



The Gillian MacMichael Endowment

For Palliative Care Education **Appendix A**

1. OVERVIEW

This endowment fund was created in 2001 by Stephen and Arlene Waymire to honour the life of Gillian MacMichael. The purpose of the fund is to educate interdisciplinary health care professionals in Nova Scotia regarding palliative care.

Gillian “GillyMac” MacMichael was an exceptional individual who had a passion for life, was gifted in her field of public relations and was well loved by her family and friends. When Gillian required palliative care during her illness, she was blessed with outstanding and compassionate care from nurses at the QEII Health Sciences Centre in Halifax, Nova Scotia. In honour of Gillian, and the caregivers who made such a difference in her life, it is hoped that through this fund, other professionals will be given the opportunity to advance their understanding of palliative care and, ultimately, make a positive difference in the lives of others.

The capital of this fund will be invested and the interest earned will be used as financial awards at the discretion of the committee. Awards will be paid in the form of a bursary to subsidize tuition and associated fees for palliative care education programs or to sponsor a lectureship on the topic of palliative care.

2. Q & A

What is the Gillian MacMichael Endowment Fund?

This endowment fund was created in 2001 by Stephen and Arlene Waymire to honour the life of Gillian MacMichael. The purpose of the fund is to educate interdisciplinary health care professionals in Nova Scotia regarding palliative care, via such mechanisms as:

- Annual Bursaries
- Sponsored Lectureship(s)

How much money can you apply for?

Annual awards for both bursaries and lectureship(s) are made at the discretion of the committee.

- **Bursaries** – Will be awarded annually up to \$1000.
- **Lectureship(s)** – An award winner or lecturer may be chosen annually, it may often be more suitable to present the award only occasionally, and the committee will not hesitate to pass over a year when there is no outstanding nominee.
- The amount given in any year will be up to the discretion of the committee. This amount may be divided amongst two or more applicants if all applicants meet the criteria and are deemed equal.

Who Can Apply?

Bursary

The bursary is open to any Nova Scotia interdisciplinary health care professional continuing their education in palliative care. Interdisciplinary professional can be defined as any member of the health care team for example: (Nurses, Physicians, Social Workers, Pastoral Care Workers, Dietitians, Therapists, and Volunteers). **Students will not be considered for funding.**

Lectureship

Organizations in Nova Scotia may apply for a lectureship award to facilitate bringing palliative care education to a broader audience.

What kinds of educational courses will be funded?

Bursary

- Recognized introductory palliative care course from a recognized institution such as STFX University, Grant MacEwan College or Dalhousie University.
- Initial funding for CNA Examination Certification
- St. Christopher's Hospice Multi-Professional Week, London England
- Clinical Traineeships

Lectureships

- Conferences
- Annual Meetings
- Symposia
- Forums

Who makes decision on grant applications?

- The Gillian MacMichael Endowment Fund is administered by the QEII Foundation.
- Awards are granted by the Gillian MacMichael Endowment Fund committee according to the endowments Terms of Reference & Guidelines.
- There will be a separate adjudication process for bursary and lectureship awards. Bursaries will be awarded in spring (April or May) of each year and Lectureships in the fall (September or October).
- The Committee is comprised of a family member, Service Chief, Palliative Care, Capital Health, Services Manager, Palliative Care, Capital Health, member of the Nova Scotia Hospice Palliative Care Board, member of the Interdisciplinary health care team other than nursing and medicine, Palliative Care consultant and QEII Foundation representatives.

How do I apply?

Bursary Application (See attached)

Interested applicants for the 2010 bursary process must submit a completed application no later than **March 12, 2010 at 4:30pm**, to the Gillian MacMichael Endowment Fund Committee c/o Melissa

Young, QEII Foundation, Centennial Building Office, Room 1-040, 1276 South Park Street, Halifax, NS B3H 2Y9. Guidelines and the application form can be obtained on the QEII Foundation website at <http://www.qe2foundation.ca/> or Capital Health Intranet under the QEII Foundation section <http://cdhabb/> or you can contact Melissa Young at melissa.young@qe2-hsc.ns.ca **Please ensure all information is completed in the application form.**

Lectureship Application (See Attached)

Interested applicants for the 2010 lectureship awards must submit a completed application no later than **September 30, 2010 at 4:30pm** to the Gillian MacMichael Endowment Fund Committee c/o Melissa Young, QEII Foundation, Centennial Building Office, Room 1-040, 1276 South Park Street, Halifax, NS B3H 2Y9. Guidelines and the application form can be obtained on the QEII Foundation website at <http://www.qe2foundation.ca/> or Capital Health Intranet under the QEII Foundation section <http://cdhabb/> or you can contact Melissa Young at melissa.young@qe2-hsc.ns.ca **Please ensure all information is completed in the application form.**

3. ELIGIBILITY GUIDELINES

Bursary

The Gillian MacMichael Endowment Fund Committee seeks individuals meeting the following criteria:

