 consecutive years 	1.0 2.0 3.0	
4. Applicant has been actively involved in last 10 yrs: <ul style="list-style-type: none"> CHICA - Canada Board or other position > 1 year _____ CHICA - Canada Conference Planning Committee _____ CHICA - EO Executive _____ Chapter Education Day Chairs and Vice-chairs _____ OR Chapter Education Day Planning Committee _____ Chapter representative to Infection Control Ontario _____ Corresponding member of a CHICA committee _____ 	5.0 3.0 4.0 4.0 3.0 3.0 1.0	
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. b) Submitted a manuscript accepted for publication in the Canadian Journal of Infection Control or in other medical journals, which are peer reviewed.	2.0 4.0	
6. Presenting at this event (conference or meeting to which applicant is attending)	3.0	
TOTAL		

AWARD SCALE

Points	To a Maximum of
9	\$200
10 - 15	\$300
16 - 20	\$400
21 - 25	\$500
26 - 30	\$600
31 - 35	\$700
36 - 40	\$800

Reviewed by:

1. _____ Executive CHICA-EO Date _____
2. _____ Executive CHICA-EO Date _____
3. _____ Executive CHICA-EO Date _____