



## First Nations Health Directors Association

Sharing experience for community wellness

**FNHDA College of Indigenous Health Leadership**  
Suite 501 – 100 Park Royal South, West Vancouver, BC  
Phone: 604.693.6500 | Fax: 604.913.2081

FNHDA College of Indigenous Health Leadership is designated by the Private Training Institutions Branch

**COMPLETED APPLICATIONS TO SHOULD BE EMAILED AS A PDF TO**  
**Learning@fnhda.ca** (*preferred method*)

Please note that applications may be faxed to 604.913.2081

## First Nations Health Director Certificate Program

This interdisciplinary program is designed to help Health Directors understand their leadership roles, responsibilities and issues faced by First Nations Health Directors.

### APPLICATION CHECK LIST:

- Applications must include a letter of support from your Nation's Chief
- Completed Application Form
- Prospective Learner Statement
- Copies of any Educational Transcripts (Photo Copies are OK)
- Any other items you feel would support your application

Please note that funding for tuition is provided by the First Nations Health Authority for current Health Directors and Members in Good Standing of the First Nations Health Directors Association.

# Learner Application Form

**FNHDA College of Indigenous Health Leadership**  
*Capacity Development for Community Wellness*

## LEARNER INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name & Middle Name

\_\_\_\_\_  
Usual First Name

\_\_\_\_\_  
Personal Education Number (*if available*)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address in Canada (*if available and different from above*)

Learner Telephone Number: (     ) \_\_\_\_\_

Learner Email Address: \_\_\_\_\_

International Learner:      Yes    No   If you are an international learner: **Citizenship:** \_\_\_\_\_

Do you have a study permit?    Yes    No

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit?      Yes    No

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender Identity

Male    Female    X

## PRIVATE TRAINING INSTITUTIONS BRANCH

**Tel. (604) 569-0033 or 1-800-661-7441**

**Fax. (778) 945-0606**

**[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)**

**[PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)**

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

# Learner Application Form

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## LEARNER DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between FNHDA College of Indigenous Health Leadership and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Learner Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

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Learner Signature

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Date Signed

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Signature of Parent or Legal Guardian

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Date Signed

## Learner Statement

**FNHDA College of Indigenous Health Leadership**  
*Capacity Development for Community Wellness*

### **Dear Prospective FNHDA Learner:**

In support of your application for the FNHDA Certificate Program we are asking learners to write a short (no more than one page) statement describing your interest and motivation to enroll in the FNHDA Certificate Program. This statement will allow the admissions committee to understand whom you are and will inform how learner teams are assigned in the program.

To support your application please provide a statement that may include:

- Your background personally and professionally
- Past education
- Past or current leadership experiences that you feel are relevant
- Why you wish to participate within the program
- What you hope to learn from the program
- Any hobbies or interests that you have including, community/cultural engagement
- Do you speak a traditional language?

# Letter of Support

**FNHDA College of Indigenous Health Leadership**  
*Capacity Development for Community Wellness*

Nation's Mailing Address:

## **Admissions Committee**

First Nations Health Directors College of Indigenous Health Leadership  
501-100 Park Royal South, West Vancouver, BC V7T 1A2

Re: Letter of Support - \_\_\_\_\_

Dear Admissions Committee,

I am \_\_\_\_\_, the Chief of the \_\_\_\_\_ and I write to express support for the application of our Nations' Health Director, \_\_\_\_\_ application for admission into the First Nations Health Director Certificate Program.

\_\_\_\_\_ has worked for our nation for \_\_\_\_\_ as a Health Director for \_\_\_\_\_.

To support participation in the program the FNHDA has agreed to fund the associated tuition and fees for accepted students. To support \_\_\_\_\_'s participation in the program we will support our Health Directors participation by providing allocated time within the working day to participate in the program beginning March 1st 2021. I understand that the Health Director Certificate Program has limited seats within its inaugural delivery and we will support \_\_\_\_\_ participation in the program if selected. I will also encourage and support full and active program participation for \_\_\_\_\_ the benefit of our community.

Should you have any questions or, concerns please contact myself at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Chief Councilor  
\_\_\_\_\_

**Who is the Certificate Program for?**

The First Nations Health Directors Certificate Program is designed to meet the needs of current First Nations Health Directors. As a multi-disciplinary program there is something for everyone to learn and share.

**What is a multi-disciplinary program?**

A multi-disciplinary program is a program that combines different areas of study such as finance, healthcare, governance and communications. Courses within the program are facilitated (taught) by subject matter experts.

**What will you learn?**

The First Nations Health Directors Certificate Program is a multi-disciplinary program which covers a number of subject matter areas identified as foundational to the work of a First Nations Health Director.

**The Student vs. The Learner... what's the difference?**

Put simply, a Learner can learn without teachers but students only learn with teachers. We recognize that as professionals you learn and solve problems everyday and we honour that.

**Who designed the First Nations Health Directors Certificate Program?**

The Program was informed and its creation lead by the First Nations Health Director Association (FNHDA) and included participation from subject matter experts, Elders, healthcare delivery partners and the FNHDA Board.

**What is Bi-Cultural Education?**

The concept of two cultures (First Nations and Western European (Academy) equally reflected and valued in the learning environment including, languages, epistemologies, methods, norms, practices and expression recognizing a shared collective future or, learning together.

