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Saskatchewan Nurses Foundation 2017 Bursary Application Guide for Clinical Courses of More than Five (5) Days

Application Deadline:

September 30, 2017

***SNF supports educational opportunities
for continuing nursing excellence in
Saskatchewan***

www.SaskatchewanNursesFoundation.org

SNF Application Bursary Application Guide

This application guide contains all the information you need to complete the bursary application form for Clinical Courses of More than Five (5) Days. We recommend that you read this guide completely before starting to fill in the application form.

Application Deadline: September 30, 2017 (must be post marked by this date)

For more information contact the Saskatchewan Nurses Foundation

Website: www.SaskatchewanNursesFoundation.org

By mail: Saskatchewan Nurses Foundation
Box 27082 420 Albert St
Regina, SK S4R 2N8

By email: snf@accesscomm.ca

By phone: (306) 949-2936 (please leave a phone number where you can be reached in the evening as calls are often returned outside of regular business hours)

Introduction

Purpose

The Saskatchewan Nurses Foundation Bursary Program has been developed to:

1. foster excellence in nursing
2. further the contribution of the nursing profession to society

Administration

Bursary applications for clinical courses of more than 5 days are considered annually. The Saskatchewan Nurses Foundation Bursary Program is administered by an appointed Awards Committee. This committee reviews the applications for individual awards based on criteria for the selection of recipients and funds available, and identifies and recommends award recipients to the SNF

Board for approval. The decisions of the SNF Board are final and not subject to appeal.

Maximum Bursary at a Program Level

1. An applicant may receive only one maximum bursary of two thousand (\$2000), although the amount might be awarded over one or more years.
2. The amount of the award paid can not exceed the total tuition paid for the course(s) in the academic year (September 1, 2017 – August 31, 2018).

Application Requirements

1. Completed applications for bursaries for Clinical Courses of More than Five (5) Days must be received or postmarked by September 30, 2017.
2. Applications must be completed fully, including a copy of a letter of confirmation of acceptance into the Clinical Courses of More than Five (5) Days, receipt of a statement of tuition paid, and receipt of all required reference letters.
3. A new and complete application must be submitted for each bursary request, even if the applicant has received a previous bursary for the same program of studies.
3. **Late or incomplete applications (i.e. references not yet received) will not be considered.** It is the responsibility of the applicant to ensure that all required information has been submitted by September 30, 2017.
4. A statement of tuition fees assessed for the clinical course must be submitted with the application form.

Repayment of Bursary

1. If two thousand dollars is awarded, the recipient is required, at the end of the educational program, to complete one year of work in a professional nursing capacity as defined by Foundation policies. This work must be done in the Province of Saskatchewan. If less than \$2,000.00 is awarded, the recipient must work a proportionate period of time in Saskatchewan.

2. Nurses granted a bursary must:
 - i) Notify the Executive Director of the Foundation of any change of name or address.
 - ii) Promote SNF's purpose as requested by the Board.
 - iii) Contact the Executive Director of the Foundation within three months of completing the Clinical Courses of More than Five (5) Days, to advise of employment status.
 - iv) Provide the Executive Director of the Foundation with an employment record covering the period of the required work commitment following completion of studies. The employment record shall include the complete name and address of the employers.
 - v) Be willing to have one's name released to the press and for other public relations purposes.
3. In the event that the bursary recipient should for any reason fail to complete the Clinical Course of More than Five (5) Days, the recipient must, within one year of formally withdrawing from or being asked to leave the Clinical Course of More than Five (5) Days, repay the amount of the Bursary together with interest at the prime rate set by the Bank of Canada at the time of leaving the program plus two percent per annum to the date of payment.
5. If the bursary recipient has not commenced work in a professional nursing capacity in Saskatchewan within one year (12 calendar months) after the completion date of the clinical course for which they received the bursary, the Foundation requires repayment in full of any bursary. Repayment shall commence in the thirteenth month after completion of the clinical course for which they received the bursary.
6. If the bursary recipient is unable to work in a professional capacity because of enrolment in another course or program, the bursary agreement requirements will be deferred until the end of that course or program.

