Dr. Al Hogg
Family Practice Legacy Fund

BURSARY APPLICATION GUIDELINES

2014
BURSARY APPLICATION GUIDELINES

THE FOUNDATION

The Peace Arch Hospital and Community Health Foundation is a BC non-profit charitable organization incorporated on November 1988, with the following mission:

We raise money to enhance quality health care in the community of White Rock/South Surrey.

THE COMMUNITY

White Rock/South Surrey is a seaside community 30 minutes south of Vancouver. Part of the Fraser Health Authority, it has a vibrant group of general practitioners who provide full scope family practice to more than 115,000 residents. Managing acute care patients in Peace Arch Hospital, being involved with the maternity clinic, making home visits, and providing palliative care are just a few of the broad training opportunities we offer, in addition to office-based practice. The department of family practice is already a teaching site for the University of British Columbia in maternity care.

Through a generous bursary program from the hospital Foundation, we are able to provide Family practice residents funding to complete elective rotations in White Rock/South Surrey.

DR. ALLAN HOGG

Dr. Allan Hogg was a leader in family medicine in the White Rock/South Surrey area and was instrumental in spear-heading the construction of the first White Rock Hospital. Dr. Hogg went on to deliver some of the first babies born in the Hospital in 1954 and continued on to deliver more than 1,100 babies during his many years of caring for families in the community.

With the support of the Foundation’s Board of Directors, this endowment was established to honour and to further Dr. Hogg’s passion for family practice medicine in the White Rock/South Surrey area.

GRANT OBJECTIVES

The Peace Arch Hospital and Community Health Foundation (“Foundation”), in conjunction with medical team leaders of Peace Arch Hospital and the family of the late Dr. Al Hogg, have established the Dr. Al Hogg Family Practice Legacy Fund.

The Dr. Al Hogg Family Practice Legacy Fund will provide an annual bursary to a Family Practice Resident in their second year in a Canadian Family Practice Residency Program. Applicants may be in their first year when applying for the bursary. Not only will this bursary introduce a new physician to our community through a rotation in one of the Family Practices located within our community, it will assist to recruit family physicians to White Rock and South Surrey.
FUNDING

The Foundation will confirm on an annual basis in December the total funding available for disbursement for this bursary. The total funding available will be calculated on an annual basis, based on a five-year rolling average rate of return of the principle of the fund. The number of bursaries available in any given year will depend upon this confirmed funding. The maximum value of any individual bursary will not exceed $3,000 and is dependent on the length of the practicum.

APPLICANT CRITERIA

The bursary grants are available to applicants who are in a second year Family Practice Residency Program at a Canadian Medical School and who are considering practicing family medicine in a community setting, particularly the White Rock/South Surrey area. Applicants may be in their first year of residency when applying for the Bursary. Applicants must be willing to commit to a minimum four to 12 week practicum (or equivalent – allowing for longitudinal rotations) with work in both a Family Practice office and Peace Arch Hospital. The practicum work schedule will be finalized upon the approval of a bursary application and will form part of the approval notification to each applicant(s).

The Foundation’s Board of Directors may review and/or revise the criteria with each call for bursary applications. Bursary proposals are reviewed by the Foundation’s “Dr. Al Hogg Family Practice Legacy Fund Bursary Committee” on an annual basis. The Committee’s role is to review the applications received on an annual basis and make a recommendation as to bursary recipient(s) to the Foundation’s Board of Directors for approval.

The call for bursary applications will be circulated to:

- Department of Family Practice at UBC Vancouver
- Other Family Practice Programs
- Recognized Canadian medical schools with Family Practice Programs

The following are the criteria for bursary awards*:

- Enrolled in 2nd Year in family practice residency;
- Interest in practicing in a community setting, such as White Rock/South Surrey;
- Interest in full spectrum family practice with hospital involvement;
- Ability to commit to a minimum of four to 12 week practicum period (or equivalent to allow for longitudinal rotations).

*Applicants may be in their first year of residency when applying for the bursary for the second year rotation
ADJUDICATION PROCESS

Proposals will be evaluated at the annual meeting of the Bursary Committee based on the bursary criteria. The Committee will review the applications and will make recommendations to the Foundation’s Board of Directors for approval. The successful applicant(s) will be chosen by the committee members, based on the funding criteria and, if required, an interview with the Committee. The selected applicant(s) will then be recommended to the Board of Directors of the Foundation for approval. The bursary winner(s) will be announced at a medical staff meeting.

