

EDUCATION AND TRAINING BULLETIN

March 2011



northern health
the northern way of caring

September 22, 2010

To all Northern Health Staff

Welcome to Northern Health's Education and Training Bulletin for 2010/2011. Education and training are important parts of our work life and contribute to the care we provide to our patients, residents, and clients. Please take the time to look through the calendar to see what learning opportunities may help you in your work and career.

Frontline Leadership Certificate

Frontline leaders in NH continue to make progress through the seven workshops required for completion of the Frontline Leadership Certificate. Eight frontline leaders throughout the authority have completed the program this year. Managers recognized the frontline leaders' achievements by presenting them with a certificate of completion and their choice of a selection of NH brand items. Learning opportunities offered through the Frontline Leadership Certificate include:

- Interpersonal Skills for Frontline Supervisors
- Developing People
- Respect in the Workplace
- Introduction to Conflict Resolution
- Hiring the Right Employee
- Foundations of Leading and Managing
- Financial Education and Training

Each learning opportunity promotes the development of frontline leader capacity and is hyperlinked directly to the LEADS Capability it corresponds to. **Click [Here](#)**. This feature allows frontline leaders to see the relevance of the workshop or course they plan to take to their performance plan on Performance Link. If you have questions about the program, your progress, or the LEADS Capabilities, please contact Peter Martin at Peter.Martin@northernhealth.ca

New for 2010-2011

Organizational Development and Engagement has recently created and offered two workshops on change and transition. **Managing Change and Transition** is designed for frontline leaders and managers who must guide their teams through a process of change and adaptation to that change. **Experiencing Change and Transition** is for team members and leaders who are experiencing change. The workshop promotes dialogue about the individual change experience and provides opportunity for the development of constructive solutions to maximize opportunities and mitigate negative impacts.

The department also facilitates staff and team development through **Instructional Skills Training, Meyers-Briggs Type Indicator Assessments, Strength Deployment Inventory Assessments**, and customized interventions. Please consult page 13 of the calendar for more information.

Sincerely,



Regional Manager, Education Services

MANAGEMENT/LEADERSHIP

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* Required workshops for frontline supervisors and managers.

Introduction to Conflict Resolution (7hours)

This introductory 7 hour one-day course will allow participants to develop strategies to enhance clear, effective communication in conflict situations. Emphasis will be placed on the following topics:

- Understanding conflict cycles
- Developing awareness of personal attitudes in conflict situations
- Understanding the dynamics of anger in conflict situations
- Expressing yourself clearly
- Minimizing mistakes and misunderstandings
- Maintaining awareness of body, tone and words

On completion of the course, the student will be able to:

- Reflect upon their individual conflict cycle
- Identify personal triggers and begin development of anger management strategies.
- Use basic communication skills including “I” statements, open questions, summarizing, paraphrasing, and active listening.

<u>Where</u>	<u>When</u>	<u>Contact & Registration</u>
Prince George	Mar 18, 2011	Organization Development
Dawson Creek	Apr 13, 2011	Kathleen Smith
Dawson Creek	Apr 14, 2011	Kathleen Smith
Prince George	Apr 18, 2011	Organization Development
Masset	May 11, 2011	Deirdre Brennan
QCC	May 12, 2011	Ellen Cranston
Quesnel	May 19, 2011	Rhya Hartley
Prince George	May 27, 2011	Organization Development
Prince George	June 10, 2011	Organization Development

TARGET AUDIENCE: All employees throughout NH

INSTRUCTOR: Peter Martin & Larry Leischner

REGISTRATION: To register, please contact those listed above

Respect in the Workplace (3.5 hours)

This course will inform employees about NH's Respect in the Workplace Policy. At the end of the course, participants will be able to:

- Understand their rights as employees to work in an environment where employees are treated with respect and dignity.
- Be aware of the actions and resources available to them to address respect in the workplace issues.
- Know how to respond if they are subject to, or witness, harassment or disrespectful conduct.

<u>Where</u>	<u>When</u>	<u>Contact & Registration</u>
Kitimat	Mar 11, 2011	Carole Walker
Prince George	Mar 25, 2011	Organization Development
Prince George	Apr 7, 2011	Organization Development
Dawson Creek	Apr 12, 2011	Kathleen Smith
Dawson Creek	Apr 15, 2011	Kathleen Smith
Prince George	May 5, 2011	Organization Development
Masset	May 10, 2011	Deirdre Brennan
QCI	May 13, 2011	Ellen Cranston
Quesnel	May 18, 2011	Rhya Hartley
Fort Nelson	Jun 15, 2011	Tak Limpaibool
Prince George	Jun 23, 2011	Organization Development

TARGET AUDIENCE: All employees of NH are required to attend the half-day Respect in the Workplace Policy Workshop.

