LWHA Guideline

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**Purpose:**

LWHA is committed to organizational development in an effort to increase quality patient care and organizational effectiveness through education and training. As such, the organization wants to promote equitable access for resources to support necessary education and training that aligns with best practices and organizational goals or strategic directions. The purpose of this policy is to govern the training and education of staff and to outline eligible expenses that will be reimbursed by LWHA. Prior approval for education or conference must be confirmed before LWHA will assume the responsibility for such costs.

Organizational principles to support any requests for consideration:

* Meet strategic needs or annual organizational goals
* Meet operational needs or priorities, with primary consideration being given to legislated or practice changes or departmental gaps.
* Where there is a larger organizational need, consider a train-the-trainer model
* Avoid duplication and minimize redundancy for similar training in the same operational year as well as consecutive years.
* Motivational or team cohesion and development.

**Responsibilities:**

This policy shall apply to all staff of LWHA, excluding where specified in employment contracts, e.g. CEO.

**Equipment:**

Education request support form

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**Procedure:**

* An annual organizational education budget will be set by finance and senior leadership each fiscal year.
* Requests can be made for education funds by following the two request streams as identified below.
* Manager review of each education request form to assess for alignment with clinical and operational requirements
* Consideration is given to organizational principles and budget. For unplanned requests or those that are not aligned with the guiding principles, refer to Senior team.
* With approval from your Senior Leader, an employee may request annual support from the organization towards the completion of a job related post-graduate program.
* Education will be reviewed quarterly by the senior leadership team for alignment with the strategic plan and organizational goals.

Stream 1: Clinical Staff Requests (mandatory courses):

1. Completion of the educational support request form section A and B. Requests must be approved prior to registration.
2. Submit completed requests to ~~the scheduling office at your respective site.~~ The Professional Practice Coordinator. The Professional Practice Coordinator ~~The Scheduler~~ will review and ~~verify any scheduling~~ approve requests.
3. Requests are forwarded to the Scheduler ~~to~~  by Professional Practice for review and to verify the schedule ~~approval.~~
4. Professional Practice will provide notification to the employee in regards to the status of the request ~~and return the educational support request form to the employee~~ and to complete registration.

Proceed to step 5 below

Steam 2: Other Education requests:

1. Discussion and approval of the opportunity with your department manager in regards to the organizational benefits that will be received from your attendance. Discussions with the senior leader may be required during this time.
2. Completion of the educational support request form section A and B. Requests must be approved prior to registration.
3. Submit completed requests to scheduling at your respective site. Scheduling will review and verify any scheduling requests as required. Scheduling will then forward to the department manager.
4. The department manager will approve or deny the education request and associated expenses requested and notify the employee. The form will be returned to the employee.

Proceed to step 5 below

All – Stream 1 and 2:

1. Once the employee has received the approved education form back from the manager, the employee can register for the training. The employee is required to pay all associated expenses upfront and will be reimbursed upon completion.
2. Professional association for registered professionals occasionally provide educational support to their members. Employees are requested to investigate any educational assistance that their professional association provides and where available, apply for this funding from their professional association prior to submitting to LWHA.
3. Once the training has been completed, it is the responsibility of the employee to submit the following to professional practice ( clinical) or manager ( non-Clinical):
   1. Approved education form
   2. Proof of payment
   3. Proof of completion
   4. Response from professional association for educational assistance (if applicable)
   5. Special assignment form (if applicable)
   6. Employee expense form & receipts (if applicable) – For any approved associated expenses such as travel, accommodations and meal reimbursement
4. Professional Practice/Manager will verify correct documentation, including time and forward above paperwork to scheduling.
5. Scheduling will forward appropriate documents to finance.

Exceptions may be granted where LWHA will pay registration costs upfront instead of the employee. Exceptions may include mandated training by legislation or onsite group training. These will be reviewed between the department manager and finance as required.

**Special Considerations:**

* Travel, parking, meals and accommodations may be approved at the discretion of the manager. Reimbursement of such expenses will follow the Business and Travel Expense Reimbursement – LWHA policy. Manager considerations for these expenses will be based on weather and additional requirements as discussed with the employee.
* If the course is cancelled, it is the employee’s responsibility to notify the Manager and site Scheduler.
* Where time in the course is paid, only the hours for the duration of the time spent in the course will be paid. If shift replacement is required, where applicable, the employee must specify on the educational support request form how the remaining hours of a shift will be funded.