Eligibility Criteria – General Information

A nurse is eligible to apply for a Clinical Courses of More than Five (5) Days bursary if she/he:

1. Is currently registered as a practicing member of the Saskatchewan Registered Nurses' Association; and
2. Is enrolled in a clinical course, judged applicable to nursing, of more than 5 days.
5. Depending on the course, full time or part time status may be considered when awarding funding for bursaries. Bursaries may be prorated for part time students.

Eligibility Criteria – Specific Bursaries

The Saskatchewan Nurses Foundation administers the Saskatchewan Operating Room Nurses Group (SORNG) Memorial Bursary. This bursary is provided by the SORNG through the SNF. This bursary is given to a nurse whose current focus is perioperative nursing. Preference is given to applicants who have been active on healthcare committees, have held executive positions in a healthcare organization and who have published an article or made an educational presentation.

Completing the Bursary Application Form

Every time you apply for a Clinical Courses of More than Five (5) Days bursary, you must complete the Saskatchewan Nurses Foundation Bursary Application for Clinical Courses of More than Five (5) Days form in FULL. We need an application form for each year to ensure the accuracy of our records.

To avoid processing delays, please consider accuracy and legibility, and ensure that the application form and all additional documentation are complete before mailing.

The completed application form, together with a copy of a letter of confirmation of your acceptance into the clinical course of more than five (5) days, a statement of tuition paid, and all reference letters must be mailed to the Foundation. **Faxed copies will not be accepted except in unusual extenuating circumstances following consultation with the Executive Director.** If an application form is faxed, following consultation with the Executive Director, the original copy must also be mailed.

Completing the Bursary Application Form –You may complete this form on your computer and print the completed form or you may print it off as a hard copy

and fill it in. Ensure the information is legible. Do **NOT** include a CV as part of your application form.

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General Information

- Ensure your name and address are legible.
- Include a home and business phone number and an email address. We may need to contact you if there is a problem with your application. These calls are often made outside of regular business hours.
- Check the appropriate box to indicate if you are currently registered as a practicing member with the SRNA.
- Include your SRNA registration number.

Page 1

Nursing Education

- Include all nursing education that you have received: basic, undergraduate and graduate.
- Include the program/institution where you received your basic nursing education and the date that your education was completed.

Page 2

Post Secondary Education Other than Nursing

- Include any degree, diploma or certificate education that you have received that is not in nursing.

Page 2

Professional Nursing Experience

- Include all professional experience that you have had. Begin with your most recent employment and work backward. Please include a separate page if you do not have enough room. Do **NOT** include a CV as evidence of this information.

Page 2 & 3

Program Information

- Indicate the clinical course of more than five (5) days, for which the bursary is requested. Include the complete address for the institution providing or sponsoring the course.
- Indicate the commencement date and the duration of the clinical course.
- Indicate the anticipated date of completion of the clinical course. Remember that you must notify the Executive Director of the Foundation in writing if you continue your studies past the projected date of completion.

- If applicable, indicate if you will be registered Full time or Part time.
- If applicable, indicate the number of credit hours you will be taking in the year (September, 2017 to August 31, 2018) and per semester.

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References

- You must provide the name and address of a reference that represents your current or immediate past employer.
- Provide that reference with the copy of the *Employer Reference Form* and ask that they complete it, enclose it in a sealed envelope with their signature across the sealed flap, and return it to you. The reference must be included in this format with your application form. If your referee prefers to submit it **directly** to the Saskatchewan Nurses Foundation, please indicate this on your application form. The reference must be postmarked by September 30, 2017 in order for your application to be considered.

OR

- If you have not yet been employed as a nurse, provide the name and address of a reference that represents the education program from which you have most recently graduated rather than the employer reference. **If you have been employed as a nurse, do not submit this reference.**
- Provide that reference with the copy of the *Education Program Reference Form* and ask that they complete it, enclose it in a sealed envelope with their signature across the sealed flap, and return it to you. The reference must be included in this format with your application form. If your referee prefers to submit it **directly** to the Saskatchewan Nurses Foundation, please indicate this on your application form. The reference must be postmarked by September 30, 2017 in order for your application to be considered.