INSTRUCTORS: Peter Martin & Larry Leischner

REGISTRATION: Please contact those listed above

Interpersonal Skills for Frontline Supervisors (7 hours)

This course will support participants in developing skills that are critical to their roles as front-line supervisors. They will develop their leadership and management styles allowing them to assist others in improving their performance. The use of communication skills will be examined and enhanced to improve effectiveness. Participants will also explore the challenges of their role, their perceptions and expectations, and develop strategies to assist them in their daily activities. The importance of self-care, including stress management, will also be discussed.

<u>Where</u>	<u>When</u>	<u>Contact & Registration</u>	<u>Video Conference available to the following areas</u> * Minimum of 4 person per site and needs to be registered 2 weeks before training commences *
TBA			

TARGET AUDIENCE: Frontline Supervisors and all Managers

INSTRUCTOR: Waiting for Position within Organization & Development to be filled

REGISTRATION: To register, please contact those listed above.

Developing People (7 hours)

Developing People provides managers with coaching skills and work planning strategies to enhance their ability to guide people to improve their performance at work. The workshop will help managers to understand and develop their own personal management and leadership style so they can help others to excel. The course will also review NH's performance management process so participants can integrate their work with the non-contract employee Performance Management and Development Program.

<u>Where</u>	<u>When</u>	<u>Contact & Registration</u>	<u>Video Conference available to the following areas</u> * Minimum of 4 person per site and needs to be registered 2 weeks before training commences *
TBA			

TARGET AUDIENCE: Frontline Supervisors and all Managers

INSTRUCTOR: Waiting for Position within Organization & Development to be filled

REGISTRATION: To register, please contact those listed above

Hiring the Right Employee (7 hours)

Hiring the Right Employee provides supervisors and managers with the knowledge and skills to conduct an effective recruitment and selection process from developing a job posting through to making and communicating the selection decision. This full day workshop is highly interactive, and participants have ample opportunity to develop their own interview questions and assessment strategies.

<u>Where</u>	<u>When</u>	<u>Contact & Registration</u>
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TBA

Target Audience: All managers and supervisors

INSTRUCTOR: Waiting for Position within Organization & Development to be filled

Registration: To register, please contact those listed above

Foundations of Leadership and Management (14 hours)

This two-day interactive workshop is designed to provide supervisors and front-line leaders with a solid understanding of the basic principles of leadership and management. Upon completion of this workshop, learners will be able to apply these principles in their worksites to ensure that organizational priorities are met. By the conclusion of the workshop, learners will be able to:

- Describe the purpose, role, and history of labour unions in BC's health care system
- Articulate the role and expectations of supervisors and leaders in NH
- Explain the difference and linkage between managing and leading
- Describe NH's approach to developing good working relationships with its unions
- Define the difference between performance management and discipline
- Utilize effective performance management techniques
- State the purpose of discipline and apply the principles of discipline in different scenarios

This workshop is highly interactive and learners will be required to participate in dialogue, small group work, and role plays.

<u>Where</u>	<u>When</u>	<u>Contact & Registration</u>
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Quesnel	May 5 & 6, 2011	Annette Jewell
Vanderhoof	tba	Annette Jewell

TARGET AUDIENCE: All employees throughout NH

INSTRUCTOR: NH Human Resources Advisors

REGISTRATION: To register, please contact those listed above

Financial Education and Training - Completing Forecast Documents (45 Minutes)

This course will inform Managers with Budget Accountability about the [Forecast Document Policy](#) and will provide clarification and examples on how to complete a forecast document. At the end of the course, participants will be able to:

- Understand how the forecast document is used to communicate the knowledge each manager has of their department(s)
- Identify relationships between the Managers Operating Statement and the forecast document
- Know how to make necessary adjustments and comments on the forecast document
- Be aware of the different training and support tools available for managers via documentation on iPortal, their Business Analysts and through the video skills building library
- Know that all Budget Accountability Managers are required to submit a completed forecast document to both their Supervisor and Business Analyst three times per fiscal year (Fiscal Periods 2, 5 & 8)

