



**McGill**

**Dialogue McGill**  
Better Communication for Better Care

TRAINING AND RETENTION OF HEALTH PROFESSIONALS PROJECT

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

**2018-2019 ACADEMIC YEAR**

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### **CATEGORY 3 BURSARY STUDENT 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 vocational training centre in Quebec**

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:**

<https://www.mcgill.ca/dialoguemcgill/>

## GENERAL INFORMATION

### CALL FOR BURSARIES

Category 3 Bursaries are awarded twice a year to accommodate the varied program start dates for the different vocational training centres.

IMPORTANT DATES FOR 2018-2019 CATEGORY 3 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 Dialogue McGill	Decisions rendered by the Dialogue McGill
2018-2019	October 1, 2018	October 31, 2018	November 9, 2018	November 23, 2018

## THE HEALTH AND SOCIAL SERVICES COMMUNITY LEADERSHIP BURSARY PROGRAM<sup>1</sup>

### DESCRIPTION

The Category 3 Bursary Program supports students with English and French language skills enrolled full-time in health and social services disciplines in Vocational Training Centres in Quebec. The objective is to improve access to care in English in the health and social services institutions of selected regions of Quebec. Bursary recipients are required to work in their region or in another selected Quebec region for one year post-graduation for each bursary received.

If you are a student pursuing full-time studies in a health and social service program in a government recognized vocational training centre and are from one of the selected regions of Quebec listed on page 5 of this document this program may be of interest to you.

Students are required to provide references from two different individuals who can attest to their character and commitment to working in their region, or another selected Quebec region, in the field of health and social services upon completion of studies.

Students wishing to apply for the Category 3 bursary 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. 7 to 9.

### BURSARY AMOUNTS

- Vocational Training: \$2,000 per student registered for full-time studies in the 2018-2019 Academic Year.

### ELIGIBILITY CRITERIA

The Category 3 Bursary is open to students from selected Quebec regions (refer to *List of Selected Quebec Regions* on Pg. 5) 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);

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

- 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 in a vocational training centre;
- Are in a program of study that is preparing them for careers where they will be providing direct care and service to English-speaking clients;
- Are registered full-time during the 2018-2019 Academic Year;

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

*- Registered in independent study programs or in programs that do not lead to a diploma;*

*- 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 Dialogue McGill and/or the community network.

### SELECTION CRITERIA

Bursary applications will be recommended for approval based on the following criteria:

- The compatibility of the student's field of study with the identified regional priority service areas or vulnerable job categories;
- The student's commitment following completion of studies to work in his or her field in a public health and social services institution or related organization in their home region for a minimum of one year per bursary awarded;
- The quality of the references provided;
- The quality of the student's academic standing;
- The quality, content and presentation of the application.

### CATEGORY 3 BURSARY PROGRAM RECIPIENT RESPONSIBILITIES

- The recipient must commit to completing their program 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 working in a public health and social services institution or related organization in their home region for a minimum of one year per bursary awarded following completion of studies. 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 find work in their region or are unable to work in their region due to other constraints, if the student works in another selected region of Quebec, they will be deemed to have fulfilled their obligations as a bursary recipient.

- 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 in accordance with a contract signed between the community network and the recipient:
  - Should the bursary recipient drop out of the agreed upon program of study or default on his/her commitment in any other way, he/she must reimburse the sponsoring community network, any money received, within three years following the date he/she dropped out or defaulted;
  - 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 Dialogue McGill and grant the Dialogue McGill, 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 Dialogue McGill 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, to be made available to health and social services institutions and on a Dialogue McGill recruitment website.

### LIST OF SELECTED QUEBEC REGIONS

The Category 3 Bursary Program is applicable to students whose primary residence is in one or more of the following selected Quebec regions:

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

Please be advised that students residing within communities belonging to the Montreal Metropolitan Community (MMC\*) are not eligible to apply for the Category 3 Bursary Program. The list of MMC communities can be found at the following link: <http://cmm.qc.ca/a-propos/municipalites/>.

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

The Category 3 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.

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

- Registered in independent study programs or programs that do not lead to a diploma;
- Registered in distance and on-line training programs.

### VOCATIONAL TRAINING CENTRES

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.