AND

- A second reference is required. It should be from someone whom you think is most appropriately able to provide comments on your leadership, nursing ability, teaching ability, professional nursing characteristics, interpersonal relationships, or other assets that are worthy of note.
- Provide that reference with the copy of the *General Reference Form* and ask that they complete it, enclose it in a sealed

envelope with their signature across the sealed flap, and return it to you. The reference must be included in this format with your application form. If your referee prefers to submit it **directly** to the Saskatchewan Nurses Foundation, please indicate this on the application form. The reference must be postmarked by September 30, 2017 in order for your application to be considered.

- **You are responsible to ensure that all references have been submitted it to the Foundation by September 30, 2017.** You may contact the Foundation to see if any that have been submitted directly from your referee have been received.

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Participation in Professional Nursing Activities

- On a separate page, provide information about your involvement with professional nursing activities. This should include activities, over and above being a member, with SRNA, CNA, SUN, other unions, professional practice committees, special interest groups, student societies, etc. If you are employed by a professional organization, you must indicate which activities are work related and which are non-work related. Please indicate how your non-work activities differ from employment responsibilities. Please indicate if your activities are health related or not. If they are health related, please elaborate on how they are health related. Please indicate if each activity is local, provincial or national. Be specific about your involvement, i.e. are you a member only of an organization or are you an active participant. Include examples of your active participation. Attach another page if you require more room. Do **NOT** include a CV as evidence of this information.

Page 3

Participation in Volunteer Activities

- Volunteer activities may be any non-employment related activities. They may be health related, community related or in any other volunteer area. Please indicate if the activity is local, provincial, or national. Please include specific activities that you have done as volunteer activities. Do **NOT** include a CV as evidence of this information.

Page 3

Professional Goals

- On a separate page, submit a written statement that describes your long term and short term goals. Indicate how these are

related to the clinical course of more than five (5) days, for which you are seeking funding. Include a description of the benefits that you, nursing, health and society will derive as a result of your completion of your education program.

- Include a description of your proposed contribution to the nursing profession in Saskatchewan, highlighting the relationship between your program of studies and employment and other contributions to the nursing profession that you can anticipate providing as a result of your program of studies. This should include your anticipated role in potential employment positions and your anticipated role in provincial and/or national organizations.

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Specific Bursary Eligibility

- Check the appropriate box to indicate that you are applying for the SORNG Memorial Bursary if this is the case.
- On a separate page, indicate how you meet the criteria specific to the bursary.

Release

- Sign the release of information form.
- Include a picture that can be used for publication on the SNF website and in promotional activities. A picture can be emailed **in jpg format only** to snf@accesscomm.ca.

DID YOU REMEMBER TO:

- Complete all sections of the application form
- Give the appropriate reference forms to your employment or education program reference and second reference, ask them to complete the form, enclose it in a sealed envelope with their signature across the sealed flap, and return it to you. The reference must be included in this format with your application form. If your referee prefers to mail it **directly** to the Foundation, this must be indicated on your application form. All references must be postmarked by September 30, 2017.
- Submit a statement on a separate page describing your professional and volunteer activities. Remember to indicate if the activities are work or non-work related and if they are health related. Indicate if the activity is local, provincial or national. Remember to be specific about activities that you have participated in beyond simply being a member.
- Submit a printed statement on a separate page describing your future goals, your proposed contribution to the nursing profession in Saskatchewan and indicating how this educational program will relate to

your future career goals and your contribution to the nursing profession in Saskatchewan.

- Sign and date your application form
- Include a copy of the letter indicating your acceptance into the clinical course.
- Include a statement of tuition paid. The statement must clearly include tuition as an item separate from any other fees.
- Provide a separate page that indicates how you meet the criteria for any specific bursary(s) for which you believe you are eligible.
- Sign the release of information form and either include a photo of yourself or email a photo in **jpg format only** to the Foundation.

NOTE: Applications will not be considered unless they are complete with the **original** signature of the applicant and referees.

You have now completed the Saskatchewan Nurses Foundation Bursary Application Form for Clinical Courses of More than Five (5) Days