

## Reimbursement for Faculty Development Activities – How to Apply

The **Franklin R. Forbes and Albert E. Forbes MD Fund for Medical Education** was created to foster the role of, and support to, family physicians in rural practice in the Maritime Provinces through initiatives in medical education. Family medicine preceptors interested in participating in Faculty Development, may be eligible to request reimbursement of appropriate Faculty Development courses and workshops.

### What is Faculty Development?

Faculty Development is a process by which faculty are guided and supported as they work systematically toward developing their skills in teaching, leadership, learner evaluation and assessment, engagement in research scholarly activities, and identification of ongoing professional development needs.

Faculty Development courses and workshops help develop your skills as a teacher and preceptor. They may also help develop leadership skills that allow you to participate in the academic department.

### Who is eligible?

Physicians, with an active faculty appointment with Dalhousie Family Medicine, who are serving as preceptors in Nova Scotia, New Brunswick, or Prince Edward Island. Priority will be given to rural physicians. If you are unsure if you qualify for reimbursement, please contact [fmfacdev@dal.ca](mailto:fmfacdev@dal.ca) with your eligibility request.

### Eligible Courses for Reimbursement:

- Accredited Faculty Development courses offered at Dalhousie through the Continuing Professional Development (CPD) department whose objectives are to improve teaching or faculty development will be considered.
- Accredited faculty development or medical education courses offered by other Canadian Universities or by provincial or Canadian medical colleges or licensing bodies will also be considered.
- Other courses may be evaluated and approved on a case-by-case basis

### How to Apply:

To request reimbursement for Faculty Development training, please follow these easy steps:

1. Course registration fees above \$150 should receive prior approval prior to registration by contacting [fmfacdev@dal.ca](mailto:fmfacdev@dal.ca)
2. Courses must be paid in full and completed prior to requesting reimbursement.
3. Complete “Step 1” of the attached cheque requisition form, ensuring the highlighted fields are filled. Please make sure all information is provided. Incomplete sections may result in delayed processing.
4. Total all receipts and enter the total in the highlighted “total” box in “Step 3”.
5. Complete “Step 4” ensuring handwritten or electronic signature is applied.
6. Submit the completed cheque requisition, including all original or scanned receipts to [dfmfinance@dal.ca](mailto:dfmfinance@dal.ca) , or by hardcopy mail to:

**Dalhousie Family Medicine Finance**  
**1465 Brenton Street, Suite 402**  
**Halifax, NS**  
**B3J 3T4**