Where	When	Contact & Registration
Video Link 1 - Period 5 Forecast	Accessible any time	Send the completed Evaluation Form to your Business Analyst once the video link(s) have been viewed. Your HR file will then be updated with having completed the required Financial Education & Training
Video Link 2 - Period 8 Forecast	Accessible any time	
Evaluation Form Link - Completing Forecast Documents	After viewing the video	

TARGET AUDIENCE: All Budget Accountability Managers

Video and Evaluation Form link paths to paste into web browser:

\\PRG86\NIRHB-SDAT\Financial Education and Training\Sep 09 11.03 EDUCATION SESSION - Completing Forecast Documents\ReplayMeeting.htm

\\PRG86\NIRHB-SDAT\Financial Education and Training\Dec 02 10.33 [Education Session on Completing ...]\ReplayMeeting.htm

\\PRG86\NIRHB-SDAT\Financial Education and Training\Evaluation Form - Completing Forecast Documents Video Link.doc

Note: To expand the “Live Meeting” video window click on the “Select Views” drop down at the bottom of the video and un-tick “Current Speaker” and “Index”. For any issues please contact the ITS help desk.

Code White Training (16 hours, 2 days)

Code White Team training – provided by [Advanced Response Training](#)

- Personal Safety training **must** be completed as a **prerequisite**
- Designated Code White Responders or Code White Team members in acute care environments only (based on site specific Code White Response Plan)
- Annual re-certification required (same 8 hour course)

<u>Where</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>
Prince George	tba	May 10/11	0800-1630
	1 day re-certification	May 12	0800-1630
Dawson Creek	tba	May 31	0800-1630
	1 day re-certification		
Ft St John	tba	June 2/3	0800-1630

TARGET AUDIENCE: New trainees for Code White Team (or Designated Code White Responders) in acute care environments only (based on site-specific Code White Response Plan)

INSTRUCTOR: Garry Atkins, Advanced Response Training

REGISTRATION: For more information, please contact Workplace Health and Safety at workplacehealth&safety@northernhealth.ca click [here](#) for registration form.

Please wear comfortable clothing and supportive footwear with closed heel and toe (no high heels or sandals).

Inspections and Incident Investigations (7 hours)

The goal of this combined Workplace Inspections and Incidents Investigations course is to give participants the necessary tools to conduct effective workplace inspections and incident investigations thereby reducing the numbers of workplace injuries, illnesses and deaths. Participants will be able to:

- Understand legislative requirements: Workers Compensation Act and OH&S regulation
- Identify Workplace Hazards
- Assess hazards
- Determine possible solutions: Hierarchy of control measures
- Understand the investigation Process:
 - Gather information
 - Conduct an interview
 - Analyze the facts
 - Determine the sequence of events
 - Consider the contributing factors and determine the causes
 - Make recommendations: Determine control measures to correct the hazard
 - Follow up on implemented recommendations

<u>Where</u>	<u>When</u>	<u>Title</u>
TBA		

TARGET AUDIENCE: All managers, supervisors, and Joint Occupational Health and Safety Committee members regardless of union or management affiliation.

INSTRUCTOR: British Columbia Government Employee's Union trainers

Contact and Registration:

Completed registration forms should be faxed to: Jan Knight at 1-800-946-0244 Click [here](#) for registration form.

Click [here](#) for registration form

Personal Safety Training (4 hours)

Personal safety training is designed for employees who work in moderate to high risk environments and who are not part of a facility's Code White Team. All NH staff members who provide direct care to patients, clients, and residents in the Residential, Community, Acute Care, and Mental Health and Addictions settings are required to attend this training. In each session, learners will develop verbal de-escalation techniques to minimize the possibility of physical assault. For a significant part of the day, staff will also practice physical release techniques so that they can escape from grabs, bites, hair pulls, and chokeholds.

Each training session can accommodate 20 learners. Given the cost of these training sessions, it is important that learners who are unable to attend cancel at least 24 hours in advance so that their place can be given to other staff members. As physical activity is a necessary part of the day, please wear comfortable and durable clothing.

