

<b>Chair--STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Governance	Policy #	<b>1.4.14</b>
Section:	Professional Development	Issued:	March 1, 2014
Subject:	<b>Education, Seminars and conferences</b>	Effective:	March 1, 2014
Issue to:	All Manual Holders	Page:	1 of 1
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Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

## **1. POLICY**

The SALPN supports all Council members to engage in professional development or to attend seminars and conferences. The value of these must not exceed the determined amount approved annually by Council each fiscal year. Council members may choose to claim all or part of expenses incurred. Funds will be pro-rated to the term of office.

## **2. PROCEDURE**

- 2.1 SALPN encourages council members to increase their knowledge of board governance, maintain and increase currency in their practice, and to continually upgrade their skills. Such improvement is often accomplished through professional development or attendance at seminars or conferences.
- 2.2 Council members are responsible for requesting this funding through the submission of the Council Professional Development Request Form available from the Office Administrator and submitting to the Council Chair.
- 2.3 The Council member is responsible for ensuring a report is completed prior to the next meeting of Council
- 2.4 The SALPN chair will approve requests of the SALPN council member. The SALPN office administrator will arrange for payment and registration.