



St. Paul's Hospital & Foundation

Professional Development Fund

Purpose:

St. Paul's Hospital & Foundation (SPH&F) is pleased to continue its commitment to advancing education through the Professional Development Fund, with an expanded investment of \$80,000. SPH&F recognizes the essential role that ongoing professional development and continuing education play in delivering high-quality, compassionate, and holistic care. This fund reflects a continued dedication to improving health outcomes for patients across the province through strategic investment in people, partnerships, programs, research, and education. Focused on supporting Nurses, Interprofessional Staff, and Operational Leaders, the Professional Development Fund will enable staff to enhance their knowledge, build critical skills, and engage in leading practices. Through this investment, SPH&F aims to further strengthen clinical excellence and support exceptional care for patients and families.

How to Apply:

- Applications are open and will be reviewed monthly. Funds will be disbursed on a first-come basis until January 31, 2026
- Please complete the following documents in full:
 - St. Paul's Hospital & Foundation Professional Development Fund Application (page 2 of this document)
 - SHA Request to Attend form (SHA-03-003P1-F2)
- Submit both documents through the SHA Request to Attend process (SHA-03-001) for appropriate approvals
- Directors will forward all signed applications to erwyn.galvez@saskhealthauthority.ca for final approval (or if out of Country, ELT approval as appropriate)
- Application forms and work standards with instructions are available on the [SPH & F Website](#)

Who Can Apply?

- Nurses, Interprofessional Practice, and Allied Health practitioners who work within SPH&F

What Can Be Funded & What is Required?

- The professional development opportunity is focused on advancing care or bringing innovative new care to St. Paul's Hospital and our Province; all training opportunities must be for advanced level competency (not for unit orientation/basic competency)
- Participation in national networks, conferences, projects, site visits (new program training), or relationship building
- All other sources of funding through SHA Professional Development, Union, or Program Education Funds or National Funds shall be applied to first before submitting a request to the SPHF Fund, Unit Manager will be required to validate
- The fund is not available for postsecondary education (degree, Master's, PhD courses)
- Upon completion of the professional development opportunity, the candidate will be required to submit an impact statement and plan knowledge translation within their clinical service area (may include updating to clinical standards as appropriate)
- Staff will utilize their normal SHA reimbursement process with receipts and other supporting documents upon completion of the professional development opportunity; to ensure appropriate and timely tracking of the SPHF PD Fund, all receipts/per diem amounts must also be forwarded to erwyn.galvez@saskhealthauthority.ca

Approval Guidelines:

- Funds will be dispersed based on, but not limited to:
 - alignment with the SPH&F operational and strategic plans
 - clinical care growth and expansion for the patients we serve
 - opportunities for expansion of new positions, programs, or skills here in Saskatoon or Provincially
 - education addressing safety event trends
 - applicant's previous access to professional development
 - applicant's access to other funding options
- As a new process, funds will be dispersed on a first-come, first-served basis; please apply early

Please speak with your unit Manager for support in completing the Professional Development Opportunity section of the application form. Entry-level education includes knowledge and skills covered in basic training and the established onboarding education for your unit.