

Northeastern Ontario Stroke Network Professional Education Fund Application Process



The Northeastern Ontario Stroke Network (NEOSN) Professional Educational Fund was established with funding provided by the Ministry of Health and Long-Term Care for the Ontario Stroke System. The purpose of the fund is to assist clinicians working in stroke care across the continuum to incorporate best practices through **learning opportunities focused on evidence based practices in stroke care**. An example of a learning opportunity is a stroke-related professional development conference where your acquired knowledge is shared with your organization and/or region upon your return from the conference.

The intent of the fund is to provide **financial assistance** to enable a variety of stroke clinicians working in northeastern Ontario to attend **stroke-related educational opportunities** that are not supported through alternate funding resources (e.g. global hospital budget, RNAO education fund, MOHLTC Allied Health Professional Development Fund, etc.). Our fund will support expenses such as tuition, travel, hotel and meal costs while attending the educational event. The maximum amount of funding per submission is anticipated to be \$1000.00. Special exceptions may be considered. Please refer to *Appendix A* which outlines the steps the successful applicant **must** adhere to in order to be eligible for reimbursement from the finance department at Health Sciences North who administers this fund. This funding opportunity is open to health care providers (including physicians, nurses, allied health professionals, assistants, personal support occupations) working in stroke care across the continuum and whose work is done in collaboration with the NEOSN. Funding is available for educational opportunities offered from April 1, of the current year – March 31, next year.

The application/request for funding must include a description of:

- the rationale for attendance at the learning opportunity
- the benefits to your organization, colleagues, persons with stroke and their families/caregivers
- the plan for information dissemination within your team, your organization and the region must be clearly outlined

The NEOSN education committee granting the funding will consist of the following representatives from the NEO Stroke Network:

- Regional Program Director
- Regional Stroke Education Coordinator
- Regional Long-Term Care and Community Specialist
- Regional Stroke Rehabilitation Coordinator
- District Stroke Coordinators

If there are numerous applications for one event, or if the cost associated with attending a particular educational activity is high, the committee may grant partial funding based on equity throughout the region, relevancy and available funding.

Getting Started:

1. Access the application by visiting the www.neostrokenetwork.com home page where under *NEO Stroke Network* you will find a bullet under “*Learn More*” called *Our Professional Education Fund*
2. Review this *NEOSN Professional Education Application Process* document and *Appendix A* for guidance prior to completing the application to understand the entire process
3. Complete the *Application for Funding for Stroke-Related Learning Opportunity* application form and submit to:

NEO Stroke Network → strokeprogram@hsnsudbury.ca

****IMPORTANT Notes about our Fund:**

- Applications (fully completed) must be received by the NEOSN **at least 6 weeks prior** to the start date of your program/event if any advanced bookings/reservations are needed. Otherwise, applications (fully completed) not involving any advance bookings/reservations must be received **at least 4 weeks prior** to the start date of the program/event.
- Applications past the cut off dates will NOT be considered. If you are on a waitlist, apply within the appropriate time frame and indicate on your application that you are waitlisted.
- Incomplete applications will be returned to the sender with a welcome to resubmit it within the allotted time frame.
- The NEOSN Professional Educational Fund does **not** provide for wage replacement.
- Group applications for funding are not permitted. If two or more individuals wish to participate in the same learning opportunity, they are to submit their individual Application for Learning Opportunity forms; individual Memorandum of Understanding forms; individual TAFs and TERF claim statements. They can, however, submit one Plan for Dissemination of Acquired Knowledge form and clearly state the role of each applicant in the plan. In other words, the two or more individuals can prepare one plan describing how they will share the information/learned material with their colleagues to prepare and deliver a joint in-service/teleconference/ videoconference/written summary.
- Reimbursement from the NEO Stroke Network will be to the applicant ONLY. We will not reimburse an individual’s Manager who pays their registration fee on their behalf, an HR department, a finance department or other indirect funder. We are working directly with the individual applicant who must complete the steps outlined in the acceptance letter and memorandum of understanding.
- The participant is to assume responsibility for all conference/course arrangements once the education request is approved and use HSN’s corporate travel agency for all advance booking/reservation(s) that may apply (as explained in acceptance letter)

If the Application for Educational Funding is Approved

If approval for funding is granted, the applicant will receive an acceptance letter which outlines the deliverables that are required by the NEO Stroke Network.

The key deliverables include: a **Memorandum of Understanding** that will be completed between the applicant and the region, a **Plan for Dissemination** outlining how you will share your new knowledge, and the **Learning Opportunity Final Report**. The acceptance letter will provide guidance for this work. *Appendix A* also provides an overview of the expected timeline.

