

 UNIVERSITY OF MANITOBA Rady Faculty of Health Sciences	Title:	Professional Development
	Department:	Family Medicine
	Section:	Finance & Administration
	Approved By:	Executive Management
Policy & Procedures	Approval Date:	April 19, 2017
	Effective Date:	April 19, 2017
	Scheduled Review:	April 19, 2022

1.0 Purpose: The Department of Family Medicine is committed to providing a supportive and rewarding environment for staff, and recognizes that the quality, responsiveness and professionalism of its personnel are inextricably linked to the Department’s achievement of its academic mission and strategic goals.

All staff are encouraged to continue their training and skill development while employed with the Department of Family Medicine. The purpose of the Professional Development Policy is to encourage and support staff to actively pursue professional development as an integral element of their employment with the Department. The Department acknowledges that continuing professional development contributes to job satisfaction, workplace productivity, reward and recognition. Toward this end, the Department of Family Medicine may award financial assistance to support professional development once other means of acquiring funding have been explored and exhausted (due to limited availability of departmental funding) and/or facilitate paid or unpaid work time to staff to undertake professional development.

The amount of any potential funding awarded for professional development is determined by the Executive Management Committee and at the discretion of the Department Head, and is subject to the type of professional development activity requested, as well as the availability of funds.

2.0 Definitions: For the purpose of this policy:

2.1 **Professional Development:** Includes the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of staff in relation to their role and responsibilities within the Department.

2.1.1 Professional development opportunities and activities include, but are not limited to: conventions, conferences, seminars, workshops, courses etc.

- 2.1.2 Professional development opportunities and activities are offered through the Department of Family Medicine Faculty Development, Max Rady College of Medicine Continuing Professional Development, the Rady Faculty of Health Sciences Office of Educational & Faculty Development, University of Manitoba Learning and Organizational Development, and external organizations/ agencies.
- 2.2 **Support:** May include paid or unpaid time to participate in professional development, purchase of learning resources to support professional development, and/or partial or full funding for the facilitation of professional development (i.e. registration, travel, accommodations etc.).
- 2.3 **Other Means of Funding:** Funding obtained from outside of the Department of Family Medicine including but not limited to:
 - 2.3.1 Max Rady College of Medicine Faculty Development Fund (up to \$2,000 once/ yr. for approved professional development within Canada or up to \$3,000 once/ yr. for approved professional development outside of Canada). Available to GFTs and non-GFT Program Directors.
 - 2.3.2 Doctors Manitoba Continuing Medical Education (CME) Rebate Fund (up to \$3,500/ yr.). Available to all physicians who receive fee-for-service payments from Manitoba Health, Seniors and Active Living within the respective calendar year.
 - 2.3.3 Grants supporting Continuing Professional Development (i.e. Janus Continuing Professional Development Grant offered through the College of Family Physicians of Canada or other grants available through other organizations). Available to all physicians.
 - 2.3.4 University of Manitoba Faculty Association (UMFA) travel and expense funds. Annual rates dependent on Collective Agreement. Available to UMFA staff.
 - 2.3.5 University of Manitoba Learning and Organizational Development Tuition Reimbursement & Staff Development Funding. Available to University Support & Academic staff.
- 2.4 **Staff:** All Departmental staff, including Geographical Full-Time (GFT) physicians, non-GFT physicians, academic/administrative personnel and inter-professional faculty within the Department.
- 3.0 Policy:
 - 3.1 The Department may provide support to staff to pursue professional development.
 - 3.1.1 Priority consideration for the determination of paid or unpaid

time to participate in professional development, purchase of learning resources to support professional development, and/or partial or full funding for the facilitation of professional development will be given to activities that (1) meet an identified departmental need or priority of its academic mission and strategic goals; or (2) relate to the enhancement or sustainability of a specific role or position the staff member holds within the department.

3.1.2 Support by way of partial or full funding for the facilitation of professional development from the Department of Family Medicine will only be considered once other means of acquiring funding have been explored and exhausted.

3.2 The amount of funding available from the Department of Family Medicine for approved professional development opportunities and activities will be determined by the Executive Management Committee and at the discretion of the Department Head.

3.2.1 Unused professional development funding that has been approved for individuals does not carry forward from year-to-year, nor is any unused balance paid out upon cessation of employment with the Department.

3.3 All travel carried out under this policy must be pre-approved and is governed by the University of Manitoba policy and procedures on Travel and Business Expense Claims and must comply with those provisions.

3.3.1 Failure to comply with University of Manitoba policy and procedures on Travel and Business Expense Claims will result in expenses not being reimbursed.

4.0 Procedures: 4.1 All Departmental staff, including GFT physicians, non-GFT physicians, academic/administrative personnel and inter-professional faculty within the Department must fully complete and submit the **Department of Family Medicine, Elective Professional Development Application Form** when requesting support for all non-mandatory professional development.

4.1.1 Applications may include requests for paid or unpaid time to participate in professional development; purchase of learning resources to support professional development, and/or partial or full funding for the facilitation of professional development (i.e. registration, travel, accommodations etc.); and must indicate how other means of acquiring funding have been explored and exhausted.

4.1.2 All applications will be reviewed in a timely fashion; however, may require submission to the Executive Management Committee for decision dependent on the type of support

being requested. The applicant must be aware of this to ensure that submissions are received well in advance of the perspective professional development activity to allow sufficient time for this committee to convene if required.

4.1.3 Applications that have been approved to include travel is governed by the University of Manitoba policy and procedures on Travel and Business Expense Claims, and must comply with those provisions.

- 5.0 References
- 5.1 Travel and Business Expense Claims Policy, University of Manitoba
[Hyperlink to Policy](#)
 - 5.2 Travel and Business Expense Claims Procedure, University of Manitoba
[Hyperlink to Procedures](#)
- 6.0 Policy Contact Manager, Finance & Administrative Services