



Institute for Health and Social Policy

**TRAINING AND RETENTION OF
HEALTH PROFESSIONALS PROJECT**

MEASURE 2: RETENTION PROGRAM

**HEALTH AND SOCIAL SERVICES
COMMUNITY LEADERSHIP BURSARY PROGRAM**

2017-2018 ACADEMIC YEAR

**CATEGORY 2 BURSARY
APPLICATION GUIDE**

For students from selected Quebec regions with English and French language skills pursuing full-time studies in the area of health and social services in a government recognized educational institution located within their region

Health Canada has contributed financially to the
the Health and Social Services Community Leadership Bursary Program

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Ce document est disponible aussi en français: www.mcgill.ca/hssaccess/fr/forms

GENERAL INFORMATION

IMPORTANT DATES FOR CATEGORY 2 BURSARY APPLICATIONS				
Academic year	Call for Bursary Program applications launched	Deadline for students to submit application forms to community networks	Deadline for community networks to submit application forms to the McGill Project	Decisions rendered by the McGill Project
2017-2018	March 10, 2017	May 12, 2017	May 26, 2017	June 23, 2017

THE HEALTH AND SOCIAL SERVICES COMMUNITY LEADERSHIP BURSARY PROGRAM¹

Objective

The purpose of the Category 2 Bursary is to address the need for professionals with English and French language skills in health and social services in selected Quebec regions² by supporting students who pursue studies in health and social service disciplines in educational institutions located within their region and who wish to serve their communities by staying in their region to work or moving to another selected region.

Description

Created by the McGill University Training and Retention of Health Professionals Project³, the Category 2 Bursary provides financial support to students from selected Quebec regions with English and French language skills pursuing full-time studies in the area of health and social services in a government recognized educational institution located within their region. **For each bursary awarded**, recipients commit to remaining in a selected Quebec region following the successful completion of their studies to work for a minimum of one year in a public health and social services institution or related organization. The Bursary Program is part of the Retention Program as described in the 2014-2018 Prospectus which can be found on the McGill Project website at <https://www.mcgill.ca/hssaccess/documents/prospectusm2>.

These return-for-service bursaries are administered in the regions by the English-speaking community networks from the selected regions (Pgs.15-17) and are designed to respond to regional and local priorities for access to services in English. The list of vulnerable job categories and priority service areas for each region is made available by the community network. Community networks are invited to involve their partners from the health and social services sector in the selection of bursary candidates to help choose the right students for the right priorities. To enhance probability of recruitment and retention, community networks

¹ The Health and Social Services Community Leadership Bursary Program is also referred to as the Bursary Program in this document.

² For the purposes of the Bursary Program, region refers to the socio-sanitary regions of Quebec <http://www.msss.gouv.qc.ca/reseau/regions.php>

³ The McGill University Training and Retention of Health Professionals Project will hereafter be referred to as the McGill Project

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collaborate with their partners from the education and health and social services sectors to support bursary recipients in seeking and securing internships in their regions.

Priority will be given to community-involved students whose field of study will lead them to a career in health and social services that will help address the priority service areas identified for the region or that has been deemed a vulnerable job category in the region.

The Bursary Program targets students who have a demonstrated commitment to and involvement in their community. Students are required to provide references from two different individuals who can attest to their community commitment and involvement and who can evaluate their potential to commit to remaining in their region to work in the field of health and social services upon completion of studies.

There is no maximum number of bursaries a student can receive under the Program. However, the participating community networks can create their own guidelines in this regard in response to local and regional dynamics.

Students wishing to apply for the Bursary Program must submit their application forms to the contact person at the participating community network in their region. Please refer to the *Directory of Participating Community Networks* on Pgs. 15 to 18.

Some educational institutions have a special mandate to train health and social services professionals to work in remote Aboriginal communities where the second language is English. Students from these educational institutions are eligible for bursaries and can apply for the Bursary Program through participating educational institutions. Students from Aboriginal communities in remote regions of Quebec where no community network exists can contact the McGill Project for more information. (Refer to Pg. 8 of the Contact Information).

The budget allocated by the McGill Project for the Category 2 Bursary Program is:

- \$50,000 for the 2017-2018 Academic Year

The bursaries awarded under the Community Health and Social Services Leadership Bursary Program are tax exempt. Community networks paying bursaries should contact federal and provincial authorities (Canada Revenue Agency and Revenu Québec) to clarify/confirm their obligations with regard to the issuing of tax slips.

