

## **Frequently Asked Questions about the Waterloo Wellington Interdisciplinary Palliative Education Funds (PEF)**

1. Can I apply to be reimbursed for taking the Fundamentals of HPC?

*Palliative educational courses such as the Fundamentals of Hospice Palliative Care, CAPCE (Comprehensive Advanced Palliative Care Education) and others already receive funding support through the Ministry of Health (MOH). As the PEF are likewise funds provided by the MOH, these programs would not qualify for additional reimbursement.*

2. Where can I find the application forms to access the PEF?

*You can find The Education Funding Request form and the Final Claim Form on the HPC Connection website at: [www.hpcconnection.ca](http://www.hpcconnection.ca)*

3. Can I apply to be reimbursed for any health care education or conference?

*The simple answer is no. The PEF are intended to support are available to provide financial support for quality palliative care education that will improve and change practice at the bedside for front line health care providers and volunteers within the WWLHIN. A subsidy for registration fees is available for any individual attending an education event that supports evidenced based best practice guidelines and the Model to Guide Hospice Palliative Care.*

4. How long will I wait to hear if my application was accepted?

*Once your Education Funding Request form has been received notification of approval could take up to 10 business days.*

5. How often can I apply to the PEF?

*Individuals may apply to receive conference or course subsidy once a year up to a maximum amount equal to the cost of the annual HPCO conference registration fee member rate. You are able to submit a second individual application but approval would be delayed until the end of the fiscal year (March) and proportionally granted based on availability of funds.*

6. Are there any criteria that must be met in order to apply to receive reimbursement from the PEF?

*The PEF support both staff and volunteers of organizations associated with the palliative care goals of the Waterloo Wellington LHIN. The education must reflect evidenced based best practice guidelines and the Model to Guide Hospice Palliative Care. For a more in depth overview of these criteria, please refer to the Education Funding Request Form available at: [www.hpconnection.ca](http://www.hpconnection.ca)*

7. My workplace paid my conference fees – can I still apply to be reimbursed from the PEF?

*Upon submission of Final Claim Form and required documentation (i.e. copies of receipts and proof of completion of course), subsidy funding will be reimbursed to whoever paid the original registration costs, the individual or the employer.*

8. I attended a palliative conference two years ago – can I still apply to the PEF and be reimbursed now?

*Unfortunately, we are unable to provide subsidy for conferences and educational courses taken outside of our current fiscal year. We ask that you submit your Final Claim form promptly to allow for adequate time to process your claim. Once your form and the supporting documents are received, reimbursement will be made within 30 days.*

9. Can the PEF cover the cost of my accommodations and meals at the conference?

*The PEF are intended to subsidize registration fees and do not pay for participants travel, accommodation or food costs incurred while attending an educational conference or workshop.*