



SECTION: Administration

ORIGINATED: August 2024

SUBJECT: Awards, Member Funding for Education related to Infection, Prevention and control knowledge (IPAC)

BACKGROUND:

1. IPAC CSO Chapter Funds will be allocated annually to support eligible IPAC CSO members to attend the IPAC Canada National Conference, International IPAC conferences and or IPAC courses.

POLICY:

2. An amount predetermined in the annual budget will be set aside each year to support IPAC CSO members for education relating to Infection, Prevention and Control.
3. The total amount of funding available for members will be dependent on available funds and the number of submissions received.
4. Funding is based on a point system determined by participation in the CSO Chapter, IPAC Canada and whether the member is receiving funding from another source (e.g., employer, scholarship/award)
5. The maximum and minimum amount of funds awarded to members will be determined each year after the annual budget is announced.
6. Expenses will be reimbursed after the conference and upon submission of receipts to the Treasurer. All receipts are due to the Treasurer within 14 days of the completion of the Conference or course. Proof of conference attendance, education certificate is required.

PROCEDURE:

1. The President will announce the funding available to CSO members, contingent on budget approval, at the first Business meeting of the year.
2. The Secretary will include details of the application process and link to the application on the CSO website in an email to members after the annual budget approval.
3. The Webmaster will ensure that the IPAC CSO funding information, Deadline date and application is available on the Chapter website.
4. Applications for funding are submitted to the Treasurer via email.
5. Applications will not be accepted and no funds awarded after the deadline.
6. Upon submission deadline, the President, Past President/Elect, treasurer and secretary will review the applications and determine the amount of points awarded and confirm CSO membership. Funds will be awarded based on registration type (virtual or in-person) the total number of points and based on the number of applicants.
7. Priority will be given to IPAC Canada conference funding request. Other international conferences and education courses will be assessed and awarded funds based on budgeted funds available after these funds have been allocated.



8. Applicants will be notified via email by the Chapter President or Treasurer within 7 days of the submission deadline, to disclose the total amount of money to be awarded to the applicant prior to the conference.
9. Monies awarded will be reimbursed after the conference. Proof of registration, certificate of course completion is required for release of funding post-conference.
10. All funding will be reimbursed via personal email Interac e-transfer. Applicants will be responsible for providing a personal email address to be reimbursed, CSO will not reimburse workplace or employers directly.

Funding determination template.

IPAC-CSO Members Financial Assistance Application

To be completed by the applicant.

CRITERIA- *Indicate highest point value in each section as appropriate

Membership:

1. Paid IPAC-CSO Member for at least one year. (5)
2. Paid IPAC CSO Member less than 1 year. (2)

Attendance:

1. Regular attendance during the past year (5)
2. Less than 50% attendance during the past year. (3)

Participation:

1. Served on the executive or presented at a chapter meeting or education day. (5)
2. Acted as a chapter representative at an IPAC Canada Committee and/or interest group. (3)

Financial Need:

1. Receiving no other assistance (5)
2. Receiving assistance from additional source(s). (2)

To be completed by the IPAC-CSO Executive.

Total points earned: _____ Assistance granted: ___ Yes ___ No Amount:



Infection Prevention and Control Central South Ontario

POLICY & PROCEDURE MANUAL