Bursary Amounts

The Category 2 Bursary amounts are fixed based on the student's level of study:

- University: \$5,000 per student registered for full-time studies in the 2017-2018 Academic Year;
- Cégep / college: \$2,500 per student registered for full-time studies in the 2017-2018 Academic Year;
- Secondary school vocational training: \$2,500 per student registered for full-time studies in the 2017-2018 Academic Year.

Eligibility Criteria

The Category 2 Bursary is open to students from selected Quebec regions (refer to *List of Selected Quebec Regions* on Pg. 9) who:

- Are Canadian citizens who have resided in a selected Quebec region for at least 2 years (24 months);
- Are permanent residents who have resided in a selected Quebec region for at least 2 years (24 months);
- Have the appropriate English and French language skills to provide health and social services in a health and social services institution in Quebec;
- Are pursuing studies in a government recognized educational institution located within their region;
- Are currently accepted into or pursuing full-time studies (the educational institution that the students are attending considers them as such) in a government recognized health and social services program (refer to *Reference List of Levels of Study and Government Recognized Health and Social Services Programs* on Pgs. 11 to 14) that permits the students to work professionally in Quebec upon completion of studies
- Are registered full-time during the 2017-2018 Academic Year;

Please note that the Bursary Program is not applicable to students:

- *Registered in independent or non-degree programs;*
 - *Registered in distance and on-line training programs.*
- Are committed, following completion of studies, to remaining in their region to work in the field of health and social services in a public health and social services institution or related organization for a minimum of one year, per bursary awarded;
 - Agree to participate in any follow-up, monitoring or evaluation of the Program conducted by the McGill Project and/or the community network.

Selection Criteria

The McGill Health and Social Services Community Leadership Bursary Program Selection Committee will choose Category 2 Bursary Program Recipients from a prioritized list of up to 3 eligible students recommended by each of the participating community networks. The selection of Category 2 Bursary Program Recipients is based on the following criteria:

- The compatibility of the student's field of study with the identified regional priorities or vulnerable job categories⁴;
- The student's demonstrated history of community involvement in the Quebec region;
- The student's commitment to remaining in their region following completion of studies to work in the field of health and social services in a public health and social services institution or related organization for a minimum of one year per bursary awarded;
- The quality of the student's academic standing;
- The quality, content and presentation of the application.

The Selection Committee will review and allocate bursaries in order of the priority ranking accorded by the community networks. All Priority 1 applications will be reviewed first and

⁴ Refer to Page 21, Points 1 and 2 for details

bursaries will be allocated to candidates who meet the selection criteria. Next, Priority 2 applications will be reviewed and bursaries allocated to Priority 2 candidates who meet the selection criteria. If funds remain, Priority 3 applications will be reviewed and bursaries will be allocated to candidates who meet the selection criteria by means of a draw until the remaining funds are depleted.

Category 2 Bursary Program Recipient Responsibilities

- The recipient must commit to completing studies in a government recognized health and social services program that permits the student to work professionally in Quebec upon completion of studies;
- The recipient may obtain funding as long as he/she remains registered for full-time studies in a government recognized health and social services program during the period funded;
- The recipient must commit to remaining in a selected Quebec region following completion of studies to work in the field of health and social services in a public health and social services institution or related organization for a minimum of one year per bursary awarded. If the recipient can only secure part-time employment, repayment time is considered to be the equivalent in hours of one year of full-time work;
- Should the bursary recipient not be able to meet his/her commitments, he/she will have to report in writing to the community network and reimburse the allocated funding:
 - Should the bursary recipient drop out of the agreed upon program of study, he/she must reimburse the sponsoring community network, any money received, within three years following the date he/she dropped out;
 - Should the recipient default on his/her commitment by ceasing to work in the health and social services field in their own region or another selected Quebec region before the fixed period has expired, he/she must reimburse the sponsoring community network, within three years of graduation, the amount of the bursary prorated for the remaining period;
 - Should the recipient default on his/her commitment by not working in their region or another selected Quebec region, he/she must reimburse the sponsoring community network the bursary amount received, within three years of graduation;
- The recipient must provide a digital photograph and curriculum vitae to the McGill Project and grant the McGill Project, the community network and the health and social services institutions permission to disseminate, for promotional purposes, the student's photographic image, curriculum vitae and information about the bursary awarded through the McGill Project website and publications;
- The recipient must agree to allow their contact information to be entered into a database of health professionals able to provide healthcare services in English that can be made available to health and social services institutions.

