**ATTENTION HEALTH DIRECTORS/MANAGERS**

**REQUEST FOR APPLICATIONS:**

**CERTIFIED FIRST NATION HEALTH MANAGER (CFNHM) INTENSIVE TRAINING**

**Four Arrows Regional Health Authority (FARHA) will be accepting applications for funded seats for the CFNHM Intensive Training Program for Health Directors/Managers (HD/HM)**

**DEADLINE TO APPLY: December 31, 2023**

**The First Nations Health Managers Association (FNHMA) CFNHM Designation Program:**

* **The CFNHM training program** consists of five (5) separate courses that focus on competencies that are essential for all professionals active in First Nations health and program management. The competencies have been grouped into ten (10) core domains of knowledge and skills with a listing of competency indicators, which can be found here: [**https://www.fnhma.ca/certification-core-competencies**](https://www.fnhma.ca/certification-core-competencies)
* **Each CFNHM Course (**[**https://www.fnhma.ca/intensive-courses**](https://www.fnhma.ca/intensive-courses)**)** progressively focuses on each of the core competencies required for health managers and consists of one (1) week of intensive in-person, in-classroom review and hands-on exercises that requires all CFNHM candidates to review materials well ahead of each session; FNHMA usually sends out its session binders about one (1) month ahead of time. Each Course runs between Monday-Friday from 9:00–4:00 pm each day.
* **After each 1-week course is complete** there are assignments that candidates must complete on their own time, and these take approximately 6-10 hours to complete – you then send your completed assignment to FNHMA by the deadline for evaluation and grading.
  + **IMPORTANT:** This program has been rated by previous MB FN candidates at a college/university level so all candidates need to be prepared to work hard to achieve their designation – your education and experience are an important consideration during screening.
* **Once candidates successfully complete** all 5 Courses, they will need to write the final exam. The final exam is a timed take home, open book exam and usually takes the entire weekend to complete. Each candidate that passes the final exam has now qualified to obtain their CFNHM designation but they must first sign a commitment to comply with the *Code of Ethics and Standards of Ethical Conduct* for CFNHMs and obtain Board approval.
  + After that, the candidates are invited to the FNHMA Annual General Meeting for the Convocation Ceremony to receive their designation in-person or it can be mailed to you.
* **PLEASE NOTE:** Failure to pass any assignment or submit it on time without permission will require an FNHMA reassessment fee ($145) before you can revise / submit it - this expense is not covered by the training program and each candidate is responsible for all of these types of expenses. If you do not pass the final exam, you have to pay the full fee ($400) to take it again.
  + The program will not fund a candidate to take the next module until they pay the reassessment fee and get a passing grade BEFORE the next session begins.

1. **APPLICATION:**

* If you are interested in obtaining your CFNHM designation via the Intensive Training courses over the next 2 years, all applicants must provide the following information:

1. **A completed FARHA Sponsorship Registration Form:** email or fax (only for those candidates without an internet connection) your completed form back to Raquel Koenig at Four Arrows Regional Health Authority (FARHA) (contact info is below).
2. **A completed CFNHM Program Registration Form:** email or fax (only for those candidates without an internet connection) your completed form back to Raquel Koenig at Four Arrows Regional Health Authority (FARHA) (contact info is below).
3. **Be an FNHMA member in good standing:** dues are paid and up-to-date
   * If you have not renewed your membership this year, contact FNHMA to do that before you apply - <https://www.fnhma.ca/membership-options>
   * Please note that FNHMA memberships **ARE** an allowable expense within the terms of your Contribution Agreement as a qualifying “Professional Fee” - please note that this is at the discretion of your HD/HM and/or Band Administrator - each community may differ in whom has the authority to approve this type of expense.
4. **A Letter of Support from:** depending on where you work and what you do:
   * **For On-Reserve FN HD/HMs:** Your Chief or Health Portfolio Councillor;
   * **For Off-Reserve FN HD/HMs:** YourExecutive Director or CEO or Board; and
   * **For On- & Off-Reserve FN Health Care Workers / Analysts (not a HD/HM):** your Health Director / Manager;

* **ALL Letters of Support must confirm the following Program Pre-requisites:**
  + 1. You are approved for time off from work to attend all 5 courses over the next 2 years – for 2024 the first training course is being held January 22-26, 2024, Course 200 is being held Match 4-8, 2024 and Course 300 to 500 have not been scheduled yet.
    2. You are approved for funding for half of the hotel costs per night for all 5 courses – this is not required for applicants that live and work in or near Winnipeg because they will not receive any travel expenses so please make sure to note that in the letter.
* **PLEASE NOTE:** Your application **will not be processed** if**:**
  1. **You do not provide** all 4 of the required items requested above – do not send partially completed applications;
  2. **Your application** **has not** been completed on your computer – no handwritten applications will be accepted; and/or
  3. **Your application has not** been received via email - organizations / communities without internet connectivity will be exempt from emailing their application and are allowed to fax it **BUT** it must still be completed on a computer before faxing.

