

Florrie Penney Continuing Education Bursary

NOTE: THIS IS NOT AN APPLICATION FORM

This bursary is intended to support attendance at a continuing education program or event that will enhance nursing practice.

You will be required to provide the following information on your application:

A. Personal Information

- Contact information (Name, E-mail*)
- ARNNL Registration Number ***REQUIRED**
- Social Insurance Number (Required for [Income Tax](#) purposes)
- Length of time living in NL
- Previous Trust bursaries and year received

B. Employment Details

Employment details are used to demonstrate the relevance of the program/event to your nursing practice.

- Employer – RHA, Educational Institution, Private/Self Employed, Other
- Site (e.g., St. Clare's Mercy Hospital)
- Area of Responsibility/Specialty Area ***REQUIRED**
- Position
- Does your practice include neurology/neurosurgery or rehabilitation?

C. Course/Program/Certification Details

- How the course/certification relates to your nursing practice (checkboxes) ***REQUIRED**
- Application for: conference/workshop or other CE Event ***REQUIRED**
 - Conference/Workshop: title, offered by, start date, end date, presenting at the conference, currently registered/enrolled
 - Other CE Event: title, offered by, start date, end date, number of courses in program (if applicable), currently registered/enrolled
 - Certification (certification, offered by, exam date)

D. Budget

- Costs – include eligible costs (with applicable taxes)
 - o Registration
 - o Travel
 - o Accommodation
 - o Other
 - o Total Cost
- Other Sources of Financial Assistance
 - o Funding source and amount of any funding you have applied for or received to date to assist with the costs of the program/event and whether the funding has been approved.

E. Personal Statement – Characteristics of Florrie Penney, RN

- A brief statement (maximum **250** words) about how you have demonstrated one of the characteristics of Florrie Penney, RN:
 - o patient-focused care
 - o professional bedside manner

- caring and compassionate
- dedication to patients, and
- motivates patients to “never give up” and have courage to keep going and overcome obstacles.

Important Notes:

- As per the family’s wishes, preference will be given to applicants employed in and/or pursuing continuing education in neurology, neurosurgery, stroke rehabilitation and/or brain injury care.
- If your application is successful, you will be required to submit **verification of eligible costs** (e.g., receipt for tuition and/or exam fees) and **proof of successful attendance** (conference/workshop) or **proof of successful completion** of the course/program/certification exam to claim your bursary. Any additional documentation requirements will be outlined in the notification email you receive from the Trust.
- If you are successful in achieving **full funding** from other sources, you will be asked to accept the other funding. If you receive notification that you have received full funding after you have received your bursary from the Trust, you are *required to notify the Trust and return the Trust funds*.
- Deadline for receipt of applications:
 - **April 15th** for conferences between **January and June**;
 - **October 15th** for conferences between **July and December**.
 - Unless otherwise stated on the Trust website, applications for certification outside of the specified timeframe will not be accepted (e.g., applications for a conference between January and June will not be accepted in the fall competition).