Payment Modalities

Payment to the Participating Community Network

- Once the McGill Project has approved the bursary funding, an amendment to the 2014-2018 contract agreement between McGill University and the community network will be made and sent to the community network for signatures. The bursary payment is distributed to the community network within thirty (30) calendar days after the signing of the amendment to the contract agreement by both parties.

Payment to the Category 2 Bursary Program Recipient

- The community network is responsible for disbursing payments to the Category 2 Bursary Program Recipient. Bursaries are paid out on a term basis, in two equal parts. The first payment should be made in mid-September and the second in mid-January following reception of Recipient Form 1: Attestation of Student's Studies (made available to community networks upon approval of Bursary Program application) confirming the student's registration for full-time studies during the 2017-2018 Academic Year and satisfactory academic standing. As a prerequisite for receiving the bursary payment, the student must submit this form to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for the applicable semester.
- The student must complete Bursary Program Recipient Form 2: Proof of Bursary Payment: Section 2C (made available upon approval of Bursary Program application) to confirm reception of each bursary payment received from the community network

CONTACT INFORMATION FOR THE BURSARY PROGRAM

Students and Reference Providers with questions about the Bursary Program, please contact the Community Network for their region listed in the Directory on Pages. 15-18.

Community Networks with questions about the Bursary Program, please contact:

Ms. Gail Hawley-McDonald
Senior Program Officer
Training and Retention of Health Professionals Project

Tel: (819) 827-1491

E-mail: hawleymcd@bellnet.ca

Submission of Bursary Program Applications

For the purpose of speeding up the review of applications, a scanned, signed copy of application forms and supporting documents can be sent by e-mail to Ms. Gail Hawley-McDonald at hawleymcd@bellnet.ca.

Original signed and dated application forms and supporting documents must be sent by mail / courier to:

Ms. Mireille Marcil
Project Director
Training and Retention of Health Professionals Project
McGill University
550 Sherbrooke Street West, West Tower, Room 775
Montreal, QC, H3A 1B9

Tel: (514) 398-3447

Fax: (514) 398-2627

E-mail: mireille.marcil@mcgill.ca

LIST OF SELECTED QUEBEC REGIONS

The Category 2 Bursary Program is applicable to students whose primary residence is in one of the following selected Quebec regions:

Region 01	Bas-Saint- Laurent
Region 02	Saguenay-Lac-Saint-Jean
Region 03	Capitale-Nationale
Region 04	Mauricie-et-Centre-du-Québec
Region 05	Estrie
Region 07	Outaouais
Region 08	Abitibi-Témiscamingue
Region 09	Côte-Nord
Region 10	Nord-du-Québec
Region 11	Gaspésie-Iles-de-la-Madeleine
Region 12	Chaudière-Appalaches
Region 14	Lanaudière (except for communities within the MMC*)
Region 15	Laurentides (except for communities within the MMC*)
Region 16	Montérégie (except for communities within the MMC*)
Region 17	Nunavik
Region 18	Terres-Cries-de-la-Baie-James

Please be advised that students residing within communities belonging to the Montreal Metropolitan Community (MMC*) are not eligible to apply for the Bursary Program. The list of MMC communities can be found on Pgs. 10 and at the following link: <http://cmm.qc.ca/a-propos/municipalites/>.

