

FREQUENTLY ASKED QUESTIONS

COMMUNICATION AT END-OF-LIFE EDUCATION FUND FOR LTC



TABLE OF CONTENTS

WHO CAN I CONTACT FOR FURTHER INFORMATION?	3
WHAT IS THE COMMUNICATION AT END-OF-LIFE EDUCATION FUND FOR LTC (CEoL FUND)?	3
WHO IS ELIGIBLE TO APPLY?.....	3
WHEN IS THE APPLICATION DEADLINE?	3
I AM PART OF A CHAIN OF LTC HOMES; CAN I SUBMIT ONE APPLICATION FOR ALL MY LTC HOMES?	3
WHEN WILL I FIND OUT IF MY LTC HOME HAS BEEN ACCEPTED FOR THE CEoL FUND?	3
HOW MANY LTC HOMES WILL BE SELECTED TO PARTICIPATE IN WAVE 1 (CEoL: TRAIN-THE-TRAINER WORKSHOP)?	3
WHO IS AN “ELIGIBLE TRAINER”?	4
DO I NEED TO KNOW WHO THE TWO TRAINERS WILL BE FROM MY LTC HOME BEFORE APPLYING?	4
CAN I SEND MORE OR LESS THAN TWO TRAINERS TO THE CEoL: TRAIN-THE-TRAINER WORKSHOP?	4
ARE THE WAVE 1 WORKSHOPS ONLINE OR DO THE LTC TRAINERS HAVE TO ATTEND IN-PERSON?.....	4
WHERE WILL THE IN-CLASS CEoL: TRAIN-THE-TRAINER WORKSHOPS BE HELD?	4
WHO IS PROVIDING THE TRAINING AT THE CEoL: TRAIN-THE-TRAINER WORKSHOPS (WAVE 1)?	4
HOW MANY LTC HOMES WILL BE SELECTED TO PARTICIPATE IN WAVE 2 (CEoL: PSW EDUCATION)?	5
ARE PRIVATE PSWs, HIRED BY FAMILY OR AGENCIES, ELIGIBLE FOR WAVE 2 WAGE SUPPORT?	5
ARE STAFF OTHER THAN PSWs ELIGIBLE FOR WAVE 2 WAGE SUPPORT?	5
DO I NEED TO IDENTIFY THE PSWs BEFORE APPLYING?	5
HOW MANY PSWs ARE ELIGIBLE TO RECEIVE WAGE SUPPORT FOR WAVE 2 (CEoL: PSW EDUCATION?).....	5
HOW MANY OF MY LTC TRAINERS CAN ATTEND THE STRUCTURED COACHING SESSIONS IN WAVE 2?	5
WHAT FUNDING WILL BE PROVIDED?.....	5
HOW WILL FUNDS BE DISTRIBUTED TO MY LTC HOME?	6
WHEN DOES FUNDING END?.....	6

WHO CAN I CONTACT FOR FURTHER INFORMATION?

For full details on the CEoL Fund, please visit the [Ontario CLRI website](http://OntarioCLRI.org). For more information, please contact us at CEOLFUND@bruyere.org or (613) 562-6262 Ext. 1985.

WHAT IS THE COMMUNICATION AT END-OF-LIFE EDUCATION FUND FOR LTC (CEOL FUND)?

The Ontario Ministry of Health and Long Term Care (MOHLTC) has commissioned the Ontario Centres for Learning, Research and Innovation in Long-Term Care (CLRI) to coordinate personal support workers' (PSWs) continuing education, through the delivery of *Communication at End-of-Life: Train-the-Trainer Workshops* (Wave 1) and *Communication at End-of-Life: PSW Education* (Wave 2).

The funding will provide successful long-term care (LTC) home applicants with pre-workshop education, train-the-trainer workshops, access to coaching, financial support for travel and accommodation, and wage support for LTC Trainers and PSWs who receive CEoL education.

WHO IS ELIGIBLE TO APPLY?

