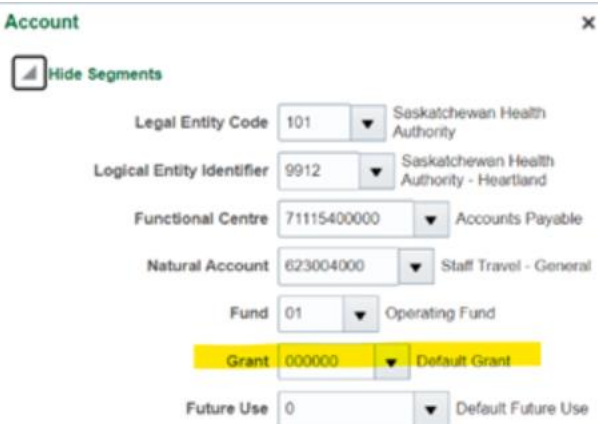


 Saskatchewan Health Authority	Standard #: MC-WS-0050 JPCHF PD Fund	
	Title:	Jim Pattison Children's Hospital Foundation Professional Development Fund Application and Reimbursement Process
	Role performing Activity:	JPCHF PD Fund Applicants
WORK STANDARD	Location:	Department/Unit:
	Document Owner: MatChild	Date Prepared: 30-Aug-2024
	Last Revision: 30-Jul-2026	Date Approved: Enter a date
	Related Policies/Documentation:	

Work Standard Summary:

Application and reimbursement process for Jim Pattison Children's Hospital Foundation (JPCHF) Professional Development Fund.

Essential Tasks:	
1.	Complete Jim Pattison Children's Hospital Foundation Professional Development Fund application located on the Moms and Kids Health Saskatchewan Website
2.	Complete SHA Request to Attend form (SHA-03-003P1-F2) SHA Request to Attend
3.	Submit completed forms to the Administrative Assistant of the Executive Director of Maternal and Children's Provincial Programs (ED-AA).
4.	Applications will be reviewed on a monthly basis during the funding cycle.
5.	If approved, an approval email will be sent to the applicant with cc to the Program Manager.
6.	After attending, applicants will submit their actual expenses within the approved amount. To complete an expense claim reimbursement, refer to the KB document KB0012082 . IMPORTANT: When you get to point 10 on the KB document follow these next steps: Under the account expense claim code section, you will need to enter a "grant segment" to identify the expense as being funded by the JPCHF as highlighted in the example below. The default grant segment needs to be changed to "108004" when submitting expenses related to JPCHF PD funds. 

Essential Tasks:	
7.	Applicants will share a copy of receipts/actual expenses with the ED-AA for tracking within the JPCHF PD Fund Excel Tracker.
8.	Applicants will provide an impact statement to JPCHF and a copy to ED-AA ○ impact statement will be shared with the Manager and Director ○ coordinate knowledge mobilization with Program Manager