LIST OF MONTREAL METROPOLITAN COMMUNITIES (MMCs) NOT ELIGIBLE

Baie d'Urfé	Montréal-Est
Beaconsfield	Montréal-Ouest
Beauharnois	Notre-Dame-de-l'Île-Perrot
Beloeil	Oka
Blainville	Otterburn Park
Bois-des-Filion	Pincourt
Boisbriand	Pointe-Calumet
Boucherville	Pointe-Claire
Brossard	Pointe-des-Cascades
Calixa-Lavallée	Repentigny
Candiac	Richelieu
Carignan	Rosemère
Chambly	Saint-Amable
Charlemagne	Saint-Basile-le-Grand
Châteauguay	Saint-Bruno-de-Montarville
Contrecoeur	Saint-Constant
Côte-Saint-Luc	Saint-Eustache
Delson	Saint-Isidore
Deux-Montagnes	Saint-Jean-Baptiste
Dollard-des-Ormeaux	Saint-Joseph-du-Lac
Dorval	Saint-Lambert
Hampstead	Saint-Lazare
Hudson	Saint-Mathias-sur-Richelieu
Kirkland	Saint-Mathieu
L'Assomption	Saint-Mathieu-de-Beloeil
L'Île –Cadieux	Saint-Philippe
L'Île-Dorval	Saint-Sulpice
L'Île-Perrot	Sainte-Anne-de-Bellevue
La Prairie	Sainte-Anne-des-Plaines
Laval	Sainte-Catherine
Léry	Sainte-Julie
Les Cèdres	Sainte-Marthe-sur-le-Lac
Longueuil	Sainte-Thérèse
Lorraine	Senneville
Mascouche	Terrasse-Vaudreuil
McMasterville	Terrebonne
Mercier	Varennes
Mirabel	Vaudreuil-Dorion
Mont-Royal	Vaudreuil-sur-le-Lac
Mont-Saint-Hilaire	Verchères
Montréal	Westmount

REFERENCE LIST OF LEVELS OF STUDY AND GOVERNMENT RECOGNIZED HEALTH AND SOCIAL SERVICES PROGRAMS

The Category 2 Bursary is applicable to students from selected regions of Quebec who are currently accepted into or pursuing full-time studies (the educational institution that the students are attending considers them as such) in one of the following government recognized health and social services programs that permits the students to work professionally in Quebec upon completion of studies.

To be eligible, the students must be pursuing their studies in an educational institution located within their region.

Please note that the Bursary Program is not applicable to students:

- Registered in independent or non-degree programs;
- Registered in distance and on-line training programs.

SECONDARY SCHOOL

Includes educational institutions under the authority of a school board, CS (commission scolaire), CFP (*Centre de formation professionnelle / vocational training centre*) and government recognized private educational institutions.

- **Programs leading to a Diploma of Vocational Studies (DVS) / *Diplôme d'études professionnelles (DEP)***

Assistance à la clientèle des services sociaux et de santé de Nunavik	Dental Assistance
Assistance à la personne à domicile	Health and Social Services Assistance in Nunavik
Assistance à la personne en établissement de santé	Health, Assistance and Nursing
Assistance dentaire	Home Care Assistance
Assistance in Health Care Facilities	Pharmacy Technical Assistance
Assistance technique en pharmacie	Santé, assistance et soins infirmiers

- **Programs leading to an *Attestation d'études professionnelles (AEP)***

- Formation continue en soins palliatifs

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- **Programs leading to a Diploma of College Studies (DCS) /
*Diplôme d'études collégiales (DEC)***

Archives médicales	Techniques de diététique
Audioprothèse	Techniques de prothèses dentaires
Biomedical Laboratory Technology	Techniques de physiothérapie
Dental Hygiene	Techniques de travail social
Diagnostic Imaging	Techniques d'éducation spécialisée
Environnement, hygiène et sécurité au travail	Techniques d'électrophysiologie médicale
Medical Records Management	Techniques d'hygiène dentaire
Nursing	Techniques d'inhalothérapie
Physiotherapy technology	Techniques d'intervention en délinquance
Pre-hospital Emergency Care	Techniques d'intervention en loisir
Radiation Oncology	Techniques d'orthèses et de prothèses orthopédiques
Respiratory and Anaesthesia Technology	Techniques d'orthèses visuelles
Social Service	Technologie d'analyses biomédicales
Soins infirmiers	Technologie de médecine nucléaire
Soins préhospitaliers d'urgence	Technologie de radiodiagnostic
Special Care Counselling	Technologie de radio-oncologie
Techniques de denturologie	Youth and Adult Correctional Intervention

COLLEGE / CÉGEP

- **Programs leading to an Attestation of Collegial Studies (ACS) /
*Attestation d'études collégiales (AEC)***

Accompagnement et interventions en soins palliatifs	Intégration à la profession de technologiste médicale
Actualisation professionnelle en soins infirmiers	Intégration à la profession infirmière du Québec
Actualisation professionnelle en soins infirmiers pour les infirmières	Intégration professionnelle en soins infirmiers
Agent en gérontologie-gériatrie	Intervenant en gérontologie
Ambulance Technician Program	Intervention en milieu de vie auprès de la personne en perte d'autonomie
Assistance en laboratoire médicale	Intervention en milieu juvénile et correctionnel
Cytogénétique clinique	Medical Transcription
Cytotechnologie	Préposé(e) aux bénéficiaires en institution de santé
Échographie cardiaque	Soins infirmiers et virage ambulatoire
Échographie généraliste	Support and Intervention in Palliative Care

