

CONFERENCE APPLICATION PROCESS

Conferences usually supported by PICU utilising Starship Foundation funds (to cover the shortfall between your CPE balance and the total conference cost) are:

- ANZICS (NZ/Australia)
- NZFNA Flight Course (Wellington)
- ISAS Conference (NZ/Australia)
- World Congress of Paediatric Critical Care (every 4 years).

Other conferences may be supported at the discretion of the Nurse Manager – talk to Nic first.

Process

1. Fill in the **online Kiosk CPE application form** (see over for guidelines) – this goes electronically to Nic / Service Manager for approval. You will need to know all your likely costs in order to fill in the form correctly – airfare/travel, accommodation & registration. Sue can get quotes for travel if required. *NB: Please wait for approval to be given before registering or making any bookings.*
2. Please fill out a paper copy leave form and forward to Nic. This needs to be done so we know the dates for rostering etc, as the Kiosk system does not yet allow online leave requests.
3. Once you have approval you can go ahead and register and organise travel.

Registration: You will need to register for the conference yourself and claim back the cost via the online CPE claim form (also on Kiosk CPE). PICU will not pay for registration up front. *NB: PICU will only cover the cost of early bird registration – please ensure you know the cut-off date for your conference.*

Travel & Accommodation: Please see Sue for this – she must make bookings through the ADHB preferred supplier (Orbit Corporate Travel) as reimbursements cannot be made on costs incurred through other travel agents or suppliers. The cost of airfares and New Zealand /Australian accommodation will be paid direct by PICU (click “Prepaid” on the conference application for that expense). Overseas accommodation will need to be paid by yourself and claimed back on your return.

We will do our best to support applicants. Factors considered in supporting applicants include:

1. Length of service to ADHB.
2. Portfolio/project/clinical work in relationship to application.
3. Previous funding.
4. Poster or oral presentation. We would like to encourage oral presentation and this will carry more weighting than a poster.
5. The number of study days already taken or planned over the year.

It is an expectation that if you are funded for a conference that you disseminate the information within PICU by:

1. Participating in a study day if applicable.
2. Providing written key points with emphasis on current trends and evidence-based practices.
3. Informal verbal presentation / Wednesday teaching session.

All posters should be displayed on the unit.