1. **PROGRAM CANDIDATE PRIORITY:**
2. **FN Community Health Directors / Managers**
   * HD/HMs from FN Organizations (e.g. Tribal Councils, PTOs, others) will be considered once community HD/HMs have all been screened
3. **Returning CFNHM Training Program HD/HMs and non-HD/HMs**
4. **Non-HDs/HMs**
   * We encourage everyone (FN / Non-FN) working in health with FN organizations / communities and are interested in the program to apply but our priority will be HD/HMs – once qualifying candidates are chosen, remaining seats will go to the next priority candidates.
   * Screening of candidates will include an equal consideration for education and experience.
5. **PROGRAM CANDIDATE REQUIREMENTS:**
6. **All candidates will make time to prepare** for all courses ahead of time – each course requires a great deal of time and effort so that you can get the most out of it.
7. **All candidates will be responsible** for their own additional expenses incurred in the program (e.g. membership fees, reassessment fees, notebooks, supplies, etc).
8. **All candidates will commit to attending each and every full day** for each of the 5 courses –do not schedule any meetings or personal appointments during classroom hours (Monday – Friday, 9:00-4:00).
9. **No candidate may miss 1 training session (5 days)** for any reason or you will be withdrawn from the course and your supervisor will be notified of the withdrawal.
   1. Exceptions will be considered for those candidates with serious personal or family related illness – after the program instructor is notified and alternative arrangements are made to complete a session, the candidate must notify FARHA about their situation, disclose the reason for their absence and discuss any potential needs to complete the session.
10. **All personal information shared** with FARHA by all successful candidates will remain strictly confidential and will not be disclosed to anyone for any reason, without their approval – except in the case noted above regarding withdrawal from the course due to an unexcused session absence.
11. **PROGRAM EXPENSES COVERED**
12. **FNHMA CFNHM Tuition Fee for 5 Modules ($11,500) and Final Exam Fee ($400) per person**
13. **Travel Expenses per person:** All applicants that live and work in or commute daily to Winnipeg will not be eligible to receive any of the travel expenses.
    1. **Airfare/Bus/Train –** this option is open to people travelling from communities without all-weather road access and includes full expense coverage by the program but it will be arranged by and invoiced directly to the administrator, Four Arrows Regional Health Authority (FARHA).
       * Applicants from northern communities with road access will be considered for the same coverage on a case-by-case basis only and only for those over five (5) hours from Winnipeg, with a good rationale for why they should be accommodated.
    2. **Mileage –** only one-way mileage is covered by the program. You or your organization / community are responsible for the other half of your mileage. Mileage reimbursements will be handed out on the Friday morning of each session.
    3. **Hotel –** only half the cost per week is covered by the program. Your organization / community is responsible for the remaining half for each week.
       * If you are staying at a private accommodation, you will receive half of the $50 per night allowance rate so $25 per night ($125 per session) will be provided. Private accommodation reimbursements will be handed out on the Monday morning of each session.
    4. **Meals –** $50 per day for meals will be covered by the program. You or your organization / community are responsible for anything over that amount. Meal allowances will be handed out to everyone on the Monday morning of each session.
    5. **Northern & Southern Travel Day Expenses – Sunday to Winnipeg –** All candidates that require a travel day to Winnipeg on the Sunday before class begins will be eligible for the following expenses from the program:
       * Hotel - half of the hotel room expense is covered for that night.
       * Meals - $50 meal allowance will be provided for the travel day.
    6. **Northern Travel Day Expenses – Saturday Return Home –** Northern candidates that travel on a Friday flight may need to stay overnight in Thompson or The Pas in order to catch a connecting flight home on Saturday. The expenses provided by the program for this type of expense is:
       * Hotel – full hotel expense is covered for Friday night.
       * Meal - $25 meal allowance will be provided for the Saturday travel day.
       * FARHA must be notified in advance of this type of arrangement.
14. **PROGRAM COURSE LENGTH**

Courses are delivered over a nine-week period with a five-day on-site session with an experienced instructor and teaching assistant.

Course dates:

1. Course 100: The First Nations Health Landscape (January 22-26, 2024)

2. Course 200: High Performing Strategic Organizations (March 4-8, 2024)

3. Course 300: Effective Programs and Services (*tbd*)

4. Course 400: Efficient Organizations (*tbd*)

5. Course 500: The Professional First Nation Health Manager (*tbd*)

Course cost: $2300 members, $2875 non-members (+applicable taxes)

**PLEASE SEND APPLICATIONS TO:**

Raquel Koenig

FNHMA Training Coordinator, Manitoba Region

Four Arrows Regional Health Authority Inc.

500-338 Broadway Avenue

Winnipeg, MB R3C 0T2

Phone: 204-947-2397 / **Fax: 204-982-3359** / Email: rkoenig@fourarrowsrha.org

**Responding to this call for applications does not guarantee enrollment and will require a screening process.**

**Four Arrows Regional Health Authority (FARHA)**

**CFNHM Sponsorship Registration Form**

**Please use your computer to type in the information requested below – no hand written applications will be accepted.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CONTACT INFORMATION** | | | | | | |
| **First Name:** | | **Last Name:** | | | **FNHMA Member #:** | |
| **Full Organization/Community Name:** | | | | | | |
| **Street / Mailing Address: (e.g. Address, City, Province)** | | | | | | |
| **Postal Code:** | **Work Phone #:**  **204-** | | **Cell Phone #:**  **204-** | | | **Fax #:**  **204-** |
| **Email Address:** (Please use your work email) | | | | | | |
| **EMERGENCY CONTACT INFORMATION** | | | | | | |
| **Name:** | | | | **Relationship:** | | |
| **Address:** | | | | **Phone Number: 1-204-** | | |
| **EDUCATION / WORK EXPERIENCE** | | | | | | |
| **Current Position at Work:** | | | | | | |
| **Years of Work Experience at Current Position:** | | | **Overall Years’ Experience In Health:** | | | |
| **Current Highest Education Type and Level: (e.g. Bachelor/Masters/PhD, Diploma, Licensed Practical / Registered / Bachelor / Masters of Nursing, Registered Nurse, Dietician, MBA, etc)** | | | | | | |
| **Other Educational / Training Achievements: (e.g. Bachelor degree, Business Admin diploma, Computer training / Customer service / Time management certificates, etc)** | | | | | | |
| **ASSIGNMENT: Why do you want to become a Certified First Nation Health Manager? (Minimum of 250 words – approximately half a page)** | | | | | | |
| Answer: | | | | | | |