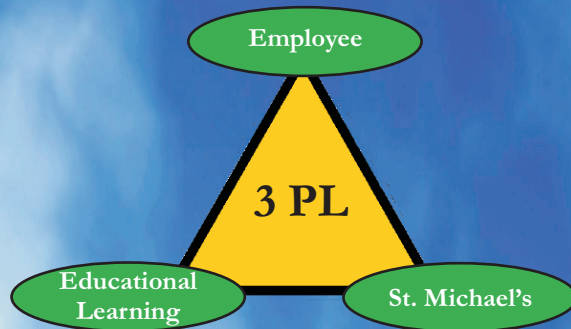


## Partnerships in Learning



### Eligible Organizations:

- St. Michael's Long Term Care Centre
- St. Michael's Health Care Services
- Millennium Pavilion Seniors' Lodge
- St. Michael's Grove Manor
- St. Michael's Vegreville Manor

## Applications for Financial Assistance

Applications for Financial Assistance are available from the Human Resources Department.

Please contact:

Director, Human Resources or Manager, Human Resources if you require additional information or assistance with your Application for Financial Assistance.

Applications for Financial Assistance will be reviewed by the Education Committee. Applicants will be informed of the outcome by letter.



St. Michael's  
HEALTH GROUP

## PARTNERSHIPS IN LEARNING

- Continuing Education Account
- General Learning Account



St. Michael's  
HEALTH GROUP

St. Michael's Health Group  
7404 - 139 Avenue  
Edmonton, Alberta T5C 3H7  
Tel: 780.473.5621 Fax: 780.472.4516  
Toll Free: 1.800.472.6169  
E-mail: [smeccs@smhg.ca](mailto:smeccs@smhg.ca)  
[www.smhg.ca](http://www.smhg.ca)



**Partnerships in Learning (3PL)** St. Michael's Health Group of companies supports the concept of continuing education for all its permanent full time and part time employees. A special education fund has been established through St. Michael's Extended Care Centre Society to provide financial assistance to all eligible employees through the Partnerships in Learning Program. The Society contributes \$50,000 annually for the educational development of St. Michael's employees.

### **Program Specifics**

An Education Committee, comprised of 3 Board Members and 2 Executive Committee members, will review all submissions and determine whether or not an Application for Financial Funding is approved.

100% of any financial assistance approved will be provided upon receipt of a Letter of Acceptance or receipt from the educational institution verifying acceptance into the program. To obtain a Letter of Acceptance or receipt from the Registrar's Office, a candidate must have completed the pre-requisite courses for the certificate/diploma/professional designation program.

Courses are to be commenced within 6 months from the date the financial assistance is approved. If you are unable to commence a course within a 6 month period, full repayment of funding will be required within 30 calendar days following notification (to the employer) by the educational institution.

### **Return Service Agreement**

The candidate will be required to sign a Return Service Agreement in return for the financial assistance. This agreement will include a requirement to continue in the employ of St. Michael's Health Group for a specified period of time dependent upon the amount of financial assistance provided.

### **Financial Assistance Over \$5,000**

Where the financial service approved is greater than \$5,000, then a return service requirement pro-rated on the basis of one year of service per \$2,400 of approved funding or one month per \$200 of approved funding will apply. The maximum obligation for any employee in receiving greater than \$5,000 in funding will not exceed 5 years of service.

### **Financial Assistance Under \$5,000**

Where financial assistance is in an amount less than \$5,000, the employee will be required to sign a return service agreement, pro-rated on the basis of one year of service for each \$1,200 or one month of service per \$100. The maximum obligation for any employee receiving financial assistance less than \$5,000 in funding will not exceed 4 years of service.

Where a program requires an employee to complete a practicum, the practicum period may be applied against the return service requirement to reduce the return service period. Failure to complete the requisite return service will require full payment of the funding provided by St. Michael's.

### **Financial Assistance Criteria**

All permanent full time or permanent part time employees who have completed a two month eligibility period and who are willing to sign a Return Service Agreement will be considered for financial assistance for continuing education purposes.

### **Resident Care Services**

**(Includes Nursing, Therapeutic Services, Recreation Therapy, Dietitian, Social Worker, Pastoral Care Coordinator)**

Employees within the Resident Care department may apply for financial assistance for the purpose of participating in various Challenge Programs. For example: Health Care Aide Examination, L.P.N. Challenge Examination (available to foreign trained nurses), Health Care Aide Program (self study), Health Care Aide Upgrade Program to an L.P.N., Practical Nurse Diploma for internationally educated nurses, and other professional development courses for health-related disciplines.

### **Other Departments**

Employees in all other departments or sites may apply for financial assistance to attend a course or courses towards a certificate/diploma/professional designation. For example: Power Engineering Certificate - Level 5 or 4, Accounting courses, courses towards Human Resource Management Certificate, Safe Food Handling, Cooking or Catering courses, General Custodian courses, Environmental Infection Control or WHMIS courses, Supervisory Development courses, a diploma/degree in a health-related discipline, etc.

The candidate must complete a separate application for each course to be taken.

Applicants may apply for financial assistance for subsequent courses within a program provided the previous course has been successfully completed and verification of successful completion has been submitted.

### **General Learning Account**

The General Learning Account Program is designed to make funding for educational materials and learning aids available to full time and part time permanent employees. General Learning Account funding will not be approved for recreational or diversional materials.

If a candidate's request for learning materials is approved, then the candidate may access up to \$100 per year to pay for learning materials. Funding to purchase learning aids must be approved by the department Director. Payment is subject to funding availability.