

Resident Wellbeing Committee

Wellbeing Event Funding Package

Background Information

- The Professional Association of Resident Physicians of Alberta and the Faculty of Medicine & Dentistry provide the Resident Wellbeing Committee (RWBC) with funds for the promotion, maintenance and encouragement of wellbeing among resident physicians, fellows and their families.
- Some of this money is allocated specifically to fund resident or fellow planned wellbeing events.
- Applicants should first attempt to find funding for the proposed event within their program's budget before requesting money from the RWBC. The RWBC will try to fund events that would not otherwise have the money or support to take place.

Money Allocation

- Money will be allocated based on the number of attendees. This can include residents and fellows, as well as spouses and family members if the event includes them.
- Faculty and staff, if invited or involved in the event, will not be included in the attendee calculation for funding.
- The RWBC encourages programs to come together for joint wellbeing events. Programs planning joint events should apply together with one application form. As noted above, money will be allocated by the number of attendees *combined*.
- Events involving 10 attendees or less may apply for up to \$300. Events involving more than 10 attendees may apply for up to \$30 per attendee. The chair(s) of the RWBC will review applications. Applications may be accepted or denied by the chair(s) or may be brought to the committee for review at the discretion of the chair(s). Any application requesting more than \$1000 will be reviewed at the next RWBC meeting before a funding decision is made.

Application Details

- Applications will be accepted at any time during the academic year and will be considered until all funds for that academic year have been allocated. Preference will be given to programs that have not had any funding in that academic year.
- If necessary, applications will be accepted after an event has taken place.
- Applications must be reviewed and signed by the residency training program director, the program's wellbeing committee representative and the event's organizer.
- Details of the planned event, wellbeing goals and budget must be included with the application.
- Applications should be submitted using the [Application Form](#).

Reimbursement Process

- The RWBC uses the expensing system of the University of Alberta and must follow the rules of that process.
- A list of all residents who attended, Itemized receipt(s) and credit card portions must to be included for reimbursement and submitted in the [Post Event Summary Form](#).
- Reimbursement should be completed within three months of the event.
- The minimum reimbursement possible per person is \$100 so please be sure to organize your expenses in a way that will not need individual reimbursements of less than \$100.

- Tips can be reimbursed but only up to 18%.
- The RWBC cannot reimburse for the purchase of alcohol. Consumption of alcohol at the event should be avoided.

Event Details

- Events should be planned with specific wellbeing goals in mind and the link between the event and the achievement of these goals should be outlined in the application form.
- Wellbeing events should be open to, and considerate of, all residents and/or fellows in the program.
- When planning an event, it should be expected that at least half the program will attend.
- Off site (non-hospital based) events should be considered.
- Funds will not be used for competition, evaluation, or recognition of a resident or fellow's success or accomplishment.

Post Event Requirement

- After a funded event is complete, the event organizer will submit a summary of the event, its wellbeing outcomes, and evaluation of the event in [Post Event Summary Form](#).
- The post event summary needs to list the names of the attendees in order to reimburse the event.

Travel to Present Wellness Related Projects and Research

- Residents and fellows who are travelling to present research or projects relating to wellness may apply to the RWBC for funding to help cover expenses.
- On a case-by-case basis, the co-chairs will consider approving travel expenses up to a maximum of \$300.