Members of the Bursary Committee include:
- The Head of Department of Family Practice for Peace Arch Hospital or designate
- Executive Director of the Peace Arch Hospital and Community Health Foundation
- Medical Representative on the Foundation Board
- President, Medical Staff
- Members of the Division of Family Practice

Upon receiving approval of the Foundation Board of Directors, successful applicants will be provided written notice of their bursary. The practicum work schedule will be finalized upon the approval of a bursary application and will form part of the written approval notification to each applicant(s).

APPLICATION PROCEDURE

The application deadline is 4:30 pm on Friday, January 31, 2014 and forms are available at the Foundation office or online at www.pahfoundation.ca. Submitted proposals should be in accordance with the funding criteria of the Dr. Al Hogg Family Practice Legacy Fund. The following applications will be automatically disqualified: incomplete, late receipt, or over-length.

Successful applicants will be advised in writing by the Foundation. Funding of any bursary is at the complete discretion of Peace Arch Hospital and Community Health Foundation. Applicants agree and accept that all decisions by Peace Arch Hospital and Community Health Foundation Bursary Committee are final. Neither the Foundation nor Bursary Committee members will enter into any discussion about the reasons for approval or disapproval of any application, nor release any material related to the review process. Application material becomes the property of Peace Arch Hospital and Community Health Foundation.
RESPONSIBILITY OF FUND RECIPIENTS

Bursary approval is made on the basis of the proposals submitted. Successful recipients are expected to spend the awarded funds in accordance with the stated objectives of their application. *Should a recipient be unable to fulfil the funding criteria after being awarded the bursary, the recipient must return to the Foundation any bursary funds received.*

Any promotional or marketing material produced in respect to a granted bursary, which includes references to the Peace Arch Hospital and Community Health Foundation, must be approved in advance by the Foundation. Successful recipients may be required to attend a recognition event at the request of the Foundation.

All successful applicants are requested to submit a letter detailing their experience at Peace Arch Hospital within one year of receiving funds. This will include details on the general use of funds. Failure to comply may jeopardize consideration of future applications.
DR. AL HOGG FAMILY PRACTICE LEGACY FUND
2014 BURSARY APPLICATION FORM

Please submit a letter of application to the Bursary Committee, in accordance with the funding criteria, which includes the following:

- Name and address of Preceptor
- Synopsis of education to date;
- Non-academic interests;
- Career objectives; and
- Special area of interest.

Please attach the following supporting documents:

- Current resume
- 2 (two) reference letters in support of your application including:
  - 1 (one) academic
  - 1 (one) personal

Please complete the following section and submit it with your application:

Applicant’s Name: ____________________________________________________________

Address: ___________________________________________________________________

City: __________________________ Postal Code: _________________________________

Phone: _______________ Fax: ________________ Email: __________________________

By my signature, I hereby agree to abide by all decisions of Peace Arch Hospital and Community Health Foundation, including but not limited to the "Application Guidelines" above and "Application Conditions" on page 6.

I agree that all funding decisions are final and no discussion will be entered into following decision. All application material becomes the property of Peace Arch Hospital and Community Health Foundation for its use or release of same material for any purpose including publicity.

All personal information gathered by Peace Arch Hospital and Community Health Foundation regarding the applicant will held in the strictest confidence and treated as such under current privacy legislation. Personal information will only be shared with the Bursary Committee and Foundation’s Board of Directors.

Applicant Signature: __________________________ Date: _________________________
APPLICATION CONDITIONS agreed to by the signatory:

The deadline for receipt of this application at Peace Arch Hospital and Community Health Foundation office is 4:30 pm on January 31, 2014. Applicants agree that all decisions by the Peace Arch Hospital and Community Health Foundation’s Bursary Committee and Board of Directors are final. Neither the members of the Bursary Committee, nor the members of Peace Arch Hospital and Community Health Foundation will enter into any discussion about the reasons for approval or disapproval of any application, nor release any material related to the review process.

Approval is made on the basis of the proposal submitted herein. Incomplete or unsigned applications are automatically disqualified. In the event of incomplete disclosure above, or if any material change occurs after an application has been submitted, Peace Arch Hospital and Community Health Foundation reserves the right to nullify any funding commitment made.

Any promotional or marketing materials produced in respect to a bursary grant, that includes reference to Peace Arch Hospital and Community Health Foundation, must be approved in advance by the Foundation.

The Foundation supports and welcomes recognition of the bursaries awarded. Successful recipients may be required to attend a recognition event at the request of the Foundation.

PLEASE SEND THE COMPLETED APPLICATION TO:
Dr. Al Hogg Family Practice Legacy Fund Grants Committee
c/o Peace Arch Hospital and Community Health Foundation
15521 Russell Avenue
White Rock, BC V4B 2R4
Tel: 604.535.4520 Fax: 604.541.5820