<u>Where</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>
Vanderhoof	Fire Hall	February 9	0800-1200 1230-1630
Burns Lake	Muriel Mould Primary School Gym	February 11	0800-1200 1230-1630
Quesnel	tba	May 9	0800-1200 1230-1630
Prince George	tba	May 13	0800-1200 1230-1630
Dawson Creek	tba	May 30	0800-1200 1230-1630
Ft St John	tba	June 1	0800-1200 1230-1630
Smithers	tba	June 6	0800-1200 1230-1630
Terrace	tba	June 7	0800-1200 1230-1630
Prince Rupert	tba	June 8	0800-1200 1230-1630

TARGET AUDIENCE: Direct care providers working in Residential, Community, Acute Care, and Mental Health and Addictions settings

INSTRUCTOR: Gary Atkins, Advanced Response Training

REGISTRATION: For more information or to register, please contact Workplace Health and Safety at workplacehealth&safety@northernhealth.ca click [here](#) for registration form.

Please wear comfortable clothing and supportive footwear with closed heel and toe (no high heels or sandals). Session covers basic verbal de-escalation techniques and physical release techniques (escape from grabs, bites, hair pulls, and chokeholds). Learners who are unable to attend must cancel at least 24 hours in advance so that their place can be given to others.

Transportation of Dangerous Good (Time commitments vary depending on the workshop attended)

Transport Canada mandates that all NH staff who handle and process dangerous goods maintain current certification by attending Transportation of Dangerous Goods training. Given the variety of dangerous goods that NH staff may encounter, participants are requested to attend the training session(s) that addresses the context of their worksite. By the conclusion of all training sessions, participants will develop the following competencies appropriate to their worksites:

- Describe the regulations regarding the Transportation of Dangerous Goods
- Explain the requirements for training and ongoing certification
- Identify and classify dangerous goods
- Package, ship, and document dangerous goods
- Register and label products
- Undertake emergency procedures in case of an accident or spill

All participants are required to write and pass an exam in order to become certified with the exception of those attending, “Specimen Handling by Ground and Air Transport”, who must write two. All sessions can be attended in-person or by videoconference.

<u>Date & Time</u>	<u>Session Type</u>	<u>Target Audience</u>
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TBA

INSTRUCTOR: Jackie Spain

REGISTRATION: To register, please use the embedded TDG registration form or for more information contact WH&S at WorkPlace-Health&Safety@northernhealth.ca. Participants must gain permission from their managers and supervisors prior to registering. Course materials will be shipped to the host site and video-conference sites. Please note that remote NH regions require up to 3 weeks of shipping time. Video-conference participants must register as early as possible in order to guarantee the arrival of course materials. If the course materials have not arrived prior to the workshop date, registrants will be asked to register for training at a later date.

TDG courses offered via CD to individual participants will meet many of the varied needs across NH. CD courses can be ordered and completed to meet the needs and timing of individual departments. To have a staff member complete the course, the manager contacts Jackie Spain of Golden Solutions.

TDG Registration Form
Click [Here](#)

TDG CD Registration Form
Click [Here](#)

N95 Respirator “Train the Trainer”

The Train the Fit Tester Training Session will prepare NH staff to conduct qualitative fit tests that ensure a seal has been achieved with a respirator. No previous training is required. The session will be a minimum of 4 hours in duration. Topics include donning and doffing of respirators, limitation and use of respirators, how to conduct fit testing sessions for NH staff and common troubleshooting solutions. Information will be presented through a PowerPoint presentation. Attendees will be provided with a copy of N95 Fit Testing Training and Resource Binder (Document Source #1566). A hands-on practice session will provide practical experience in fit testing.

Where **Date**

TBA

REGISTRATION: For more information, please contact Workplace Health & Safety Integrated Services at 1-866-858-9467 or Workplace-health&safety@northernhealth.ca

N95 Respirator Fit Testing Sessions

All workers that are required to wear a respirator must be successfully fitted to the respirator by conducting a fit test. A fit test ensures a seal is created between the respirator and the face. The fit test must occur prior to the worker being issued a respirator or being assigned a task requiring the use of respiratory protection and annually thereafter. Workers will receive education/training at the same time as their fit test. Worker education/training and fit-testing will be provided by trained fit testers. Topics include respirator use and limitations, donning and doffing instruction, and seal check instruction.

