

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

| | | | |
|-----------------|--------------------------------------|--------------------|---------------|
| SECTION: | Financial | ORIGINATED: | 2014 November |
| TITLE: | CAROL WHYMAN SCHOLARSHIP FUND | REVISED: | 15Sep |
| NUMBER: | 4.5 | PAGES: | 4 |

BACKGROUND

Carol Whyman, a founding member of IPAC-EO and the chapter's first President, supported and encouraged chapter members to participate in continuing education.

PURPOSE

To establish a scholarship fund (not to exceed \$1,000.00 per calendar year) to assist IPAC-EO members in good standing with registration costs related to IPAC education (e.g., online course, university course), encouraging individual growth. Financial awards assist and encourage IPAC-EO members to enhance their Infection Prevention and Control (IPAC) knowledge.

POLICY

1. An Award to assist with IPAC education may only be given to a member in good standing (i.e., fees are paid for current calendar year) of IPAC Eastern Ontario.
2. IPAC education is defined as a course, seminar, workshop or similar event where the content of such event is related to, or will provide, skills useful in IPAC. Online courses are included.
3. The Treasurer will identify the funds available for the scholarship as part of the annual Budget proposal.
4. Surplus funds from IPAC-EO educational events will be used to maintain this fund.
5. Excess funds will be carried over to the next fiscal year to maintain this fund.
6. When funding allows, as determined by the chapter executive, more than one scholarship (total amount awarded per year not to exceed \$1,000) may be awarded in any one calendar year.
7. The scholarship Review Committee will consist of the Chapter President, Chapter Treasurer and one other member of the Executive, to be appointed by the President.

PROCEDURE

1. Consideration will be given to new applicants first, ahead of applicants who have been awarded funds within the previous three years.
2. Applications must be received prior to the educational event.
3. Applicants must have attended a minimum of three (3) meetings in the previous calendar year to be eligible for the scholarship. Other chapter activities (e.g., executive member or interest group representative, presentation at chapter meeting) will also be taken into consideration.
4. An application (see Appendix A - page 2) is submitted at least one month prior to the educational event to the Chapter President, including a brief description of the educational event and an outline indicating the reason for attending.
5. The President will distribute copies of the application to the Review Committee.
6. The Review Committee will read all applications and complete the scoring sheet for each applicant within 30 days (see Appendix B - page 3).
7. The funds available will be awarded based on the scoring sheet results.
8. Applicants who score less than nine (9) points will not be considered for a scholarship.
9. Funds will be made available to cover the cost of registration upon successful completion of the event. Original receipts must be provided to obtain this funding.
10. The President will notify all applicants of results.
11. The President will notify the Treasurer of the successful applicant(s) in writing.
12. The Treasurer will issue a cheque to the successful applicant(s) as soon as possible.
13. Scholarship winner (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.

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION: Financial **ORIGINATED:** 2014 November
TITLE: CAROL WHYMAN SCHOLARSHIP FUND **REVISED:** 15Sep
NUMBER: 4.5 **PAGES:** 4

APPENDIX A: APPLICATION TO BE COMPLETED BY THE MEMBER REQUESTING FUNDING (Policy 4.5)

PART I: PERSONAL INFORMATION

DATE: _____ **APPLICANT:** _____
FACILITY/ORGANIZATION: _____
POSITION/TITLE: _____
PHONE: _____ **EMAIL:** _____

PART II: SERVICE TO THE ASSOCIATION

- a) I have received the Carol Whyman Scholarship Award in the past: YES NO Date: _____
b) How many chapter meetings have you attended in the past 12 months? ____ (Secretary to confirm)
c) I have served IPAC-EO in the following positions in the past 10 years:

IPAC-EO Executive: NO YES Dates: _____

Chapter Education Day Chair/Vice-Chair: NO YES Dates: _____

Chapter Education Day Planning Committee: NO YES Dates: _____

Chapter Representative on an IPAC Canada
interest group or committee: NO YES

If yes:

Dates: _____ Committee(s): _____

Dates: _____ Committee(s): _____

Dates: _____ Interest Group(s): _____

Dates: _____ Interest Group(s): _____

PART III: PRESENTATION

If you have provided an education session which relates to an aspect of infection prevention and control at a Chapter meeting within the past two years, describe the session or attach handouts or a copy of overheads/*PowerPoint* used:

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

| | | | |
|-----------------|--------------------------------------|--------------------|---------------|
| SECTION: | Financial | ORIGINATED: | 2014 November |
| TITLE: | CAROL WHYMAN SCHOLARSHIP FUND | REVISED: | 15Sep |
| NUMBER: | 4.5 | PAGES: | 4 |

PART IV: IPAC EDUCATIONAL EVENT

Please outline the IPAC education you plan to take (where is it, what is it, how long will it take, what is the registration cost, etc.) and briefly state why you wish to take this.

Course registration fee: \$ _____

Please provide brief details about the content of the IPAC education you plan to take or submit a course brochure/description.

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

| | | | |
|-----------------|--------------------------------------|--------------------|---------------|
| SECTION: | Financial | ORIGINATED: | 2014 November |
| TITLE: | CAROL WHYMAN SCHOLARSHIP FUND | REVISED: | 15Sep |
| NUMBER: | 4.5 | PAGES: | 4 |

SCORING SHEET TO BE USED BY THE REVIEW COMMITTEE FOR EACH APPLICANT

| CRITERIA | MAXIMUM POINT VALUE | POINTS AWARDED |
|--|---------------------|----------------|
| 1. Applicant has been an IPAC Canada member for three years or less. | 4 | |
| 2. Education request is related to the practice of infection prevention and control. | 4 | |
| 3. Applicant has attended at least three (3) meetings in the past 12 months (as confirmed by the chapter Secretary): YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| • 3 meetings | 1 | |
| • 4 meetings | 2 | |
| • 5 meetings | 4 | |
| 4. Applicant has been actively involved in the chapter (select all that apply): | | |
| • IPAC- EO Executive (voting member or ex officio) | 4 | |
| • Chapter Education Day Chair or Vice-chair OR | 4 | |
| • Chapter Education Day Planning Committee | 3 | |
| • Corresponding member of an IPAC Canada interest group/committee | 3 | |
| 5. Applicant has provided an education session, which relates to an aspect of infection control, at a Chapter meeting within the past two years. | 2 | |
| TOTAL | MAX 25 | |

Applicants who score less than nine (9) points will not be considered for a scholarship.

| Score | REVIEWED BY: | |
|-------|---------------------|-------------|
| | 1. _____ | Date: _____ |
| | 2. _____ | Date: _____ |
| | 3. _____ | Date: _____ |

Amount awarded: \$ _____