- The bursary is open to any Nova Scotia Interdisciplinary Health Care Professional continuing their education in Palliative Care. Interdisciplinary can be defined as any member of the health care team for example: (Nurses, Physicians, Social Workers, Pastoral Care Workers, Dieticians, Therapists, Volunteers).
- Five years experience in a clinical setting
- Demonstrates motivation to pursue studies in palliative care
- Demonstrates a financial need for assistance. The expenses applicants apply for need to be realistic in nature and pertain directly to their educational need and immediate living expenses. (Examples: cost of course, books, rent, living expenses).
- Supported by your immediate supervisor
- CNA Examination Certification – Funding will only be considered for **initial coverage** for certification and applicants must have demonstrated a previous commitment to continuing education and ongoing education in palliative care. Funding coverage for **re-certification will not be considered** by the committee.
- All applicants who apply must be planning to take a course(s) in the upcoming fiscal year April 1 – March 31.
- If the recipient is not able to use the funds for a particular reason it will be their responsibility to notify the QEII Foundation office. If the committee does not hear from an awarded applicant it will be up to the discretion of the committee whether applicants lose the allocated funds. Unused funds will be returned to the endowments capital.
- Previous recipients are encouraged to reapply for future funding.

The Following Will Not Be Considered:

- The committee will not accept applications for the purpose of compensating cost(s) of course(s) for applicants who have already completed a Palliative Care course.
- Conferences and seminars are not considered as courses and as such do not qualify for this award

The application must include:

- Course name, number, dates and host educational institution
- Amount required and purpose of fees
- Your current role in the health care team held in Nova Scotia
- Demonstrates a financial need for this award
- Applicant's reason for pursuing palliative care studies
- How this course will be of benefit to the applicant's workplace
- Recommendation letter from immediate supervisor
- Applicants must include a syllabus of the course

Please ensure all correspondence is legible, organized, and all support information is included.

Lectureship

The Gillian MacMichael Endowment Fund Committee seeks applicants meeting the following criteria:

- The Lectureship series is open to organizations in Nova Scotia interested in facilitating to bring palliative care education to a broader audience.
- The Lectureship award will be used to cover the cost of a speaker's honorarium.
- All applicants who apply must plan for the lectureship in the upcoming calendar year January 1 – December 31.
- Lectureships are to be maintained at the highest level. While an award winner or lecturer may be chosen annually, it may often be more suitable to present the award only occasionally, and the committee will not hesitate to pass over a year when there is no outstanding nominee.
- If the recipient is not able to use the funds for a particular reason it will be their responsibility to notify the QEII Foundation office. If the committee does not hear from an awarded applicant it will be up to the discretion of the committee whether applicants lose the allocated funds. Unused funds will be returned to the endowments capital.
- Previous recipients are encouraged to reapply for future funding.

The Following Will Not Be Considered:

- The committee will not accept applications for lectureships that do not have a palliative care focus and will assess the application and relevancy of the abstract to the overall purpose and terms of reference for this fund.

The application must include:

- Lecturer’s name and be accompanied by their abstract
- Lectureship topic and the context of the lecture (e.g. annual meeting? Conference? Etc)
- Lectureship date
- Amount required and purpose of fees
- Who is the expected audience and estimated attendance
- Please outline the nature of your organization (for ex. Non-profit, Crown Entity, Student Association)

Please ensure all correspondence is legible, organized, and all support information is included.

4. COMMUNICATION & TIMELINES

- Call for submissions advertised through communication vehicles throughout the province such as:
 - Capital Health & District Health Care Newsletters, Intranet, Websites
 - NSHPCA Website, Newsletter / Board of Directors
 - QEII Foundation Website & Newsletters
 - Bulletin Boards

Bursary

- Deadline for submissions..... **March 12th**
- Adjudication of proposals..... **March 25th**
- Bursaries awarded at annual NSHPCA Conference.....**Late April / May**

Lectureship

- Deadline for submissions..... **September 30th**
- Adjudication of proposals.....**Early October**
- Lectureship awarded**Late October**

5. RESPONSIBILITY

Committee:

- The Endowment Fund is administered by the QEII Foundation and the Gillian MacMichael Endowment Fund Committee.
- The committee will advertise the bursary and lectureship adhere to all timelines indicated.
- The committee will review all applications and adjudicate according to the eligibility guidelines.

- The QEII Foundation office will notify applicants on the outcome of their application.

Bursary & Lectureship Applicants:

- Upon successful completion of palliative care studies it is mandatory for all bursary applicants to submit a one page report on the status and impact their bursary had on them and their workplace. This report should be written to Stephen and Arlene Waymire and/or Gillian's immediate family to thank them and highlight experiences learned from their educational course(s). Upon the completion of a Lectureship the awarded applicant must provide an overview of the outcome of the lectureship to the above mentioned family. These letters can be submitted to Melissa Young, QEII Foundation who will forward them from the QEII Foundation office.

6. ACCESS & ALLOCATION

- Applicants for bursaries and lectureships can access their funds by contacting Melissa Young, QEII Foundation
- All course receipts and proof of successful completion of the course are required before disbursements can be made.
- The QEII Foundation will reimburse the applicant directly.

7. CONTACT INFORMATION

For information about this endowment fund contact:

Melissa Young, QEII Foundation

Phone: (902) 473-3807

Fax: (902) 473-4421

Email: melissa.young@qe2-hsc.ns.ca