

Dr. Kim E. Hong Endowment Fund Terms of Reference

Purpose:

This fund was established by friends, patients and colleagues of Dr. Kim E. Hong in recognition of his outstanding contribution to the treatment and care of cancer patients and their families throughout Newfoundland and Labrador. Dr. Hong is a strong proponent of continuing professional education. It is in keeping with this philosophy that an award and scholarship program has been established to enhance the knowledge and education of the staff (exclusive of physicians) of the **Dr. H. Bliss Murphy Cancer Centre and affiliated cancer programs** or individuals pursuing a career in oncology in Newfoundland and Labrador.

Award

An annual award from this fund will be made to a minimum of two (2) staff persons to attend a national or international conference in the individual's area of expertise up to a maximum of \$3,000.

Scholarship

An academic annual scholarship(s) up to \$3,500 will be awarded to a minimum of two (2) staff or students pursuing advanced academic studies in their professional discipline on a full-time or part-time basis from a recognized degree-granting institute. Applicants must be residents of Newfoundland and Labrador.

Selection Committee:

The Dr. H. Bliss Murphy Cancer Care Foundation will do a formal call for selection committee members within the Cancer Care Program of Eastern Health. The Executive Director in conjunction with the Chairman of the Board will appoint members to the Selection Committee. Selection Committee members from the Cancer Care Program will serve a two year term.

The Selection Committee will review applications to the Fund annually and will be made up of a member of the DHBMCCF Board, the Executive Director (Ex-officio), Gloria Parsons and/or Margaret Morgan and the following representatives from the Cancer Care Program:

- Allied Health Professional or Radiation Therapist
- Dr. Kim E. Hong or designate
- Oncology Nurse
- Cancer Care Program - Designate

The objective for the Selection Committee is to review applications and select award and scholarship recipients. The Executive Director will coordinate the appropriate

recognition ceremony for donors and the recipients annually.

Notification of Awards and Scholarships:

The Dr. H. Bliss Murphy Cancer Care Foundation will notify all successful and non-successful applicants to the Dr. Kim Hong Endowment Fund within one week of the Selection Committee decision.

As per Canada Revenue Agency regulations, the Cancer Care Foundation can not transfer funds directly to individuals in order for it to qualify towards the Foundation's Disbursement Quota. Therefore, funds for each successful recipient will be transferred to the Cancer Care Program of Eastern Health in trust to disperse. The award recipient shall be responsible for making any necessary reservations (ie. With airlines, hotels, convention costs) associated with the award using Eastern Health contracted providers.

In order to help alleviate undue financial hardship, successful recipients will be eligible to receive an advance on the funds required to complete their education program. Each successful recipient must complete an Eastern Health **Cash Advance Form** and submit copies to both the Program Director of Cancer Care and the Executive Director of the Cancer Care Foundation. The Executive Director of the Cancer Care Foundation **in conjunction** with the Program Director must also sign the Cash Advance Form to approve outlined expenses.

Instructions Regarding Cash Advances:

1. Cash Advances for the Dr. Kim Hong Endowment Fund shall follow criteria in the **Eastern Health Policy ADM-138**
2. A cash advance should be accounted for within thirty (30) days of completion of the education activity. Where such advance is not accounted for in the specified time, the Cancer Care Foundation may authorize the recovery of the full advance from an employee's subsequent pay cheque.

Each successful recipient must complete an Eastern Health **Expense Claim Form** following the completion of the education activity and submit to both the Program Director of Cancer Care and the Executive Director of the Cancer Care Foundation. The Executive Director of the Cancer Care Foundation **in conjunction** with the Program Director must also sign the Expense Claim Form to approve the outlined expenses.

Instructions Regarding Expense Claim Forms:

1. All receipts (exclusive of meals) will be retained and originals attached to the Expense Claim Form.
2. The amounts claimed shall be in accordance to Eastern Health's Travel Policies.
3. The Foundation will not approve "Other Expenses" such as passport fees, passport photographs, long distance calls, excess luggage fees, alcohol purchases, charges related to traveller's cheques or currency conversion and incidentals.

Criteria:

Award

Applicants to the Dr. Kim E. Hong Endowment Fund must meet the following criteria in order to be considered for this award:

1. A staff member employed by the **Dr. H. Bliss Murphy Cancer Centre or affiliated cancer program** consecutively for **no less** than three (3) years.
2. The candidate will be a member in good standing with their professional Association e.g. Canadian Association of Medical and Radiation Technologists (CAMRT); Association of Registered Nurses of Newfoundland and Labrador and the Canadian Association of Nurses in Oncology (ARNNL/CANO).
3. Program/Conference must be relevant to candidate's position.
4. The committee will not consider re-imbursement for conferences/sessions already attended and/or paid for.
5. Applicant must include a plan for sharing information/knowledge obtained through participation in program/conference with other employees as part of the application process, which must be approved by the Selection Committee.

Scholarship

The candidate must:

1. Be enrolled in a program of study related to oncology at a recognized university.
2. Have achieved satisfactory performance of 75 percent as demonstrated by an official university transcript (B, B+ average).
3. Provide two written references - one academic and one professional.
4. Provide a biographical sketch outlining personal attributes and strengths and the reasons why he/she is interested in the field of oncology.
5. Provide a total estimated cost breakdown for the program of study.
6. Be employed or will be employed in Newfoundland and Labrador in cancer care.
7. Must be a resident of Newfoundland and Labrador for a minimum of three years.

Application Process:

Information and applications for the Dr. Kim E. Hong Endowment Fund will be available through the **Dr. H. Bliss Murphy Cancer Care Foundation.**