Where **Date** **Session Time**

TBA

REGISTRATION: Employees must sign up for a session. Sign up will be done on a first come first serve basis.
UHNBC employees can register for a session by calling 1-250-645-6127 or fit.testing@northernhealth.ca

The link to WH&S education calendar is <http://iportal.northernhealth.ca/CorporateResources/HumanResources/whs/Lists/WHS%20Calendar/calendar.aspx> This calendar will be updated regularly with all WH&S courses. If it could be noted in the education calendar, it would be beneficial.

Evidence-Informed Practice Training

The Evidence-Informed Practice Training helps to facilitate the development of **essential knowledge and skills in using evidence in practice** including:

- How to formulate questions for effective literature searching;
- How to search for evidence in key health databases available via the Northern Health Library (e.g., Medline, CINAHL, Cochrane Library);
- How to critically evaluate the literature; and
- How to implement evidence in everyday practice and for special projects.

Where **Date**

TBA

TARGET AUDIENCE: Health care professionals. The training is suitable for beginners or those wanting to update their skills. Participants should come to the training with a specific area of practice they want to improve or a “burning question” they want to answer.

INSTRUCTOR: Deborah Collette, Research and Evaluation Coordinator, Northern Health

REGISTRATION: Please register electronically by clicking on the following link and click on the red button.
<http://iportal.northernhealth.ca/ClinicalResources/researchandevaluation/Pages/default.aspx>

Electronic Learning Tools for Microsoft Office

Information and Technology Services is pleased to announce the availability of electronic learning tools for Microsoft Office products of

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint

These tools—known as Microsoft E-learning—enable staff to access training and learning tools, on their computers, for Microsoft Office products. E-Learning is available for use 24 hours a day, 7 days a week, 365 days a year.

To access the e-learning tool on a home computer, do the following:

1. Open Internet Explorer
2. Enter <https://business.microsoftelearning.com/activate> in the address bar and hit the Enter key
3. Follow the instructions that appear on the screen

Click [here](#) for the direct link to the iPortal for additional information.

If you have any questions about this new training tool, please email the ITS Helpdesk at ITS.SERVICEDESK@NORTHERNHEALTH.CA

Synapse e-Orientation

3.5 hours

Synapse is an electronic health information system utilized by Mental Health and Addictions staff and physicians. Participants in this online course will learn how to use the system to record client/patient biographical details, treatment plans and outcomes, and referrals to other treatment resources or practitioners. Participants will learn how to use this program concurrent with their level of access and are required to undertake knowledge assessments after completing each module.

Target Audience: This online learning opportunity is open to any staff member, physician, or health sciences student who works with Mental Health and Addictions

Registration: Registration in this e-orientation occurs throughout the year. Participants can register by contacting the following:

Ruby Baptiste	Ruby.Baptiste@northernhealth.ca	(250) 649-7284
Karen Clark	Karen.Clark@northernhealth.ca	(250) 565-2011

Indigenous Cultural Competency (ICC) On-Line Training

8 hours

ICC training will be of interest to health care professionals who work directly and indirectly with Aboriginal people. This unique facilitated online cultural competency training course is designed to increase knowledge, enhance self-awareness and build on skills. On-Line, instructor-facilitated training provides 8 hours (depending on your previous knowledge of the subject and your learning style) of learning over an 8-week period. The training is intended to strengthen individual competencies leading to positive partnerships, better services access and health outcomes for Aboriginal people.

Target Audience: This online learning opportunity is to all staff.

Registration: You can go through the website: www.culturalcompetency.ca or contact Michelle Stephen at 250.645.6219 or by email at organizationdevelopment@northernhealth.ca

WHMIS Training (self-paced)

Northern Health's online WHMIS (Workplace Hazardous Materials Information Systems) course provides learners with the opportunity to understand the background to WHMIS and its development, gain working knowledge of product classifications and hazards, use Material Safety Data Sheets to determine product contents and hazards. Completion of this course helps health care workers protect themselves, their teammates, and their clients/patients. Upon completion of this course, learners will be able to:

- Describe the hazards associated with controlled products
- Determine what types of protective gear is required
- Act appropriately in an emergency
- Get additional information about hazardous products in their workplace

WHMIS training is mandatory for all employees and is required annually. In order to access WHMIS training and the MSDS database, please double click on the links below.

