

 <p><b>Policies and Procedures</b></p>	<b>Category:</b> <b>PHILANTHROPIC PROGRAM (LEADERSHIP)</b>	<b>Policy No.:</b> <b>LD-1.2</b>
	<b>Issued by:</b> <b>HOSPITAL AUXILIARY</b>	<b>Revised:</b> 
<b>Subject:</b> <b>CONTINUING EDUCATION</b>	<b>Approved by:</b> <b>Beverly Novak-Page</b> <hr/> President of the Board	<b>Effective Date:</b> 11/10/14
		<b>Supersedes Policy:</b> None
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**PURPOSE:**

1. Assist Kona Community Hospital (KCH) employees to provide more effective service through increased knowledge, skills or expertise.
2. Provide monies to qualified professional and service staff for continuing education opportunities that will enhance their skill levels.
3. Establish guidelines for granting financial assistance for continuing education training, seminars, or courses.

**POLICY:**

1. In February of each year, the President shall appoint and the Board of Directors (BOD) shall approve a member of the BOD as a Continuing Education Coordinator.
2. The Continuing Education Coordinator shall be responsible for making Continuing Education applications available to interested staff, for receiving completed applications, for presenting a synopsis of all complete applications to the BOD, for notifying applicants of the BOD decision and for making payment arrangements when all stipulations have been met.

**PROCEDURES:**

1. To apply and to be considered for the stipend, the employee must:
  - a. Submit a complete application with their supervisor's and department head's approval.
  - b. Submit a brochure or description of the course/seminar/training being proposed.
  - c. Agree to submit evidence of course completion and grade (if applicable).

2. Upon determination that the application is complete, the Continuing Education Coordinator will present the request to the BOD at a monthly meeting, or by email or other means if time is of the essence.
3. The BOD will approve or disapprove the request for funding and if approved, establish the level of funding on a case-by-case basis.
4. The Coordinator will follow through with making payment arrangements with the Treasurer upon obtaining proof of course completion and grade.
5. Limitations and Restrictions:
  - a. There shall be no restrictions on recipients because of race, color, sex, religion, national origin or sexual orientation.
6. The Continuing Education Application is an addendum to this document.