



THE INSTITUTE FOR
PALLIATIVE MEDICINE

at San Diego Hospice

INTERNATIONAL PALLIATIVE CARE
LEADERSHIP DEVELOPMENT INITIATIVE

Use of the LDI Financial Stipend

The financial stipend that is being provided to you as part of the Leadership Development Initiative is intended to facilitate your leadership skill building and the palliative care activities that you are working on as part of your Individual Development Plan (IDP). **Expenses must be approved in advance by the LDI Team as part of your IDP budget (to be submitted to LDI@sdhospice.org for approval).** Please keep the original receipts for all expenses in case we need you to submit them to the LDI Team with your report. As **examples**, you can use this money to:

1. Develop Your Personal Leadership Skills

- Attend a conference or course that will improve your leadership skills and/or your capacity to be seen as a leader
- Travel abroad to spend time with a 'leader' who will provide you with mentorship re: how to be a more effective leader
- Invite a 'leader' to visit you in your country to provide you with mentorship re: how to be a more effective leader
- Improve your English skills
- Books, journals, other leadership development resources

2. Help You to Apply/Practice Your Palliative Care Leadership Skills

- Invite a 'leader' to visit you in your country to provide you with mentorship re: how to be a more effective leader
- Develop an event or workshop to improve the leadership skills of your colleagues or association
- Secretarial/administrative support to help with your capacity-building activities (with an invoice detailing the assistant's activities, hours spent and payment rate per hour)

3. Help You Participate in the LDI and International Network

- Phone calls with other LDI participants, regional mentors, or the LDI team (we encourage you to use Skype and/or another inexpensive Internet-based phone services)
- Purchase health and travel insurance (to cover you while you are outside your country, e.g., attending the LDI courses in San Diego)
- Purchase a new notebook computer or other related computer equipment, e.g., a web camera
- Purchase computer software that will help you be a more effective leader
- Upgrade your Internet connection so you are able to access all of the LDI online resources and communicate with others more effectively using Skype, Skype video, etc.

Allowable Travel Expenses/Honoraria

- Economy airfare, including economy airfares that are upgradable with your personal frequent flier miles or travel certificates
- Ground transportation
- Accommodation
- Meals while you are traveling (exclusive of alcoholic beverages)
- A small honorarium of up to \$500 per calendar year to thank the leader for spending time to assist you (anyone but your regional mentor who already receives an honorarium from the LDI for working with you)

This Money Cannot Be Used to Pay for

- Personal items, eg, clothes or baggage
- Activities/travel that are primarily focused on upgrading your clinical skills
- Upgrading your airfare to business or first class (though you are welcome to purchase an economy airfare that is upgradable with your personal frequent-flier miles or travel certificates)

If You Are Uncertain

It is impossible to address every way the stipend may be used. This document only serves as a general guide. If you have plans to use the funds that do not clearly 'fit' the categories listed above, please contact LDI@sdhospice.org and ask for clarification.

Note: All expenses must be included in your IDP budget, and **must be approved in advance**. All expenses incurred without advanced approval will not be allowable.