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|  <b>Saskatchewan Health Authority</b> | <b>Standard #:</b> MC-WS-0050 JPCHF PD Fund |   |
|  | <b>Title:</b>                               | Jim Pattison Children’s Hospital Foundation Professional Development Fund |
|  | <b>Role performing Activity:</b>            |   |
| <h1>WORK STANDARD</h1>   | <b>Location:</b>                            | <b>Department/Unit:</b>   |
|  | <b>Document Owner:</b><br>MatChild          | <b>Date Prepared:</b><br>30-Aug-2024                                      |
|  | <b>Last Revision:</b><br>16-Dec-2025        | <b>Date Approved:</b><br>Enter a date                                     |
|  | <b>Related Policies/Documentation:</b>      |   |

**Work Standard Summary:**

Jim Pattison Children’s Hospital Foundation (JPCHF) has proudly sponsored advanced education through their annual grant cycle and is now pleased to provide the SHA Maternal Child Network with a \$70,000 professional development fund. This new fund demonstrates the commitment of JPCHF to improving the health outcomes of maternal, newborn, child and youth patients provincially through partnership, programs, equipment, infrastructure, research and education. The Jim Pattison Children’s Hospital Foundation Professional Development fund will focus on advanced education for Nurses, Interprofessional staff, and Operational Leaders supporting the advancement of clinical care for children and families.

| <b>Essential Tasks:</b> |   |
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| <b>1.</b>               | JPCHF offers a trial of a dedicated Professional Development (PD) Fund supporting the enhancement of clinical care through education, conferences and skills development in the amount of \$70,000 to be delivered by SHA Maternal and Children’s Provincial Programs over each fiscal year.  |
| <b>2.</b>               | <p>Application Process:</p> <ul style="list-style-type: none"> <li>• Applications are open and will be reviewed monthly – application submission and review will end on January 31<sup>st</sup> of each year or once the JPCHF PD Fund has been exhausted.</li> <li>• Applications include full completion of: <ul style="list-style-type: none"> <li>○ Jim Pattison Children’s Hospital Foundation Professional Development Fund Application</li> <li>○ Attachment of the SHA Request to Attend form (SHA-03-003P1-F2)</li> <li>○ Approval through SHA Request to Attend process (SHA-03-001); starting with the Program Manager, Directors will submit to ED-AA</li> <li>○ For those employees working outside Maternal and Children’s Provincial Programs providing service to children and families please forward your Manager/Director approved request to <a href="mailto:kimberly.woycik@Saskhealthauthority.ca">kimberly.woycik@Saskhealthauthority.ca</a> for consideration and approval</li> </ul> </li> <li>• Application forms are available on the <a href="#">Moms and Kids Health Saskatchewan Website</a></li> </ul> |
| <b>3.</b>               | <p>Application Criteria:</p> <ul style="list-style-type: none"> <li>• Maternal Child Nurses, Interprofessional Practice, and Allied Health professionals who report to the SHA Maternal Child Portfolio in Saskatoon or who work within JPCH, ABCDP, Sturdy Stone and report through another service line <ul style="list-style-type: none"> <li>○ All staff within the MatChild Provincial Programs mandate are asked to utilize this process – JPCHF, as our Home Hospital Foundation has provided this fund similar to the SHR Professional Development fund supporting City, St. Paul’s and RUH. This process replaces the need for staff to utilization the twice yearly JPCHF grant process.</li> <li>○ Staff working in Saskatoon’s Les and Irene Dube Center for Children’s Mental Health, Women’s Health and Breast Health centers shall continue to apply through the Foundation and SHR Professional Development Fund.</li> </ul> </li> </ul>  |