[https://prod.mels.gouv.qc.ca/afep101/html/documents\\_internet/pdf/ang/etablisements/etabsecondaireformpro\\_ang.pdf](https://prod.mels.gouv.qc.ca/afep101/html/documents_internet/pdf/ang/etablisements/etabsecondaireformpro_ang.pdf)

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

Assistance à la personne à domicile

Assistance à la personne en établissement de santé

Assistance dentaire

Assistance in Health Care Facilities

Assistance technique en pharmacie

Dental Assistance

Health, Assistance and Nursing

Home Care Assistance

Pharmacy Technical Assistance

Santé, assistance et soins infirmiers

## DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS – CONTACT INFORMATION

### REGION 01: BAS-SAINT-LAURENT

#### Heritage Lower Saint Lawrence

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

<b>Name of contact:</b>	Mélanie Leblanc	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 936-3239, Ext. 222	<b>E-mail:</b>	<a href="mailto:mleblanc@heritagelsl.ca">mleblanc@heritagelsl.ca</a>
<b>Website:</b>	<a href="http://heritagelsl.ca">heritagelsl.ca</a>		

### REGION 03: CAPITALE-NATIONALE

#### Jeffery Hale Community Partners (JHCP)

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

<b>Name of contact:</b>	Richard Walling	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 684-5333, Ext. 1551	<b>E-mail:</b>	<a href="mailto:rwalling@jhpartners.net">rwalling@jhpartners.net</a>
<b>Fax number:</b>	(418) 684-2295	<b>Website:</b>	<a href="http://www.jefferyhale.org">www.jefferyhale.org</a>

### REGION 04: MAURICIE ET CENTRE-DU-QUÉBEC

#### Centre for Access to Service in English (CASE)

1045 Chabanel Street, Drummondville, QC, J2B 2J4

<b>Name of contact:</b>	Shannon Keenan	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 609-9009	<b>E-mail:</b>	<a href="mailto:case.exdir@gmail.com">case.exdir@gmail.com</a>
<b>Website:</b>	<a href="http://www.casemcq.com">www.casemcq.com</a>		

### REGION 05: ESTRIE

#### Townshippers' Association – Estrie Network

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

<b>Name of contact:</b>	Rachel Hunting	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 566-5717	<b>E-mail:</b>	<a href="mailto:dg@townshippers.org">dg@townshippers.org</a>
<b>Fax number:</b>	(819) 566-0271	<b>Website:</b>	<a href="http://www.townshippers.org">www.townshippers.org</a>

### REGION 07: OUTAOUAIS

#### Connexions Resource Centre

80, rue Daniel-Johnson, Gatineau, QC, J8Z 1S3

<b>Name of contact:</b>	Danielle Lanyi	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 777-3206	<b>E-mail:</b>	<a href="mailto:lanyi@centreconnexions.org">lanyi@centreconnexions.org</a>
<b>Website:</b>	<a href="http://centreconnexions.org">http://centreconnexions.org</a>		

**REGION 08: ABITIBI-TÉMISCAMINGUE****Neighbours Regional Association of Rouyn-Noranda**

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

<b>Name of contact:</b>	Sharleen Sullivan	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 762-0882	<b>E-mail:</b>	<a href="mailto:neighbours@cablevision.qc.ca">neighbours@cablevision.qc.ca</a>
<b>Website:</b>	<a href="http://www.neighbours-rouyn-noranda.ca">www.neighbours-rouyn-noranda.ca</a>		

**REGION 09: CÔTE-NORD****Coasters' Association, Inc.**

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

<b>Name of contact:</b>	Kimberly Buffitt	<b>Title:</b>	Director of Programs
<b>Tel. number:</b>	(418) 379 2006, Ext. 226	<b>E-mail:</b>	<a href="mailto:hssnpi@globetrotter.net">hssnpi@globetrotter.net</a>
<b>Fax number:</b>	(418) 379-2621	<b>Website:</b>	<a href="http://www.coastersassociation.com">www.coastersassociation.com</a>

**North Shore Community Association (NSCA)**

P.O. Box 6102, Baie-Comeau, QC, G4Z 1Z3

<b>Name of contact:</b>	Jody Lessard	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 296-1545	<b>E-mail:</b>	<a href="mailto:nsca@quebecnorthshore.org">nsca@quebecnorthshore.org</a>
<b>Fax number:</b>	(418) 296-4883	<b>Website:</b>	<a href="http://www.quebecnorthshore.org">www.quebecnorthshore.org</a>

**REGION 11: GASPÉSIE-ÎLES-DE-LA-MADELEINE****Committee for Anglophone Social Action (CASA)**

168, Gerard D Levesque, New Carlisle, QC, G0C 1Z0

<b>Name of contact:</b>	Cathy Brown	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 752-5995	<b>E-mail:</b>	<a href="mailto:casa75@globetrotter.net">casa75@globetrotter.net</a>
<b>Fax number:</b>	(418) 752-6864	<b>Website:</b>	<a href="http://www.casa-gaspe.com">www.casa-gaspe.com</a>

**Council for Anglophone Magdalen Islanders (CAMI)**

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

<b>Name of contact:</b>	Helena Burke	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 985-2116, Ext. #1	<b>E-mail:</b>	<a href="mailto:camim@magdalenislands.ca">camim@magdalenislands.ca</a>
<b>Fax number:</b>	(418) 985-2113	<b>Website:</b>	<a href="http://www.micami.ca">www.micami.ca</a>