Appendix A: Steps for Reimbursement of Funds from the Northeastern Ontario Stroke Network (NEOSN) Professional Development Educational Fund

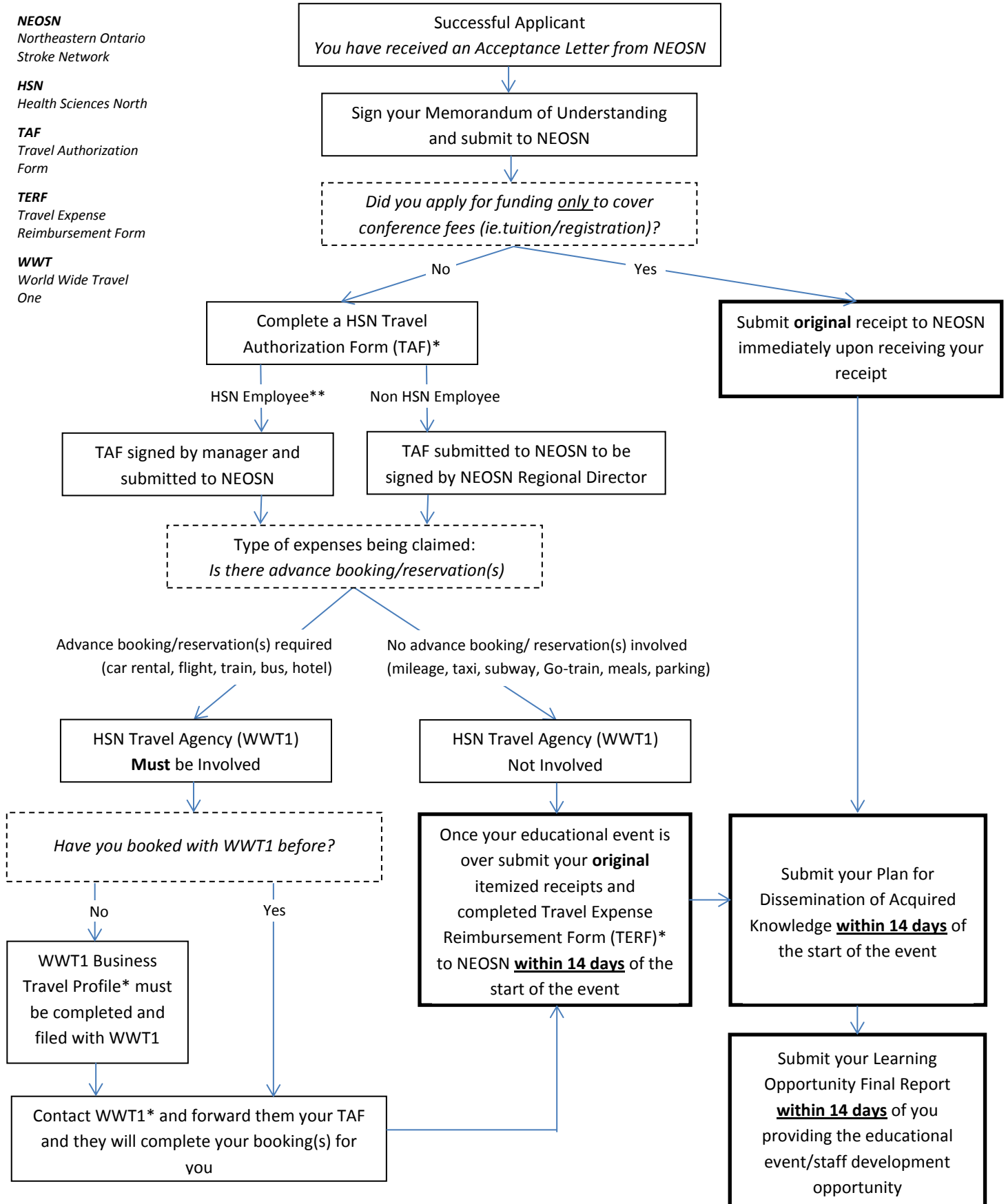
NEOSN
Northeastern Ontario
Stroke Network

HSN
Health Sciences North

TAF
Travel Authorization
Form

TERF
Travel Expense
Reimbursement Form

WWT
World Wide Travel
One



*TAF, TERF, Business Travel Profile Form, and WWT1 contact info will be supplied by the NEOSN to the successful applicant

**If you are a HSN employee within the Community Care & Rehab Program, your manager may require you to submit a Conference/Workshop-Request/Approval Form