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Échographie vasculaire périphérique	Techniques ambulancières
Formation continue en soins palliatifs	Techniques d'aide aux personnes âgées ou en perte d'autonomie
Gestion de documents médicaux	Techniques de stérilisation
Harmonisation en stimulation psychomotrice	Transcription médicale
Hygiène au travail	Transition to Nursing in Quebec for Internationally-Educated Nurses
Imagerie par résonance magnétique	Troubles envahissants du développement
Intégration à la profession d'inhalothérapeute	
<p><u>UNIVERSITY</u></p> <ul style="list-style-type: none"> • Programs leading to a Bachelor's degree / <i>Baccalauréat</i> • Programs leading to a Master's degree / <i>Maîtrise</i> • Programs leading to a Doctorate degree / <i>Doctorat</i> 	
Art Therapy	Nurse practitioner
Audiologie	Nutrition
Audiology	Occupational Therapy
Cert. In Native & North. Student Pers. Advising	Optométrie
Certificate in Special Education	Orthophonie
Communication Sciences and Disorders	Pharmacie
Creative Therapies	Pharmacologie
Criminologie	Physiothérapie
Dentistry	Physiotherapy
Dietetics	Pratiques psychosociales
Dietetics and Human Nutrition	Pratique sage-femme
Diploma in Human Relations and Family Life	Psychoéducation
Éducation spécialisée	Psychologie clinique (doctorat)
Ergonomie	Psychology (applied and field work)
Ergothérapie	Public Health
Génagogie	Radiobiologie
Génie biomédical	Réadaptation motrice et sensorielle
Gérontologie sociale	Réadaptation occupationnelle
Health Science	Réadaptation physique
Intégration socio-économique des personnes ayant une déficience intellectuelle	Récréologie
Interprétation visuelle	Santé communautaire

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Intervention communautaire	Santé environnementale et santé au travail
Interventions en toxicomanie	Santé et sécurité au travail
Intervention jeunesse	Santé mentale
Intervention psychosociale	Santé publique
Intervention sociale	Sciences du comportement humain
Kinanthropologie	Sciences cliniques
Kinanthropology	Sciences infirmières
Kinésiologie	Service social - Travail social
Medicine	Sexologie
Médecine	Social work
Médecine dentaire	Soins critiques
Neuroscience	Soins infirmiers communautaires
Nursing	Speech and Language Pathology
Nursing communautaire	Toxicomanie

DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

The following community networks are eligible to participate in the Bursary Program during the 2017-2018 Academic Year:

REGION 01: BAS-SAINT-LAURENT

Heritage Lower Saint Lawrence

130, rue Principale, Métis-sur-Mer, QC G0J 1S0

Name of contact: Mélanie Leblanc

Title: Executive Director

Telephone number: (418) 936-3239, Ext. 222

E-mail: mleblanc@heritagelsl.ca

Website: www.heritagelsl.ca

REGION 03: CAPITALE-NATIONALE

Jeffery Hale Community Partners (JHCP)

1270, chemin Ste-Foy, Suite 2000, Quebec, QC, G1S 2M6

Name of contact: Richard Walling

Title: Executive Director

Telephone number: (418) 684-5333, Ext. 1551 Fax number: 418-684-2295

E-mail : rwalling@jhparkers.net

Website: www.jefferyhale.org

REGION 04: MAURICIE ET CENTRE-DU-QUÉBEC

Megantic English-speaking Community Development Corporation (MCDC)

906 Mooney St. West, Thetford Mines, QC, G6G 6H2

Name of contact: Suzanne Aubre

Title: Executive Director

Telephone number: (418) 332-3851 Fax number: (418) 332-3153

E-mail: mcdc.exdir@bellnet.ca

Website: www.mcdc.info

Through an agreement with the community network from the Chaudière-Appalache region, Megantic English-speaking Community Development Corporation (MCDC), students from the Mauricie et Centre-du-Québec region are eligible for this bursary program.