**When will I find out if I am accepted?**

Upon receiving completed applications, applications will be reviewed by the admissions committee. Learners will be notified of their status no later then February 26th 2021.

**What is Practice Based Learning?**

Combines theory and work experiences with a strategic reflective process throughout the learning process... with the goal of becoming a self-sufficient professional who has the capacity to develop, measure, redesign and grow over time.

**How is the First Nations Health Directors Certificate Program funded?**

The First Nations Health Director Association has received financial support from the First Nations Health Authority for delivery of the program to current FNHDA Member Health Directors.

**How long is the First Nations Health Directors Certificate Program?**

The First Nations Health Directors Certificate program consists of eight, three credit hour courses totaling 24 credit hours.

**How many seats are there in the program?**

There are 5 seats allocated to each region in British Columbia.

**Why do I need a letter of support from my Chief?**

Put simply, you're about to embark in a significant learning experience. Not only that but you're the first to go down a new path as a member of the first cohort of this certificate program. We want to make sure that everyone's aware that you're doing something special.

**How will the program be delivered?**

The program will be delivered via on-line video conference and an on-line learning management system. Learners will be assigned to learning teams of 4-5 people during the first day of gathering. Assignment to learning teams is designed to allow you get to know your fellow Health Director Learners and work together on projects and assignments.

**Whom will be on my learning team?**

Assignments to learning teams will be based on the backgrounds, skills and experiences of Health Directors.

**Do I need to send academic or, learning transcripts?**

By sending any academic or learning transcripts we will be better able to support your learning journey and to identify tools that can help you. Transcripts not mandatory however, they will be kept strictly confidential.

**How much time will the program take?**

The program will be delivered on-line and via video conference. Learners will gather with the course instructor every week for 2 hours per course. Learners will find that they will wish to gather in their learning teams at agreed upon times to complete assignments, activities and/or to support one another.

**What courses are in the First Nations Health Directors Certificate Program?****FNHD 110. First Nations Culture and Protocol**

In this course, students will learn to describe the culture, way of life, cultural protocols, and the appropriate system of conduct and procedure for Health Directors in First Nation communities. The resiliency of the First Nations people of British Columbia is evident in the survival of the diverse First Nations' cultures and languages we embrace today. This First Nations of British Columbia Culture and Protocol course details the ways of life and the values and beliefs of BC First Nations. The protocol surrounding accepted conduct and customary practices within each First Nation will also be examined. This course also touches on Aboriginal rights, treaty rights, spiritual teachings, and holistic wellness.

**FNHD 121. Unique First Nations Health Systems and the Creation of the Association**

The unique system of health governance with the provincial and federal governments for First Nations of British Columbia is examined. The goal of this course is to help students understand the unique First Nations health systems and the creation of FNHA. The course focuses specifically on the organizational governance structure of the FNHA and governing bodies affiliated with and the role of the Health Director.

**FNHD 131. Health Programs and Services**

As our communities continue to prosper and grow, so do our community members' health care and service needs. The dynamic changes in our society also create needs for new services and programs. This course examines the different health programs at the federal, provincial and community levels. The goal of this course is to help learners understand how to gain access to health resources.

**FNHD 141. Human Resources**

First Nation Health Directors' skills, actions and leadership in the area of human resource management and development are critical to ensuring that health staff effectively support health in the community. The goal of this course is to help learners understand that by selecting, managing, training and supporting the teams that provide and support health services, Health Directors develop and support their team to do their jobs well, which ultimately benefits the people receiving health care services. The course focuses specifically on key functions such as recruitment, selection, development, appraisal, retention, compensation, and labour relations.

**FNHD 151. Financial Management and Budgeting**

Health Directors must adhere to budgets, maintain financial responsibilities and look for diverse ways to continue providing optimal health services. Financial management for Health Directors includes routine financial operations administration. The goal of this course is to help learners understand that effective financial management is needed to strategically plan for the future of the community's health programs both locally and regionally; as well as the information required to review funding arrangements with the FNHA. The course focuses specifically on community funding agreements, financial needs and management.

**FNHD 161. Health Management**

Health Directors are responsible for ensuring the health services provided to community members is community-driven and Nation-based. The goal of this course is to help learners understand that good planning, organizing, directing and decision-making skills are essential to health management meeting this goal. The course focuses specifically on community health plans; their relationship and governance of other health care institutions; the role of management staff, nurses and licensing bodies and other clinical and support staff in these organizations, and management systems designed for efficient and effective operation.

**FNHD 171. Communications**

For Health Directors, understanding and effectively using communication is vital to effectively administering health programs and relationships with governing bodies, external partners, community partners, staff and community members. The goal of this course is to help learners communicate strategically within a Health Director setting. The course focuses specifically on improving learners' ability to write, speak, work in a team, and communicate across cultures in their roles as Health Directors.

**FNHD 181. Understanding Basic Policy Development and Evaluation Frameworks**

Health Directors are accountable to Chief and Council or a governing body, in addition there are a number of legal obligations surrounding the management of health services. The goal of this course is to help learners understand what their legal obligations are as directors of health services. The course focuses specifically on legal obligations surrounding the protection of health data, confidentiality, communicable diseases, legislative acts, and contracts.