



Policy Name: <p style="text-align: center;">FORMAL EDUCATION/TRAINING & CONFERENCES</p>	Policy Number: <p style="text-align: center;">1010</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">SEPTEMBER 1, 2021</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New template.</p>	Date Revised: <p style="text-align: center;">October 6, 2021</p> Next Date for Review: <p style="text-align: center;">October 6, 2024</p>
Section: <p style="text-align: center;">Section 10 - Human Resources</p>	Page No: <p style="text-align: center;">Page 1 of 3</p>

Policy

The Salvation Army Agape Hospice (Agape) strives to provide excellent care that practices and models the highest level of competence. Agape encourages ongoing education and development for each employee and volunteer to ensure the most current information on hospice/palliative care services and management practices is utilized at Agape.

In the event that this policy is in conflict with the terms and conditions of the Collective Agreement, the Collective Agreement shall prevail over this policy.

REQUIRED FORMS AND EQUIPMENT REFERENCES

Agape Hospice Conference Application Form
 Agape Hospice Educational Assistance Benefits Agreement
 Agape Hospice Conference Evaluation Report
 Electronic forms location – FORMS
 Hardcopy forms location – Work area file cabinet.

CROSS REFERENCES

Policy 1405 – Agape Hospice Yearly Compulsory Education for staff
 Collective Agreement, UNA Local 232; Article 35: Continuing Education

REFERENCES

The Salvation Army Operating Policy HR 05.001 – Education and Training
 The Salvation Army Operating Policy HR 05.003 – Conference & Convention Attendance
 The Salvation Army Operating Policy FN 06.002 – Staff Expense
 Alberta HCA Directory www.albertahcadirectory.com
 College and Association of Registered Nurses of Alberta (CARNA): www.Nurses.ab.ca
 Alberta College of Social Workers (ACSW): www.acsw.ab.ca



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Procedure

1. All employees should consistently upgrade their knowledge and skills within their specific professional field by reading journals and current literature, attending workshops and seminars, and by enrolling in formal education/training and conferences at recognized learning institutions. Health Care Aides are unregulated, however must be actively registered with the Alberta Health Care Aide Directory in order to work at Agape. All regulated health professionals are governed by the Health Professions Act of Alberta: Registered Nurses (RNs) must follow guidelines set out by the College and Association of Registered Nurses of Alberta (CARNA) Continuing Competency Program; Social Worker(s) must follow guidelines set out by the Alberta College of Social Workers (ACSW).
2. **Formal Education/Training**
 - a. As budget permits, an employee may be sponsored by Agapé, for at least a portion of the costs of formal education/training. Requests for sponsorship must be made in writing to the appropriate manager using the attached Application to Attend Formal Education/Training & Conferences. Such sponsorships will only be made available if the formal education/training is relevant to the employee's current role at Agapé. In cases where the employee is sponsored, the attached Agreement for Formal Education/Training must be signed prior to any reimbursement of funds.
 - b. An employee who attends education/training or conferences also may occasionally be invited to make a presentation for which an honorarium is received. If Agapé paid for the registration, the honorarium will be given to Agape and applied to the cost. If there was no cost for the registration and the presentation was prepared and/or presented on work time for which the employee was paid, the honorarium may be used at the recipient's personal discretion.
3. **Conferences**
 - a. All conferences, conventions, seminars and workshops will be referred to as conferences (etc.);
 - b. If Agapé sponsors an employee to attend a conference, any expenses that will be covered for the conference, hotel, meals and/or travel will be identified



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at the time of approval. The employee (where appropriate) will be paid at their applicable rate of pay.

- c. Employees are encouraged to attend a local conference where at all possible.
- d. On return from the conference the employee must:
 - i. Present a report of the information/skills received.
 - ii. This report can be in different forms:
 - 1. Written report;
 - 2. Demonstration of skills learned;
 - 3. Presentation:
 - a. Display, etc.;
 - b. Interdisciplinary rounds;
 - c. In-service;
 - d. Article Club.