

University of Alberta

Faculty of Medicine and Dentistry

Resident Wellbeing Committee

Wellbeing Event Funding Package

Background Information

- The Faculty of Medicine and Dentistry (FoMD) and the Professional Association of Resident Physicians of Alberta (PARA) provide the Resident Wellbeing Committee (RWBC) with funds for the promotion, maintenance and encouragement of wellbeing among resident physicians and their families
- Some of this money is allocated specifically to fund resident 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 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.
- 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. Applications will be reviewed by the chair(s) of the RWBC. 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 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's success or accomplishment.

Suggestions/Ideas

- Check out our website (www.law.med.ualberta.ca) and navigate to *Postgraduate Resources* 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 (eg. 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 and its wellbeing outcomes using the Post Event Summary Form (see Appendix Two).
- Summary also needs to list the names of the attendees.
- The summary should include an evaluation of what went well and what, if anything, could have been improved. It should also include information which would help other programs plan similar events in the future (such as contacts for speakers or event venue reservation information).
- These summaries will be made available to give other programs ideas for future wellbeing events.