REGION 05: ESTRIE

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Townshippers' Association – Estrie network

100-257 Queen St., Sherbrooke, QC, J1M 1K7

Name of contact: Rachel Hunting

Title: Executive Director

Telephone number: (819) 566-5717

Fax number: (819) 566-0271

E-mail : dg@townshippers.org

Website: www.townshippers.qc.ca

REGION 07: OUTAOUAIS

Connexions Resource Centre

2 Millar St., Gatineau, QC, J8Y 3N3

Name of contact: Danielle Lanyi

Title: Executive Director

Telephone number: (819) 777-3206

Fax number: N/A

E-mail: lanyi@centreconnexions.org

Websites: <http://centreconnexions.org>

REGION 08: ABITIBI-TÉMISCAMINGUE

Neighbours Regional Association of Rouyn-Noranda

P.O Box 2277, (139, av. Murdoch), Rouyn-Noranda, QC, J9X 5A9

Name of contact: Sharleen Sullivan

Title: Executive Director

Telephone number: (819) 762-0882

E-mail: neighbours@cablevision.qc.ca

Website: www.neighbours-rouyn-noranda.ca

REGION 09: CÔTE-NORD

Coasters' Association, Inc.

P.O. Box 10, St. Paul's River, QC, G0G 2P0

Name of contact 2: Kimberly Buffitt

Title: Director of Programs

Telephone number: (418) 379 2006, Ext. 226

Fax number: (418) 379-2621

E-mail: hssnpi@globetrotter.net

Website: www.coastersassociation.com

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North Shore Community Association (NSCA)

P.O. Box 163, Baie-Comeau, QC, G4Z 1Z3

Name of contact: Jody Lessard

Title: Executive Director

Telephone number: (418) 296-1545 Fax number: (418) 296-4883

E-mail: nsca@quebecnorthshore.org

Website: www.quebecnorthshore.org

REGION 11: GASPÉSIE-ÎLES-DE-LA-MADELEINE

Committee for Anglophone Social Action (CASA)

208 Gerard-D.-Levesque Blvd., New Carlisle, QC, G0C 1Z0

Name of contact: Cathy Brown

Title: Executive Director

Telephone number: (418) 752-5995 Fax number: (418) 752-6864

E-mail: casa75@globetrotter.net

Website: www.casa-gaspe.com

Council for Anglophone Magdalen Islanders (CAMI)

787 chemin Principal, Grosse Ile, QC, G4T 6B5

Name of contact: Helena Burke

Title: Executive Director

Telephone number: (418) 985-2116, Ext. #1 Fax number: (418) 985-2113

E-mail: camim@magdalenislands.ca

Website: www.micami.org

Vision Gaspé-Percé Now (VGPN)

28 St. Patrick, P.O Box 67, Douglstown, Gaspé, QC, G4X 1H0

Name of contact: Jessica Synnott

Title: Executive Director

Telephone number: (418) 368-3212 Fax number: (418) 368-0284

E-mail: j.synnott@vgpn.ca

Website: www.vision-gaspepercenow.ca

REGION 12: CHAUDIÈRE-APPALACHES

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Megantic English-speaking Community Development Corporation (MCDC)

906 Mooney St. West, Thetford Mines, QC, G6G 6H2

Name of contact: Suzanne Aubre

Title: Executive Director

Telephone number: (418) 332-3851 Fax number: (418) 332-3153

E-mail: mcdc.exdir@bellnet.ca

Website: www.mcdc.info

REGION 14: LANAUDIÈRE

(EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)

English Community Organization of Lanaudière (ECOL)

3590, rue Metcalfe, Rawdon, QC, J0K 1S0

Name of contact: Michelle Eaton-Lusignan

Title: Executive Director

Telephone number: (450) 834-3070, Ext.1080 Cellular: (514) 291-5373

E-mail: ecollanaudiere@hotmail.com

REGION 15: LAURENTIDES

(EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)

4 Korner's Family Resource Center

1906, route OKA, Deux-Montagnes, QC J7R 1N4

Name of contact: Lisa Agombar

Title: Executive Director

Telephone number: (450) 974-3940

Email: lisa@4kornerscenter.org

Website: www.4kornerscenter.org

REGION 16: MONTRÉGIE EST

(EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)

Townshippers' Association – Montérégie East Network

100-257 Queen St., Sherbrooke, QC, J1M 1K7

Name of contact: Rachel Hunting

Title: Executive Director

Telephone number: (819) 566-5717 Fax number: (819) 566-0271

E-mail: dg@townshippers.org

Website: www.townshippers.qc.ca

Assistance and Referral Centre (Montérégie-Ouest sector)