**Vision Gaspé-Percé Now (VGPN)**

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

<b>Name of contact:</b>	Jessica Synnott	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 368-3212	<b>E-mail:</b>	<a href="mailto:j.synnott@vgpn.ca">j.synnott@vgpn.ca</a>
<b>Fax number:</b>	(418) 368-4253	<b>Website:</b>	<a href="http://www.visiongaspeperce.ca">www.visiongaspeperce.ca</a>



**REGION 12: CHAUDIÈRE-APPALACHES****Megantic English-speaking Community Development Corporation (MCDC)**

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

<b>Name of contact:</b>	Brian Gignac	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 332-3851	<b>E-mail:</b>	<a href="mailto:mcdc.exdir@bellnet.ca">mcdc.exdir@bellnet.ca</a>
<b>Fax number:</b>	(418) 332-3153	<b>Website:</b>	<a href="http://www.mcdc.info">www.mcdc.info</a>

**REGION 14: LANAUDIÈRE (EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 6)****English Community Organization of Lanaudière (ECOL)**

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

<b>Name of contact:</b>	Michelle Eaton-Lusignan	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(450) 421-5379	<b>E-mail:</b>	<a href="mailto:ecollanaudiere@hotmail.com">ecollanaudiere@hotmail.com</a>
<b>Cellular:</b>	(514) 291-5373		

**REGION 15: LAURENTIDES (EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 6)****4 Korner Family Resource Center**

200, rue Henri-Dunant, Deux-Montagnes, QC, J7R 4W6

<b>Name of contact:</b>	Stephanie Helmer	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(450) 974-3940	<b>E-mail:</b>	<a href="mailto:stephanie@4kornerscenter.org">stephanie@4kornerscenter.org</a>
<b>Website:</b>	<a href="http://www.4kornerscenter.org">www.4kornerscenter.org</a>		

**REGION 16: MONTÉRÉGIE (EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 6)****Townshippers' Association – Montérégie East Network**

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

<b>Name of contact:</b>	Rachel Hunting	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 566-5717	<b>E-mail:</b>	<a href="mailto:dg@townshippers.org">dg@townshippers.org</a>
<b>Fax number:</b>	(819) 566-0271	<b>Website:</b>	<a href="http://www.townshippers.org">www.townshippers.org</a>

**Montérégie West Community Network (MWCN)**

P.O. Box 47045, Chateauguay, QC, J6K 5B7

<b>Name of contact:</b>	Pauline Wiedow	<b>Title:</b>	Interim President
<b>Tel. number:</b>	(450) 617-0513	<b>E-mail:</b>	<a href="mailto:mwcn2016@gmail.com">mwcn2016@gmail.com</a>
<b>Website:</b>	<a href="https://mwcn.weebly.com/">https://mwcn.weebly.com/</a>		

## STUDENT

### LIST OF RESPONSABILITIES & DOCUMENT CHECKLIST

#### THE BURSARY APPLICANT IS RESPONSIBLE FOR:

1. Completing and submitting the required documents contained in the Category 3 Bursary Program Application to the contact person at the participating community network;

#### THE BURSARY RECIPIENT IS RESPONSIBLE FOR:

2. Submitting Category 3 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;
3. Picking up bursary payment from the community network;
4. Confirming reception of bursary payment by signing the Category 3 Bursary Program Recipient Form 2: Proof of Bursary Payment - Section 2C;
5. Entering into a contractual agreement with the community network regarding the recipient obligations, which include:
  - 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, agreeing 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 a selected Quebec region, and cannot demonstrate evidence of having actively searched for employment in her/his field, agreeing to a full or partial (on a pro-rata basis) reimbursement.

#### DOCUMENT CHECKLIST FOR SUBMISSION OF APPLICATION:

##### CATEGORY 3 BURSARY APPLICATION: FORM 1 - STUDENT APPLICATION

**To be completed, signed & submitted by the student by email to the contact person at the participating community network.**

With the following supporting documents attached:

- Student's most recent Curriculum Vitae
- Letter of Acceptance into Program received from student's educational institution
- Student's most recent Academic Transcript

**CATEGORY 3 BURSARY APPLICATION: FORM 2 - COMMUNITY INVOLVEMENT REFERENCE (2 REFERENCES ARE REQUIRED)**

- Title Page and Section 1 to be completed by the student and emailed to the each reference provider;
- Sections 2-4 to be completed by the Reference Provider;
- The Reference Provider will submit the completed signed form by email to the contact person at the participating community.

**NOTE: Electronic signatures are acceptable**

## 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, Form 2, which will be emailed to him or her by the student. The reference provider must sign and return it by email to the contact person at the participating community network which will be indicated in Section 1 of the Form.

### DOCUMENT CHECKLIST:

**CATEGORY 3 BURSARY APPLICATION: FORM 2- COMMUNITY INVOLVEMENT REFERENCE FORM**

- Title Page and Section 1 to be completed by the student;
- Sections 2 - 4 to be completed by the reference provider;
- Completed and signed form to be submitted by email to the contact person at the participating 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 7-9.