WHMIS TRAINING: <http://www.phsa.ca/HealthProfessionals/Occupational-Health-Safety/Learning-Development-Opportunities.htm>

MSDS DATABASE: <http://www.phsa.ca/HealthProfessionals/Occupational-Health-Safety/MSDS-Database.htm>

Infection Prevention and Control (self-paced)

This online in-service is intended for all staff coming into direct contact with patients or patient specimens. By the end of this online module, learners will be able to:

- Describe basic infection control theory
- Utilize effective hand hygiene practices
- Use personal protective equipment
- Apply appropriate exposure and clean up protocols
- Use isolation techniques to reduce the spread of communicable disease

REGISTRATION: For more information or to register, please contact Deanna Hembroff at deanna.hembroff@northernhealth.ca

Additional Learning and Development Opportunities for Leaders and Teams

Leaders may also access additional learning and development opportunities to support them and their teams on a user pay basis. These opportunities include:

Instructional Skills

This 14 hour workshop provides participants with the basics of

- Developing instructional objectives
- Creating an instructional plan
- Using common instructional techniques
- Encouraging dialogue through questions and feedback
- Utilizing common instructional aids (flip charts and PowerPoint)
- Applying classroom management techniques
- Evaluating learning

Myers-Briggs Type Inventory Assessment (MBTI)

The MBTI is an assessment tool that enables participants to determine their personality type based on self-reported responses to behavioural preference questions. For example, the MBTI will help participants determine if they have a natural preference for Extraversion or Introversion. There are in total 16 personality types all of which include significant variations in terms of strength of preference.

The MBTI can be used in both individual and team settings. Participants take an online survey and then interpret their results with a trained practitioner. The interpretive session provides participants with an opportunity for self-reflection and to deepen their understanding of their gifts and potential areas of growth. With its focus on interpersonal relations, the MBTI is used world-wide in leadership development, team-building, and as an adjunct to conflict resolution.

Strength Deployment Inventory

The Strength Deployment Inventory (SDI) helps participants uncover the motivations and values that underpin their behaviour. This increased self-understanding helps participants to better manage their behaviours and in turn their relationships with others. The SDI is frequently used in leadership development, team-building, communication enhancement and as an adjunct to conflict resolution. The SDI is applied in team and individual settings.

The Instruction Skills Workshop, the MBTI, and the SDI can be accessed by managers, supervisors, and their work teams on a user-pay basis with the costs charged back to the department. Costs associated with the provision of this service may include travel, accommodation, meals, tuition, and test access. Organization Development staff will work with managers and supervisors to keep costs down and to address their specific learning and development needs.

For more information, please contact Peter Martin at (250) 565-2101.

Additional Learning and Development Opportunities for Leaders and Teams Continued

Experiencing Change and Transition **(3.5 hours)**

Change can be difficult, and this workshop offers all team members (leaders and frontline staff) the opportunity to reflect upon a work-related change and its impacts. This workshop will help learners to:

- Define change and transition
- Use a three stage model of change to determine where they are in a change and transition process
- Describe common reactions to change
- Articulate their concerns about recent changes
- Collaboratively discuss strategies to maximize opportunities and minimize the negative impacts of change.

The content of this workshop is based on team experiences and needs; learners should come prepared to engage in open and extensive dialogue with one another and the facilitator. Experiencing Change and Transition can be paired with the Myers-Briggs Type Assessment and Strength Deployment Inventory Workshops for additional value. This workshop is offered on request to teams experiencing change.

Managing Change and Transition **(3.5 to 7 hours)**

Managing change and transition is for all leaders who are guiding their teams through a significant change. Leaders will be able to:

- Define change and transition
- Understand the change and transition cycle
- Define the leader's role in the change process
- Develop communication and enrollment strategies
- Plan change implementation and maintain momentum.

This workshop is offered on request and is most suitable for managers or a group of managers who are undertaking a significant change initiative. This change initiative and the requirements for its implementation then become the context in which the learning takes place. Managing Change and Transition can be paired with the Myers-Briggs Type Assessment and Strength Deployment Inventory Workshops for additional value.

For further information please contact Peter Martin at 250-565-2101 or peter.martin@northernhealth.ca

Northern Health Tuition Reimbursement Program

Northern Health supports continuing education of employees by providing tuition reimbursement for those undertaking courses and programs that expand their knowledge and skills related to their current or potential future role within Northern Health.

There is an annual limit to the funds available for the tuition reimbursement. Therefore, financial support will be provided on a first come, first served basis.

