

Clinical Professional Development Fund

Terms of Reference

Purpose

The purposes of the Clinical Professional Development Fund are to:

1. Develop novel skills in clinical care within the current pool of SEAMO-funded physicians
2. Upgrade/enhance existing clinical skills within the current pool of SEAMO-funded physicians

Scope and Guidelines

Eligibility

All SEAMO-funded physicians are eligible to apply to the Clinical Professional Development Fund. However, financial support may be pro-rated based on the SEAMO-funded FTE of the candidate.

In-scope

Eligible expenses* for the Clinical Professional Development Fund include but are not limited to:

- Tuition
- Travel
- Accommodation
- Meals

**in compliance with Queen's Travel and Expense Reimbursement Policy*

Out-of-scope

The Clinical Professional Development Fund is *not* intended to include:

- Compensation in lieu of professional income or locum coverage for relinquished deliverables during the program of study
- Attendance at in-house workshops, society meetings, conferences (or conference short-courses), etc.
- Completion of a fellowship program

Available funding

SEAMO Governing Committee has made a one-time funding commitment of \$1M to be spent over a three-year period. This investment will be evaluated after a two-year period and further funding will be considered.

The maximum award for a single program of study will not exceed \$50,000.

SEAMO-funded physicians in good standing are eligible to receive a maximum of \$50,000 over a three-year period to support the development and/or enhancement of clinical skills.

Administration and Review Process

The Strategic Priorities and Recruitment Committee (SPRC), a sub-committee reporting to SEAMO Governors, has responsibility, authority and accountability for management of the Clinical Professional Development Fund.

A separate adjudication committee will have responsibility for managing the Clinical Professional Development Fund application process and making recommendations to the SPRC regarding candidate funding.

Voting members of the adjudication committee include:

- Vice-Dean, Clinical / Medical Director, SEAMO (Chair)
 - Chair votes only in the instance of a tie-break or conflict of interest
- 2 SEAMO-funded physicians
 - 1 with surgical/procedural expertise
 - 1 with medical expertise
- 2 organizational leadership representatives
 - Only one hospital or organizational rep votes on each application, based on which hospital or organization will be adopting/implementing the new clinical skill.

Departmental Commitments

Applications for funding will be made by the Department Head.

To receive Clinical Professional Development funding, a department must:

- Demonstrate how the applicant's proposed course of study will be supported by the department/division
- Maintain the clinical and academic productivity of the department/division during the candidate's proposed course of study
- Obtain a letter of support from the related institution (e.g., Providence Care, KHSC, etc.)

Candidate's Commitment

Successful recipients of the award are expected to share their learnings with clinical colleagues including, students, residents and fellows. Some examples include train-the-trainer sessions and educational rounds.

Evaluation Criteria

The following factors will be considered by the adjudication committee when evaluating applications and making funding recommendations:

1. Quality of the candidate, including
 - Clinical performance/productivity
 - Clinical qualifications and training
2. Quality of the environment, including
 - Opportunities for dissemination of learning
 - Opportunities for collaboration
 - Mentoring and support systems
 - Hospital/Community/Clinical feasibility
3. Extent of fit of the proposed clinical skill with the strategic objectives of the departments and/or hospitals
4. Receipt of previous Clinical Professional Development Funding award(s) to the division and/or department.

Successful candidates will have demonstrated significant interest in and/or clear evidence of engagement in advancing their clinical skills.

Application Process

Applications for funding will be made by Departments on behalf of individual candidates.

The application will be composed of four (4) parts, including:

- Departmental Commitment Form
- Letter of Support from operational leadership of the respective organization (e.g., a brief letter from Program Operational Director at KHSC, etc.)
- Candidate's proposal (2-3 page letter describing the program of study)
- Candidate's CV
- Budget

Departmental Commitment Form

The application form specifically addresses the departmental commitments and provides an assessment of the candidate. Specific items to be addressed include:

- a) A summary of the steps that will be taken to ensure that the Department's clinical and academic productivity is maintained during the applicant's proposed course of study.

- b) Please describe:
 - The candidate's qualifications and training, performance, and productivity to date
 - The mentoring program for the candidate and opportunities for collaboration
- c) The potential for growth and increased productivity that may be expected from the candidate's time dedicated to the new clinical skill.
- d) A statement describing the fit of the candidate's proposed activities with the strategic objectives of the department and/or hospital.

Candidate's Proposal

The candidate's proposal must include:

- A 2–3-page proposal describing the program of study, including the:
 - letter recounting the candidate's qualifications and interest in the fund
 - Type of clinical skill program
 - Location of clinical program
 - Experts with whom the candidate wishes to study and rationale
 - Protected time required to complete the program
 - Anticipated benefits of proposed program for the candidate, the department/division, and the hospital (if applicable)

Candidate's CV

The candidate must provide an updated CV.

Budget

The candidate must provide a detailed budget that aligns with the Queen's Travel and Expense Reimbursement Policy.

Contact Information

Please send all applications to the SEAMO Office at seamo@queensu.ca.