

Department of Family Medicine Staff Development Fund

Policies and Procedures

Revised: 6.3.15

Description:

The Department of Family Medicine Staff Development Fund (herein after referred to as “The Fund”) is established to provide support to clinical and department staff members in their professional development. The Fund will support activities leading to enhanced skills for individuals and work groups so that we can be more effective in achieving the mission of the department.

Source of Funding:

The money available in The Fund comes from donations made to the Department of Family Medicine from staff and faculty during the annual giving campaign. The department will provide matching funds for each dollar donated to supplement the total amount available for The Fund.

Allocation of Funds:

The majority of The Fund will be used for individual staff member development activities. An amount will be set aside for group staff development activities for each clinic and the department staff group. This amount will be determined annually based on the total funds available in the Fund.

Governance:

The Family Medicine Staff Development Fund Committee will establish and implement the policies and procedures of The Fund. The Committee will be comprised of representatives from the clinical and departmental administrative staff. Each clinic will be assigned a clinical role (PAS, MA, Nursing, Manager) to fill on the Committee annually and will select an individual from that group. The roles on the Committee will rotate among the clinics each year. Three individuals from the department administrative group will be selected to serve on the Committee. In order to maintain continuity on the Committee, members will serve 2 year terms with half the members rotating off each year, if the desire to rotate off. Members can serve up to 3 terms before being required to rotate off.

Committee members will recuse themselves from discussion related to their own applications. At least 6 committee members will constitute a quorum for voting on applications.

The Committee will be chaired by the Vice-Chair for Academic Affairs in Family Medicine and the Department Administrator will staff the Committee.

Eligibility:

All represented employees in the Department who have worked in the Department at least six months are eligible to apply for funding from The Fund.
(Family Medicine research department has their own fund to help support research staff).

Application Process:

1. Open, ongoing application period. Employees will be notified monthly in the FM Newsletter and quarterly by e-mail with information about The Fund.

2. Report will be given each month during the department meeting announcing who received funds and asking those that have completed the training to give a short summary of what they did and learned.
3. Staff must complete the Family Medicine Staff Development Fund Application for development activities they wish to participate in.
4. The Committee will review all applications. Decisions regarding approval of applications will be decided in part based on the following criteria:
 - Need for the individual to gain new skills or enhance skills for their current job
 - Alignment with current or anticipated needs in the individual's work unit
 - The development activity can be shared in some way with others in the work group
5. An individual may receive funding for one application per year. Preference will be given to funding a staff member who has never received any type of department funding for professional development over someone who has received funding in prior years.
6. The typical amount of funding for any individual application will be \$1000 or less.
 - The committee can approve applications over \$1,000 case by case.
7. The Fund WILL NOT be used to support the following activities:
 - tuition costs related to course work leading to a degree (e.g. B.A. or Master level degree)
 - OHSU offers tuition discounts that can be accessed by employees.
8. Examples of areas of staff skills training that the Fund WILL be used to support are:
 - Motivational Interviewing
 - Communication
 - Leadership and Team-based Care
 - Diversity
 - Patient-centeredness
 - Customer Service
 - Working in Teams
 - Time Management
 - Prioritizing Assignments
 - Healthy Lifestyle Education for Patients (e.g. nutrition, exercise)
 - Tuition costs related to a course directly related to the employees work
 - i. Example: Excel class for someone working in finance or a video production class for a communication coordinator.
 - License or certification application or exam fees

Family Medicine Staff Development Fund Application

Date: _____

Name: _____

Position Title: _____

Work Unit:

- Scappoose
- South Waterfront
- Gabriel Park
- Richmond/Walk-In
- Department Admin

Name of Development Activity: _____

Date(s) of Development Activity: _____ Location: _____

Amount Requested: _____ (Maximum allotted is \$1000) Describe the specific costs involved in your request, i.e. what will the funds be used for.

Attach documentation of fees associated with this activity (e.g. conference brochure/registration)

Describe the Staff Development Activity for which you are requesting funding.

What skill(s) do you hope to gain? Describe how you would use the skills in your current job or in future planned activities in your work unit.

What can you bring back to your workplace as a result of participating in this development activity? Describe how you would go about sharing what you have learned.

[NOTE: Training materials like course manuals obtained through funded activities should become the property of the work unit so they can be shared with others.]

Your Signature _____

Your Supervisor's Signature _____

The Family Medicine Staff Development Fund Committee may contact your supervisor for additional information during the application review process

It is expected that the development activity in this application be shared in some way with others in the work group. The supervisor is responsible for working with the individual to provide an opportunity for this to occur (e.g. set aside time at a staff meeting for the individual to share what he or she has learned as part of their funding training).

Supervisor Comments:

Supervisor needs to comment on how the clinic or Department unit will benefit from the individual's activity.

Submit your Application to Megan McGhean
Ph: 503-494-4363
mcgheanm@ohsu.edu