Resident Wellbeing Committee
Wellbeing Event Funding Package

Background Information

- The Faculty of Medicine and Dentistry and the Professional Association of Resident Physicians of Alberta 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 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 (see appendix one).

Remember to keep the original itemized receipt(s) and submit them to the Learner Advocacy & Wellness Office for reimbursement. Copies cannot be accepted.
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.
- Money allocated for the event cannot be used to purchase alcohol. Consumption of alcohol at the event should be avoided.
- 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.

Suggestions/Ideas

- Check out our website (www.law.med.ualberta.ca) and navigate to Resident Wellbeing Committee (under the Postgraduate tab) to find a list of recent events for ideas and contact information
- Some general ideas include:
  - Have a speaker come to half day to talk about common wellbeing issues such as time management, nutrition, stress management, professionalism, sleep disorders, etc.
  - Consider combinations such as a discussion on stress management or nutrition and then a healthy activity (yoga or a cooking class) that would help achieve the goals discussed.
  - Research a specific topic of interest to your group of residents (e.g. the effects of sleep deprivation on your work and life) then discuss as a group, ways you could improve your sleep habits. This could be done over a meal out of the hospital or at a retreat that the RWBC funding could help support.
- Be creative! If you are unsure if your event fits the application requirements please contact the co-chairs to discuss your idea and get suggestions.

Post Event Requirement

- After a funded event is complete, the event organizer will submit a summary of the event, its wellbeing outcomes, and (if available) photos of the event using the Post Event Summary Form (see appendix two).
- In order to better advertise the great events, and to encourage others to participate in this program, we will post a short summary and any included photos on our website. **In order to include your photos, please complete and include the photo release form.**
- The post event summary needs to list the names of the attendees in order to reimburse the event
- The summary should include an evaluation of what went well and what, if anything, could have been improved. It should also include information that would help other programs plan similar events in the future (such as contacts for speakers or event venue reservation information).
Appendix One
Application Form

Demographics

Application Date

Program(s) – list all if joint event

Event name

Event date

Event organizer name

Event organizer email

Wellbeing representative name and email (if different from organizer)

Total number of residents or fellows in the program(s):

Number of residents or fellows expected to attend:

Number of non-resident/fellow attendees expected to attend:
(family members, spouses – not including staff)

Total number of attendees expected to attend:

Will staff/faculty be included? Yes No
Appendix One
Application Form Continued

Event Details

Event Description

Wellbeing Goals
How does the event, as outlined above, lead to the achievement of your wellbeing goals?
Appendix One
Application Form Continued

Budget Details

Total money requested:

Please attach a budget to this application form or outline below

Signatures

Program Director Name

Program Director Signature

Event Planner Name

Event Planner Signature

Wellbeing Representative Name (if different)

Wellbeing Representative Signature (if different)
Resident Wellbeing Committee
Photo Release Form

I hereby authorize the Learner Advocacy & Wellness Office, University of Alberta to use photographs of me taken on ___________________ (date of event) for display on the Resident Wellbeing website in perpetuity. Please have all participants print their names, sign and date below.

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Name

Signature

Date

Protection of Privacy – The personal information requested on this form is collected by the University of Alberta under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of offering support services that best fit the learner’s needs. Direct any questions about this collection to the Learner Advocacy & Wellness Office located at 1-134 Katz Group Centre or by calling 780-492-3092.

April 2017
Appendix Two
Post Event Summary Form

Demographics
Date

Program

Event name
Event Date

Event organizer name
Event organizer email

Total no. of residents/fellows in the program
Total no. of attendees at the event

Please list the name of each resident or fellow attendee (this is needed for reimbursement)

Were all attendees residents or fellows? Yes No

Total cost of the event
Total funded by the RWBC

RWBC Funding Application Package      May 2017
Event Summary Details

Summary of the event

What went well?

What could be improved on?

Please list the names and contact information of any speakers, organizations or businesses that might be interested in helping other programs organize similar events.

Don’t forget to send us photos of your event (along with the completed release form)!