7-2140 Place Nobel, Brossard, QC J4Y 1R5

Name of contact: Katherine Quast

Title: Executive Director

Telephone number: (450) 812-0981

E-mail: katherinequast@arc-hss.ca

Website: <http://arc-hss.ca>

STUDENT

- LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

The bursary applicant is responsible for:

1. Completing and submitting the required documents contained in the Category 2 Bursary Program Application to the contact person at the participating community network;

The bursary recipient is responsible for:

2. Conforming to the Category 2 Bursary Program Recipient Responsibilities and Payment Modalities listed on Pg. 6 and 7 of the *General Information* section;
3. Submitting Category 2 Bursary Program Recipient Form 1: Attestation of Student Studies (made available to the student by the community network upon approval of Bursary Program application) confirming the student's registration for full-time studies and good academic standing. As a prerequisite for receiving the bursary payment, this form is sent by the student to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for each semester;
4. Picking up bursary payment from the community network;
5. Confirming reception of bursary payment by signing the Bursary Program Recipient Form 2: Proof of Bursary Payment - Section 2C
6. Informing the community network in writing within 30 days, should he/she:
 - withdraw from the full time academic program or
 - not work in the field of health and social services in a public health and social services institution or related organization in a selected region for a minimum of one year per bursary awarded;

In the case of a withdrawal from the academic program, he/she agrees to reimburse the full amount of the bursary.

If the bursary recipient is not working in the field of health and social services for a minimum of one year in their own region or in a selected Quebec region, and cannot demonstrate evidence of having actively searched for employment in her/his field, she/he agrees to a full or partial (on a pro-rata basis) reimbursement.

Document Checklist for Submission of Application:

- Category 2 Bursary Application Form 1: Student Information**
 - **To be completed by the student & submitted to the contact person at the participating community network**
 - Including the following supporting documents
 - 1 copy of your most recent Curriculum Vitae
 - 1 Letter of Acceptance into Program received from your educational institution
 - 1 copy of your most recent Academic Transcript

- Category 2 Bursary Application Form 2: Community Involvement Reference Form**
 - **Sections 2.1 and 2.2 to be completed by the student**
 - **Sections 2.3 to 2.5 to be completed by the reference provider**
 - **Completed form to be submitted to the contact person at the participating community network in a sealed envelope**
 - 2 separate forms for Community Involvement Reference

REFERENCE PROVIDER FOR THE STUDENT
- LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

Examples of reference providers include recognized members of the student's community such as the local government agency / non-governmental organization (NGO) / educational institution / hospital / clinic / care facility / daycare center / summer camp / community center / library / homeless shelter, etc.

The **Community Involvement Reference** must be provided by an individual who has known the applicant for the past 2 years who can attest to the applicant's community commitment and involvement and who can evaluate the student's potential to commit to remaining in her/his region and working in the field of health and social services upon completion of her/his studies. The reference provider cannot be a family member.

The reference provider is responsible for:

- Completing and submitting the required document contained in the Category 2 Bursary Program application to the contact person at the participating community network.

Document Checklist:

- Category 2 Bursary Application Form 2: Volunteer Activity/Community Involvement Reference Form**
 - **Sections 2.1 and 2.2 to be completed by the student**
 - **Sections 2.3 to 2.5 to be completed by the reference provider**
 - **Completed form to be submitted to the contact person at the participating community network in a sealed envelope**

COMMUNITY NETWORK

LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

The community network is responsible for:

1. Contacting the *Centre intégré de santé et de services sociaux* (CISSS) or the *Centre intégré universitaire de santé et de services sociaux* (CIUSSS) and consulting the MSSS website⁵ to obtain the list of key positions in the workforce that have been deemed vulnerable for the region and incorporating this information in the bursary publicity and in the selection of applications;
2. Identifying vulnerable job categories and priority service areas for the English-speaking population that appear in the regional access program and in other available studies⁶ and incorporating this information in the bursary publicity and selection of applicants;
3. Promoting the Bursary Program;
4. Contacting the McGill Project regarding questions on Bursary Program;
5. Setting up a Bursary Selection Committee, which would benefit from CISSS or CIUSSS representation, to review applications, recommending up to 3 applications for the Category 2 Bursary, and ranking them by order of priority;
6. Completing the required documents contained in the Category 2 Bursary Program application;
7. Verifying the Category 2 Bursary Program application and supporting documents to ensure that the requested information is filled in and that the information is complete;
8. If necessary, requesting documentation from student and other parties;
9. Preparing and submitting the student's Category 2 Bursary Program application accompanied by supporting documents to the McGill Project:
 - a. For the purpose of speeding up the review of applications, a signed copy of application forms and supporting documents can be sent, preferably by e-mail, to Ms. Hawley-McDonald (refer to Pg. 8 of the *Contact Information for the Bursary Program* section);
 - b. Original signed and dated application forms and supporting documents must be sent by mail / courier to Ms. Mireille Marcil, Project Director (refer to Pg. 8 of the *Contact Information for the Bursary Program* section) and postmarked no later than May 26th, 2017;

