



CONTINUING NURSE EDUCATION FUND

Fund Information & Criteria

SOURCE & PURPOSE OF FUNDS

These education funds are provided by Yukon Health & Social Services through an annual Contribution Agreement with the Yukon Registered Nurses Association ('YRNA'). The funds are administered by YRNA's Education Fund Management Committee (the 'committee').

The purpose of these funds is to provide support to eligible Yukon registered nurses who are pursuing continuing education to maintain and enhance knowledge, skills and competency with due regard to meeting the health service needs of the Yukon in the most efficient and effective manner. Funding priorities will reflect the YRNA vision of nursing practice as broad, wholistic and encompassing all nursing domains: direct care, administration, research, education and policy.

Continuing education includes but is not limited to:

- Long-term, multi-course programs including post-RN baccalaureate, masters program, specialty education programs.
- Short-term, one-time events including conferences, workshops, certification programs, etc.
- Provision of a speaker or instructor for delivery of education to a group of registered nurses.
- Re-entry to practice education ('refresher programs')

ELIGIBILITY CRITERIA

When reviewing applications, the committee will be mindful of the funds available as well as the following factors:

Registration & Residency

Priority will be given to applicants who are practising members of YRNA and who are full-time Yukon residents with a minimum of 6 months residency. Applicants who work in the Yukon for periods of each year on a recurring basis may be considered for approval amounts pro-rated to the time commitment in Yukon.

Previous Funding

Applicants will be limited to 2 open files at any time. Applications from persons with 2 funding files in process will not be considered until at least one file has been closed. Priority will be given to applicants who have not received education funding in the previous 12 months.

Employment

Priority will be given to applicants who are employed by a Yukon employer on a full-time equivalent basis in the Yukon. Applicants who are employed 1/2 time or less on a regular or recurring basis may be considered for a proportionate level of funding. Applicants who are working in the Yukon but employed by out-of-territory employers are not eligible for funding.

Nursing Related

Priority will be given to courses/programs which are most closely related to nursing and deemed to improve practice and health delivery in the Yukon. *Note: If a course is identified as mandatory by an employer, applicants will be asked to submit proof that the employer has declined to cover the course cost.*

Time Line

Priority will be given to applicants whose program/course is completed within the 4 months prior to, or the 6 months immediately following, the current review deadline. Applications with a start date more than 6 months from the review date will be given the lowest priority. Applications for education that will take more than 12 months to complete should be submitted in smaller increments (i.e. by semester or course).

Program Location

Priority will be given to courses/programs offered in Canada either on-site or by distance. Applications for out-of-country programs must be accompanied by program information indicating lack of availability within Canada and these will be given lowest priority.

FUNDING LIMITS & ELIGIBLE EXPENSES

A funding cap will be applied to all applications such that approved applicants will be eligible for 80% reimbursement of eligible expenses to a maximum of \$2000. Applicants participating in long term programs are encouraged to submit applications in small program increments to stay within the time line criteria and to maximize the financial support available to them.

Examples of eligible expenses include but are not limited to:

- registration fees/tuition
- books/materials
- transportation directly related to program*
- accommodation directly related to program

* Reimbursement for travel by car will be based on gas receipts submitted.

Expenses which will NOT be covered by these funds include but are not limited to:

- meals/food costs
- wage replacement
- computer hardware/software
- RN license/association membership/grad fees
- child/pet care

FINANCIAL AGREEMENT TERMS

Payment of Funds

Approved funds will normally be paid to applicants 'after the fact.' Reimbursement will be paid at a rate of 80% of eligible receipts to a maximum of \$2000 per application. Eligible receipts and proof of completion/attendance must be submitted to YRNA **within 90 days of program completion** as indicated on the application form. Receipts must be accompanied by an expense reporting form or summary sheet listing and totalling all expenses being claimed.

An applicant's funding file will be closed and the approved monies will revert to the general fund for other use if the required paperwork is not received within the 90 day timeline. In the event of a change in a program/course completion date for any reason, applicants must contact the YRNA office to ensure this information is updated in the funding file.

Advance Funds

Based on a written request specifying need, an applicant may receive up to 50% of approved funds as an advance. These advance funds will, wherever possible, be paid as reimbursement for expenses already incurred by the applicant. A recipient of advance funds who does not complete the approved program shall repay the money to the fund unless the applicant provides the committee with a reason for termination that the committee deems sufficient to justify waiver of repayment. Otherwise, the schedule of repayment shall be agreed upon by the recipient and committee where possible, though the committee may impose a schedule if unable to find mutually acceptable terms the committee and the applicant.

Disbursement of approved funds is subject to funding being provided by Yukon Health & Social Services.

REVIEW PROCESS

The committee will review applications 4 times per year. Current annual application deadlines are *February 28th, May 31st, August 31st* and *November 30th*. The committee reserves the right to alter the review schedule as they deem appropriate. In order to ensure that funds are available throughout the year, the committee may restrict the amount available for use at each review session.

Completed current application forms received at the YRNA office prior to each deadline will be reviewed by the committee. The amount of funding being requested must be clear, specific, and in Canadian dollars. Applicants may attach additional information about a program/course/conference if desired.

The process of review and decision may take up to 6 weeks. Applicants will be notified of funding decisions as soon as possible after each deadline for submissions.

CNEF application forms and expense reporting forms may be printed from the YRNA website: www.yrna.ca.