All Ontario LTC homes are eligible to apply for the CEoL Fund. The CEoL Fund Application Form must be completed by the LTC home's Administrator. There is a single CEoL Fund Application Form to be completed in order to apply for both Wave 1 and Wave 2.

WHEN IS THE APPLICATION DEADLINE?

The deadline to apply is August 31, 2018 (11:59 PM ET).

I AM PART OF A CHAIN OF LTC HOMES; CAN I SUBMIT ONE APPLICATION FOR ALL MY LTC HOMES?

No. Each LTC home must apply separately. The CEoL Fund Application Form must be submitted by the LTC home's Administrator.

WHEN WILL I FIND OUT IF MY LTC HOME HAS BEEN ACCEPTED FOR THE CEOL FUND?

All candidates will be informed of the decision via email by September 13, 2018.

Due to funding availability, successful candidates may be accepted into both *Communication at End-of-Life: Train-the-Trainer Workshop* (Wave 1) and *Communication at End-of-Life: PSW Education* (Wave 2) or be accepted only into *Communication at End-of-Life: Train-the-Trainer Workshops* (Wave 1).

HOW MANY LTC HOMES WILL BE SELECTED TO PARTICIPATE IN WAVE 1 (CEOL: TRAIN-THE-TRAINER WORKSHOP)?

There will be 104 Ontario LTC homes selected to participate in Wave 1.

WHO IS AN “ELIGIBLE TRAINER”?

Each Ontario LTC home that is selected to participate in the CEoL Fund will send two LTC Trainers to attend one of the eight *CEoL: Train-the-Trainer Workshops* offered in fiscal year 2018/19.

Trainer #1 must be an educator (e.g. staff educator, clinical educator, corporate educator) or manager (e.g. director of care, assistant director of care, administrator, or department manager).

Trainer #2 may be in the position of educator, departmental manager, social worker, chaplain or spiritual care worker, registered nurse, or registered practical nurse.

DO I NEED TO KNOW WHO THE TWO TRAINERS WILL BE FROM MY LTC HOME BEFORE APPLYING?

Yes. You must provide all contact information for your two Trainers in the online application. Incomplete CEoL Fund Application Forms will not be accepted.

CAN I SEND MORE OR LESS THAN TWO TRAINERS TO THE CEOL: TRAIN-THE-TRAINER WORKSHOP?

No. Each LTC home must send exactly two trainers to the workshop.

ARE THE WAVE 1 WORKSHOPS ONLINE OR DO THE LTC TRAINERS HAVE TO ATTEND IN-PERSON?

All LTC Trainers will be required to attend the *CEoL: Train-the-Trainer Workshop* in-person. LTC Trainers will be required to complete four hours of self-directed learning prior to attending the two-day in-person workshop. LTC homes must provide LTC Trainers with time to complete the four hours of self-directed learning modules during their usual working hours. The self-directed learning modules will be sent to the LTC homes that are participating in the CEoL Fund.

WHERE WILL THE IN-CLASS CEoL: TRAIN-THE-TRAINER WORKSHOPS BE HELD?

LOCATION	DATES
London	October 4, 2018 & October 5, 2018
Hamilton	October 11, 2018 & October 12, 2018
Barrie	October 18, 2018 & October 19, 2018
Mississauga	October 18, 2018 & October 19, 2018
Peterborough	October 25, 2018 & October 26, 2018
Timmins	November 1, 2018 & November 2, 2018
Thunder Bay	November 8, 2018 & November 9, 2018
Ottawa ¹	November 8, 2018 & November 9, 2018

¹The Ottawa workshop will be offered in French. All other workshops will be offered in English

WHO IS PROVIDING THE TRAINING AT THE CEoL: TRAIN-THE-TRAINER WORKSHOPS (WAVE 1)?

The 8 CEoL: Train-the-Trainer Workshops will be led by Algonquin College Instructors.

