

**SCHOLARSHIP APPLICATION**  
Physician Leadership and  
Quality Improvement Training Program



All highlighted fields are mandatory

**APPLICANT INFORMATION – Physician to complete**

**Physician Name:** \_\_\_\_\_ **MSP #:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Specialty:** \_\_\_\_\_ **GP** **SP**

**Email:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRAINING REQUEST INFORMATION – Physician to complete**

Date(s) of Training and City: \_\_\_\_\_

Organizer: \_\_\_\_\_

Training Event Title: \_\_\_\_\_

Intended Outcome of Training: \_\_\_\_\_

**FUNDING INFORMATION – Physician to complete**

Criteria for Funding: A set budget, through the Physician Leadership Scholarship program, is in place to cover costs for in-person attendance. Quality Improvement continues to grow among the BC physician community and to facilitate a process so those newer to QI receive the opportunity to attend priority acceptance will be given to first time physician attendees and BC physicians who are presenting. Tuition fees are given in USD.

**Tuition Fees:** \_\_\_\_\_ **Estimated Travel Costs:** \_\_\_\_\_

**HEALTH AUTHORITY ENDORSEMENT**

*Physician to seek endorsement before submitting for approval to the JCC*

Vice President, Medicine Name **One-time approval provided, VP Medicine signature not required.**

Comments \_\_\_\_\_

**Health Authority:** VCH    FHA    VIHA    PHSA    IHA    NHA    FNHA

**No signature required** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please send completed applications to:**  
JCC Leadership Training  
(E) [JCCtraining@doctorsofbc.ca](mailto:JCCtraining@doctorsofbc.ca)  
(P) 604-638-5777 (F) 604-638-2922

The Shared Care Committee (“SCC”), and the Specialist Services Committee (“SSC”), offer scholarships for physicians for successful completion of leadership training. Interested physicians should complete the **application form** and submit it to their Health Authority’s medical affairs department. Applications are endorsed by the Health Authority's Vice President of Medicine, and reviewed by the Program Coordinator, and approved by the Leadership Scholarship Sub-committee. Questions concerning the program may be directed to JCC Leadership Training at [JCCtraining@doctorsofbc.ca](mailto:JCCtraining@doctorsofbc.ca).

Scholarship program policies:

1. Physicians may apply for leadership training courses or conferences up to a maximum of \$10,000 CAD per fiscal year, per physician to cover eligible expenses. Only one claim can be made per course, even if the course spans multiple fiscal years. Reimbursement will be made in the fiscal year when the training is completed.
2. The Expense Claim Form must be completed fully in order to be processed.
3. Expense Claim Forms must be submitted along with all supporting documentation within **three (3) months** of the last course date to JCC Leadership Training at [JCCtraining@doctorsofbc.ca](mailto:JCCtraining@doctorsofbc.ca).
4. Expenses are only paid via electronic funds:  
Please login to [doctorsofbc.ca](http://doctorsofbc.ca), click on “My Details”, then on the left menu click on "Bank Accounts". Add your banking details and link to Honorarium Payment and Honorarium Expense Payments. If you run into any problems please contact Doctors of BC at 604-638-5262.
5. Eligible expenses are limited to the following and must be accompanied by an itemized receipt. When claiming expenses in currencies other than CAD, please include a credit card statement showing the exchange rates.
  - a. Tuition and course materials.
  - b. Meals as per section 6 of this policy.
  - c. Accommodation will be reimbursed as per section 7 of this policy.
  - d. Lowest reasonable costs for travel as per section 8 of this policy.
  - e. If there are any other extenuating circumstances that are likely to incur additional expenses, approval should be sought prior to the event (e.g. limited flight schedule from a remote location).
6. Claiming Meals:
  - a. Where a meal is provided without charge, no claim for that meal can be made. Breakfasts, Lunch and/or Dinner expenses while attending the training event, or spent on travel to and from the training event, are eligible for reimbursement when a legible itemized receipt is submitted with the claim. If a conference or course venue provides Breakfast/Lunch, no reimbursement will be made. Meals can be claimed up to one day before and one day after the course start/end date.
  - b. **All meal expenses must include an itemized receipt (cost breakdown)** when the claim is submitted. Please note that restaurant debit/credit receipts, hotel bills and bank statements are not considered itemized receipts.
  - c. Meals are reimbursed up to a maximum of \$100 per day. If partial meals are covered, a maximum of \$50 will be reimbursed. The following maximums are allocated for each meal:  
  
Breakfast- \$20 ; Lunch- \$30; Dinner- \$50
  - d. Alcohol is not eligible for reimbursement.

7. Accommodation:
  - a. All accommodation claims must include a cost breakdown/receipt with the claim form. Room upgrades are not eligible for reimbursement.
  - b. A maximum of \$220 per night including GST is available for accommodation from October - April inclusive. Between the months of May-September inclusive, a summer rate of \$350 including GST will be reimbursed.
    - i. In the event a hotel room is arranged by the conference organizer and hotel costs exceed this amount, the full hotel cost will be reimbursed.
    - ii. In the event the conference hotel is sold out, the physician will be reimbursed the conference hotel room-rate only for substitute options, if this is higher than the Doctors of BC rates above.
    - iii. If a course or conference falls across two rates, the nights will be capped accordingly.
  - c. Accommodation expenses are not an eligible expense where the conference or meeting is less than 50km from the claimant's personal residence.
8. Travel and Vehicle Expenses:
  - a. Travel expenses will be reimbursed for the most expeditious route of travel, economy flights only. There will be NO reimbursement for:-
    - i. Flight upgrades and baggage exceeding one item.
    - ii. Seat selection (unless there is a medical reason).
    - iii. Travel insurance
    - iv. Airport lounges
  - b. Taxis to and from the airport/course location will be reimbursed, in addition to airfare when required.
  - c. Car rentals will be reimbursed for economy cars only where appropriate. If the claimant is staying at the conference hotel a rental car will not be reimbursed.
  - d. Economical parking costs and toll fees will be reimbursed where a receipt is provided. Valet parking is ineligible.
  - e. Vehicle expenses will be reimbursed at \$ .55/kilometer for private vehicle mileage incurred.
  - f. Reimbursement will be made where return travel from the claimant's personal residence exceeds 25km.
9. No honorarium or sessional will be paid for participating in a conference or course, nor for time away from practice or overhead expenses.
10. Attendance/successful completion of training course:
  - a. Physicians unable to attend an approved training event will notify the program coordinator to cancel the application or extend the application to another training date.
  - b. If the physician has abandoned the training event, reimbursement of tuition and expenses are not eligible.
11. Proof of Completion:
  - a. Physicians must provide a proof of completion (certificate or transcript) to be eligible for reimbursement.