



CSHP-BC Branch Physical Assessment Course Reimbursement Procedure

Each course participant may receive reimbursement from CSHP-BC Branch **after** the successful completion of the CSHP-BC Branch Physical Assessment Course for Pharmacists at Langara College Main Campus in Vancouver, Kelowna General Hospital in Kelowna or Royal Jubilee Hospital in Victoria. Pre-requisite for the course is licensed pharmacists who are in active practice in BC with an opportunity to practise physical assessment skills at their workplace. The reimbursement is supported by the College of Pharmacists of BC and is subjected to fund availability on an annual basis. Active CSHP members will be given an extra \$100 discount.

- 1) Each successful participant will complete and submit the *CSHP-BC Branch Physical Assessment Course Reimbursement Claim Form* to the CSHP Office in Ottawa.
- 2) The participant must include a copy of the certificate of course completion from Langara College along with the Reimbursement Claim Form to the CSHP office in Ottawa.
- 3) The CSHP office will issue a cheque for the reimbursable amount as per Claim Form.

Travel Grant

Individuals residing in area identified in table below may apply for a travel grant through CSHP-BC Branch to **partially** cover the travel expenses related to the Physical Assessment course. The funding is available on a first come first served basis.

- 1) One month prior to starting the Physical Assessment Course for Pharmacists, eligible participants must complete the [CSHP-BC Branch Physical Assessment Course for Pharmacists Travel Grant Application](#) and submit via email to mariannaleung@shaw.ca.
- 2) The applicant must ensure the travel grant has been approved prior to starting the course. The onus is on the applicant to participate in the course even if the travel grant application has been denied.
- 3) CSHP-BC Branch will provide the names of the travel grant recipients to the CSHP office.
- 4) After successful completion of the Physical Assessment Course, the participant will complete and submit the *CSHP-BC Branch Physical Assessment Course Reimbursement Claim Form* to the CSHP office in Ottawa as per above.

CSHP-BC Branch Physical Assessment Course 2017 Reimbursement Claim Form

Complete the claim in accordance with the following:

1. Complete name and full address, including the postal code, and CSHP membership number (if applicable) in order to expedite your reimbursement.
2. Submit your claim **within 30 days of the completion of the Physical Assessment Course**.
3. Include a **copy of the certificate of course completion** issued by Langara College.
4. Email this completed claim form and a copy of Langara's Certificate of Completion to Anna Dudek (adudek@cshp.ca) and Julia Waserman-Shapero (jwaserman-shapero@cshp.ca) at the CSHP office in Ottawa or fax to their attention at (613) 736-5660.

Name: _____

Address: _____
Street PO Box City Province Postal Code

CSHP membership no.(if applicable): _____ (must include for discount)

EXPENSES	AMOUNT CLAIMED	Office Use only
<i>Course expenses</i>	\$500	\$500
Active CSHP membership	\$	\$
<i>Travel Grant recipient</i> (only participants residing in select areas on the next column are eligible and must be pre-approved by CSHP-BC Branch)	<input type="checkbox"/> \$250: Non-GVRD residing Vancouver Course participants commuting by ground transportation OR Victoria Course participants residing in Duncan or further north, but south of Campbell River OR Kelowna Course participants residing in Kamloops or Salmon Arm <input type="checkbox"/> \$500: Kelowna Course participants residing in Trail, Nelson, 100 Mile, or Williams Lake <input type="checkbox"/> \$750: Victoria Course participants residing in Campbell River or further north <input type="checkbox"/> \$1000: Non-GVRD residing Vancouver Course participants commuting by ferries or flights OR Kelowna Course participants residing in Cranbrook	\$
Total Amount Claimed	\$	\$
Cheque issued		\$

Applicant's Signature: _____ Date: _____

Approved By: _____ Date: _____