**Essential Tasks:**

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|    | <ul style="list-style-type: none"> <li>• The professional development opportunity is focused on advancing care or bringing innovative new care to Saskatchewan. All training opportunities must be for advanced level competency.</li> <li>• All other sources of funding through SHA professional development, Union, Program Education Funds, or National funding sources shall first be applied to the request.</li> <li>• The JPCHF PD Fund is available for Maternal Child Provincial Programs staff from across the province; those applying from outside Saskatoon will be required to utilize local professional development and Foundation grants first.</li> <li>• The fund is not available for postsecondary education (degree, Masters, PhD courses).</li> <li>• Upon return from the PD event - the candidate will be required to provide both an impact statement and provide knowledge translation within their clinical service area (may include updating to clinical standards as appropriate).</li> <li>• Staff will utilize their normal SHA reimbursement processes with proof of receipt upon return. To ensure appropriate and timely tracking of the fund all receipts must also be forwarded to <a href="mailto:kimberly.woycik@Saskhealthauthority.ca">kimberly.woycik@Saskhealthauthority.ca</a>.</li> </ul> |
| 4. | <p>Approval Guidelines:</p> <ul style="list-style-type: none"> <li>• Funds will be disbursed based on, but not limited to: <ul style="list-style-type: none"> <li>○ alignment with the SHA MatChild operational plan and strategic plan</li> <li>○ expansion of clinical programming, skill, knowledge to best practice</li> <li>○ new positions, programs or skills here in Saskatchewan</li> <li>○ safety event trends</li> <li>○ the applicant’s previous access to professional development</li> <li>○ the applicant’s access to other funding options</li> </ul> </li> <li>• As a new process funds will be dispersed on a first come basis and adjustments to disbursement may be required.</li> </ul>   |
| 5. | <p>Applications will be considered in accordance with the Delegation of Signing Authority for Financial and Non-Financial Commitments (SHA-03-001).</p> <ul style="list-style-type: none"> <li>• All staff applying will seek appropriate level of approval from Manager and Director.</li> <li>• Manager/Director will submit the application, in advance of monthly Director meeting, to the Maternal and Children’s Provincial Programs Executive Director Administrative Assistant.</li> <li>• The Administrative Assistant shall bring forth all applications to the 4<sup>th</sup> Director meeting of the month for review by the team.</li> <li>• All applications will be reviewed utilizing the approval guidelines. Equity in access to education will be of consideration.</li> <li>• Urgent request may be brought forward to the Executive Director for consideration.</li> </ul>  |
| 6. | <p>Applications will be logged in a data spreadsheet and stored on the Director level SharePoint. This will allow for real time:</p> <ul style="list-style-type: none"> <li>• Tracking of applications</li> <li>• Tracking of approved funding</li> <li>• Collection and storage of receipts and information</li> <li>• Tracking of commitment (impact statement, receipt of actual costs, knowledge mobilization)</li> <li>• Trending of utilization and exploration of future state options</li> <li>• Validation of financial billing and reporting to JPCHF</li> </ul>   |
| 7. | <p>An approval email will be sent to the applicant with cc to Program Manager.</p>   |
| 8. | <p>Applicants will be accountable to:</p> <ul style="list-style-type: none"> <li>• submit their own registration, coordinate accommodations and travel <ul style="list-style-type: none"> <li>○ Meals will only be approved if not a part of the registration fee</li> </ul> </li> <li>• cover the upfront costs.</li> <li>• provide an <a href="#">impact statement to JPCHF</a> and a copy to ED-AA <ul style="list-style-type: none"> <li>○ impact statement will be shared with the Manager and Director</li> </ul> </li> <li>• coordinate knowledge mobilization with Program Manager</li> </ul>  |

| <b>Essential Tasks:</b> |  |
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| <b>9.</b>               | <p><b>Financial Tracking:</b></p> <ul style="list-style-type: none"> <li>• Applicants will submit their actual expenses, within the approved amount, following AIMS process (SHA-03-003).</li> <li>• Applicants will follow JPCHF Professional Development Fund Reimbursement Process Work Standard (MC-WS-0050 JPCHF PD Fund Reimbursement Process) for coding.</li> <li>• A copy of receipts/actual expenses will be shared with the ED-AA for tracking within the JPCHF PD Fund Excel Tracker.</li> <li>• ED-AA will validate the tracker with the assigned Finance Specialist quarterly to ensure accuracy.</li> <li>• Finance Specialist will work with Director of Finance to provide billing to JPCHF quarterly.</li> </ul> |
| <b>10.</b>              | <p><b>Managers will:</b></p> <ul style="list-style-type: none"> <li>• Ensure employee has received approved RTA</li> <li>• Approve AIMS submissions within the approved funding amount and ensure all appropriate expenses are coded correctly with attached receipts</li> <li>• Coordinate the mechanism of knowledge translation as appropriate for the PD opportunity/team</li> </ul>   |
| <b>11.</b>              | <p>The Director/Executive Director Team will review the tracker quarterly to adjust process and inform future approvals:</p> <ul style="list-style-type: none"> <li>• Funding spent/approved to date</li> <li>• Utilization trends</li> <li>• Number of completed impact statements.</li> <li>• Knowledge mobilization (in services, new or modified clinical standards, translation of skill, new points of connection)</li> <li>• Monitor the process and users input for modification of the trial process.</li> </ul>  |
| <b>12.</b>              | <p>The Executive Director and Director of Finance will provide an annual report to JPCHF and SHA ELT by June 30<sup>th</sup>, 2025. The report shall encompass:</p> <ul style="list-style-type: none"> <li>• Funding disbursed</li> <li>• Utilization trends</li> <li>• Impact statement summary</li> <li>• Knowledge mobilization</li> <li>• Overall JPCHF PD Fund impact</li> </ul>  |

**Associated Tools:**

- Introductory Memo
- 3 page JPCHF PD Fund application (MatChild 2 page and RTA form)
- JPCHF Impact statement
- JPCHF PD Fund - Standard work
- JPCHF PD Fund - Approval template
- JPCHF PD Fund - Poster
- JPCHF PD Fund – Reimbursement Process
- SHA News and daily KM article – JPCHF PD Fund
- JPCHF PD Fund - Excel tracker
- Moms and Kids Website Provider link to application form

**Accountability Measures:**

- Monthly tracking of funds allocated and spent
- Monthly tracking of intake and equity
- Registrant Impact Statement sent to JPCHF with 30 days of attendance at approved event
- Completion of impact statements
- Annual report (financial and summary of trends)