HOW MANY LTC HOMES WILL BE SELECTED TO PARTICIPATE IN WAVE 2 (CEoL: PSW EDUCATION)?

There will be 35 Ontario LTC homes selected to participate in Wave 2. LTC homes must complete Wave 1 (*CEoL: Train-the-Trainer Workshop*) in order to be eligible for Wave 2 (*CEoL: PSW Education*).

There is a single CEoL Fund Application Form to be completed in order to apply for both Wave 1 and Wave 2. The deadline to apply is August 31, 2018 (11:59 PM ET).

ARE PRIVATE PSWs, HIRED BY FAMILY OR AGENCIES, ELIGIBLE FOR WAVE 2 WAGE SUPPORT?

No. To be eligible for wage support, PSWs must be employed directly by an Ontario LTC home.

ARE STAFF OTHER THAN PSWs ELIGIBLE FOR WAVE 2 WAGE SUPPORT?

No. To be eligible for Wave 2 wage support, staff must be working in the role of a PSW, employed by a LTC home.

DO I NEED TO IDENTIFY THE PSWs BEFORE APPLYING?

No. During the application process you will be asked to provide us with the number of PSWs that you plan to train on CEoL. You will only be required to provide the names of the PSWs if funding is granted to your LTC home.

HOW MANY PSWs ARE ELIGIBLE TO RECEIVE WAGE SUPPORT FOR WAVE 2 (CEoL: PSW EDUCATION)?

The number of PSWs eligible for wage support is dependent on the size of the LTC home:

- successful small (<98 beds) LTC homes will receive wage support for 5 PSWs;
- successful medium (99-159 beds) LTC homes will receive wage support for 20 PSWs; and
- successful large (>160 beds) LTC homes will receive wage support for 30 PSWs.

Payment of wage support is conditional on PSWs receiving the entire CEoL education, comprising of 4 CEoL learning modules. Signed attendance sheets will be required to confirm delivery of CEoL education prior to support funds being released.

HOW MANY OF MY LTC TRAINERS CAN ATTEND THE STRUCTURED COACHING SESSIONS IN WAVE 2?

LTC homes that have been selected for Wave 2 may have either one or both of their LTC Trainers who attended the *CEoL: Train-the-Trainer Workshop* participate in the structured coaching sessions. In total, the LTC home is eligible for \$875 of Wave 2 wage support for their LTC Trainers, which covers the 4 hours of structured coaching and the 16 hours of delivering PSW education

WHAT FUNDING WILL BE PROVIDED?

The table below provides a summary of the wage support and travel assistance. Further details on eligible expenses can be found in the [CEoL Fund Information Form](#).

WAVE 1 (CEoL: TRAIN-THE-TRAINER WORKSHOP)	
ITEM	MAXIMUM AMOUNTS
LTC Trainer Wage Support	\$875/Trainer
Mileage (100-200 km one-way) per LTC Trainer	\$0.41 per km in Northern Ontario \$0.40 per km in Southern Ontario
Two Nights' Accommodation per LTC Trainer	\$200/night
Two Meals per LTC Trainer	\$10 (breakfast) \$12.50 (lunch) \$22.50 (dinner)
WAVE 2 (CEoL: PSW EDUCATION)	
ITEM	MAXIMUM AMOUNTS
LTC Trainer Wage Support	\$875/LTC home
PSW Wage Support	\$400/PSW

HOW WILL FUNDS BE DISTRIBUTED TO MY LTC HOME?

LTC homes will be responsible for submitting financial support claims for wage support and travel assistance. Forms will be provided to all successful applicants.

After the completion of each stage of the CEoL training, LTC homes will submit their claims to the Ontario CLRI. Upon approval of expense claims, funds will be distributed to the LTC home by direct deposit.

WHEN DOES FUNDING END?

CEoL: PSW Education must be completed prior to March 15, 2019. All Wave 2 financial support claim documentation must be submitted to the Ontario CLRI by March 15, 2019.



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