Scope of the Policy

- Full-time, part-time, and temporary employees of Northern Health are eligible to apply for reimbursement for up to half of the total cost of their tuition and learning materials.
- Approved applicants will receive 50% of their total claim up to a maximum of \$500.00 per employee per fiscal year.
- Only courses and programs offered by accredited post-secondary education institutions or professional/occupational associations are eligible for reimbursement.
- Courses and programs that are parallel to those already provided by Northern Health are not eligible for support under this policy
- Tuition reimbursement will only be granted for courses/programs completed within the fiscal year that application is made.

How to apply

Reimbursement is available upon successful completion of a course or program that relates to a key business area within the Northern Health. To apply for tuition reimbursement, an employee must send his/her application in an envelope marked "Tuition Reimbursement" to Education Services. All applications must contain:

- A completed Tuition Reimbursement Application Form signed by the applicant
- Copies of the applicant's transcript, statement of grades, or letter of satisfactory completion from the educational institution or professional/occupational association
- Copies of receipts for tuition and/or learning materials

Complete applications will be processed in the order in which they are received. Incomplete applications will not be processed.

Payment of the tuition reimbursement funds will appear on the employee's pay stub and electronically deposited in the account they have designated to receive their pay.

For more information, please contact call Education Services at 250.645.6219

British Columbia Nurses Education Bursary

The Nurses Education Bursary Program has been established to assist:

- Currently trained Registered Nurses (RN), Registered Psychiatric Nurses (RPN) and Licensed Practice Nurses (LPN) who are upgrading or requiring further education to work in BC's health care system;
- Former nurses and foreign-trained nurses requiring refresher or educational upgrading; and
- Students in LPN, LPN Access, RN or RPN programs.

Up to \$2 million in bursary funding will be awarded annually to qualified applicants that have the greatest financial need. These bursaries will range from \$500 to \$3,500. Applicants will only be eligible to receive one award from either the Nurses Education Bursary or the Health Care Scholarship Fund in a twelve month period.

For more information about eligibility, application deadlines and how to apply to the British Columbia Health Care Scholarship Fund, check the website at www.bcsap.bc.ca (follow the links to Special Programs) or call toll free 1-800-663-7867.

BC Nurses Education Bursary - <http://www.aved.gov.bc.ca/studentaidbc/specialprograms/nursebursary.htm>

Related Links

- BC Student Aid - <http://www.aved.gov.bc.ca/studentaidbc/>
- CRNBC Learning - <https://www.crnbc.ca/PracticeSupport/Pages/Default.aspx>
- Canadian Nurse Scholarship Index - http://www.nursingindex.com/Student_Nursing/Scholarships_Grants_and_Loans/
- BC Student Loan Forgiveness Program - http://www.aved.gov.bc.ca/studentaidbc/repay/repaymentassistance/documents/bcloanforgiveness_application.pdf

SPIRIT OF THE NORTH HEALTHCARE FOUNDATION REGIONAL EDUCATION GRANT

Every December, the Spirit of the North Healthcare Foundation offers healthcare providers at PGRH and throughout its referral area the opportunity to apply for regional education grants for courses taken during that calendar year.

The grants are provided from investment income generated from the Foundation's Endowment Funds. The Endowment Committee and Foundation Board are committed to investing in excellence and recognize that well-trained, motivated people are the greatest resource for providing quality health care.

For a copy of the grant outline and application form, please go online to www.spiritofthenorth.bc.ca or call the Foundation office for further information at (250) 565-2515.

FACILITIES BARGAINING ASSOCIATION EDUCATION FUND

Members of unions that belong to the Facilities Bargaining Association can apply for financial support to assist them with courses that:

- Are related to their existing job
- Advance their careers in health care

Members of unions belonging to the Facilities Bargaining Association may apply for funding for short-term and long-term training. The Fund is active during the current 2006-2010 collective agreement for the Health Services and Support facilities Subsector.

Short-term training includes learning opportunities ranging from 2 to 20 days or distance education/evening courses. Applications are processed on a continuous intake basis with the Fund paying up to \$1,200 in tuition and materials. In most cases, courses must be offered through a BC public post-secondary institution or school district.

Long-term training includes learning opportunities ranging from 20 days to 12 months in length. The Fund will support successful applicants up to a maximum of \$3,500 in tuition and materials. In most cases, courses must be offered through a BC public post-secondary institution or school district.

For more information on this funding opportunity or to download and application form, please visit the Hospital Employees Union website at <http://www.heu.org>

