

Professional Development Funds for MOAs

Full-service Family Physicians of the Victoria PCN can now apply for the Victoria MOA Network's exciting new Professional Development (PD) funds to cover the costs of administrative staff training sessions, workshops, courses, etc., or time spent completing cost-free activities (at a rate of \$25/hr.).

Eligibility

- Be a MOA/Office Manager working in a physician-owned community practice of the Victoria PCN (i.e., not government funded).
- Be a member of the [Victoria MOA Network](#).

Details

- \$500/MOA (for up to 30 MOAs).
- Funds to be distributed on a first-come, first-served basis.
- Funds for time spent completing activities cannot be used in conjunction with other pay
- Reimbursement **invoices accepted until March 31, 2025**.

Using the funds

Examples of eligible activities:

- Trauma-informed practice, anti-racism and cultural safety (e.g., Len Pierre Consulting's [online courses](#) and [group workshops](#)).
- Trauma-informed care (e.g., [BC Borstal Association](#))
- First Aid: stress, mental health, CPR, AED (e.g., [St. John Ambulance](#))
- Violence risk assessments (e.g., [ARETE Training](#))
- Violence prevention + de-escalation (e.g., [ARETE Training](#))
- Bullying/harassment prevention (e.g., [ARETE Training](#))
- Time spent training on EMRs and/or technology (e.g., [Doctors of BC EMR Skills Building](#))
- MOA Billing training ([Government of BC's MOA Billing Guide](#))
- Emergency Preparedness Planning ([Doctors of BC resources](#))

Funds cannot be used for:

- Meeting expenses (e.g., food, room rental)
- Travel
- Purchase of gifts, prizes, or alcohol

How to apply:

- Determine what professional development activities your clinic MOAs/Office Managers will complete.
- Tell us about your proposed activities by completing the [PD Funds application](#).

Next steps:

- Division staff will send a confirmation email approving the proposed activities and funding requests.
- Clinic staff then complete activities and **submit invoices for reimbursement by March 31, 2025** (invoice will be forwarded upon application approval).