⁵ <http://avenirensante.gouv.qc.ca/bourses-d-etudes/bourses-pour-certains-emplois-en-region>

⁶ Among others, is a study conducted by Statistics Canada <http://www.statcan.gc.ca/pub/89-657-x/89-657-x2017002-eng.htm>

10. Communicating results of Category 2 Bursary Program selection process to student;
11. Signing the amendment to the existing contract agreement between McGill University and the community network;
12. Ensuring that the student conforms to the Category 2 Bursary Program Recipient Responsibilities and Payment Modalities listed on Pg. 6 and 7 of the *General Information* section;
13. Receiving allocations from the McGill Project;
14. Distributing the bursary payment to the Category 2 Bursary Program Recipient on a term basis, in two equal parts. The first payment is to be made in mid-September and the second in mid-January following reception of Recipient Form 1: Attestation of Student's Studies (made available to community networks upon approval of Bursary Program application) confirming the student's registration for full-time studies during the 2017-2018 Academic Year and satisfactory academic standing. As a prerequisite for distributing the bursary payment, this form must be received within fifteen (15) calendar days after the educational institution's official registration deadline for each semester;
15. Confirming the bursary payment distributed to Category 2 Bursary Program Recipient by completing Category 2 Bursary Program Recipient Form 2: Proof of Bursary Payment (made available to the community networks upon approval of Bursary Program Application);
16. Monitoring the bursary recipient's file and his/her adherence to commitments outlined in the Category 2 Bursary Program Recipient Responsibilities. If applicable, process reimbursements received from Category 2 Bursary Program Recipients who defaulted on their obligations;
17. Transmitting the name of the bursary recipient, her/his field of study, her/his availability for an internship in the institution and expected date of graduation to the CISSS;
18. Collecting and transmitting the data necessary for accountability to McGill University, according to the conditions stipulated in the contract;
19. Participating in the Bursary Program formal follow-up, monitoring and evaluation.

Document Checklist

Please **SUBMIT** the following required documents to the McGill Project:

- Application Forms for Category 2 Bursary - Identification**
 - To be completed by the contact person at the participating community network

- Category 2 Bursary Application Form 1: Student Information**
 - To be completed by the student & submitted to the contact person at the participating community network
 - Including the following supporting documents
 - 1 copy of the most recent Curriculum Vitae
 - 1 Letter of Acceptance into Program received from the educational institution
 - 1 copy of the most recent Academic Transcript

- Category 2 Bursary Application Form 2: Community Involvement Reference Forms**
 - Sections 2.1 and 2.2 to be completed by the student
 - Sections 2.3 to 2.5 to be completed by the reference provider
 - Completed form to be submitted to the contact person at the participating community network in a sealed envelope
 - 2 separate Reference Forms

- Category 2 Bursary Application Form 3: Community Network Information**
 - To be completed by the contact person at the participating community network
 - To be ranked in order of priority

MCGILL PROJECT

LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

The McGill Project is responsible for:

1. Overseeing the Bursary Program;
2. Administrating the Bursary Program budget;
3. Developing and managing the Bursary Program communication plan;
4. Promoting the Bursary Program through participating community networks;
5. Sending the call for Category 2 Bursary Program applications to participating community networks;
6. Reviewing Category 2 bursary applications to ensure that they are complete and request further information where required;
7. Applying the Selection Criteria listed on Pg. 5 of the *General Information* section and approving or refusing funding accordingly;
8. Communicating results of Category 2 Bursary Program selection process to community network;
9. Upon approval of bursary funding, preparing an amendment to the contract agreement between McGill University and the community network;
10. Distributing allocations to the community network responsible for submitting the Category 2 Bursary Program Recipient Application;
11. Collecting and transmitting the data necessary for accountability to Health Canada;
12. Monitoring, tracking and evaluating the Bursary Program.