

Healthy Resident Program (HRP) Guidelines

The **Healthy Resident Program (HRP)** is designed to enhance the residency experience for Mardoc's members, by providing funding to residency programs to implement wellness initiatives that would otherwise not be covered by departmental budgets. The program is intended to promote overall wellness through various activities, services, and enhancements that benefit residents throughout the year.

The annual funding amount is allocated based on the number of residents in each program, with a maximum grant of **\$2,000** for programs with greater than 26 residents.

Wellness initiatives for residents should aim to reduce stress, promote mental and physical health, build a sense of community, and create opportunities for personal growth and relaxation. The diversity of event types ensures that all aspects of wellness are addressed, from physical activity and stress management to social connection and creative expression. These initiatives not only support residents in maintaining their health during their training but also foster a positive and supportive residency culture.

1. Wellness Leader Designation

- Each chief resident is responsible for selecting a resident to serve as the **Wellness Leader** for the year-long initiative (from January to December).
- The Wellness Leader will act as the primary point of contact for all program communications, including coordination of events and submission of reimbursement requests. Expenses can **ONLY** be submitted by the Wellness Leader.

2. Funded Initiatives

Funding can be used for wellness initiatives in one or more of the following categories:

- **Wellness Events** (e.g., social events, stress reduction workshops, etc.)
- **Sports Events/Teams** (e.g., organized fitness activities, team sports, yoga)
- **Lounge Upgrades** (e.g., creating a more relaxing and health-promoting lounge environment)
- **Healthy Snacks/Coffee** (e.g., providing nutritious snacks or coffee options)

3. Healthy Snacks/Coffee Reimbursement

Snack-related initiatives will be reimbursed based on the number of residents in the program as follows:

Maximum of \$100 per month for programs with fewer than **19 residents**. Maximum of **\$165 per month** for programs with **20 or more residents**.

4. Dining Expense Guidelines

Dining expenses related to wellness events are subject to the following maximum per-person amounts, inclusive of taxes and gratuities:

Breakfast: Up to \$15 per person. Lunch: Up to \$25 per person. Dinner: Up to \$40 per person.

Expense claim + detailed receipts can be submitted to: Leanne@mardocs.ca

5. Resident Participation

- It is encouraged that at least **50% of residents** in the program participate in each funded wellness initiative. However, a **minimum of 25% participation** is required to qualify for funding.
- Funds are **exclusive to residents** and may not be used for non-residents.

6. Ineligible Expenses

The following expenses are not eligible for reimbursement under the Healthy Resident Program:

- Accommodations (e.g., hotel stays)
- Alcohol (e.g., alcoholic beverages)
- Spa Treatments (e.g., massage, wellness services)

Additionally, gift cards are not eligible for reimbursement as a means of utilizing program funds.

7. Reimbursement Requirements

- All reimbursement claims must be accompanied by **detailed, itemized receipts** that clearly show the items purchased, including credit or debit card receipts.
- **Incomplete or unclear receipts** (e.g., blurry or cut-off information) will not be reimbursed.

8. Acceptable Electronic Receipts

- **Electronic receipts** are acceptable as long as they are clear and include all the necessary details (e.g., itemized list, date of purchase, total amount). The receipt must be legible and include the full receipt, with no parts cut off or missing.

9. Grant Limitations

- Funds will be reimbursed **only up to the amount assigned to your program** as determined by your residency seats annually and the amount provided by Mardocs. Should expenses exceed this amount, HRP will NOT be responsible for covering the difference.

10. Promotional Items/Clothing

- Expenses for **promotional items** (e.g., branded program materials or clothing) cannot exceed **\$50 per person** per calendar year.

By adhering to these guidelines, residency programs will be able to effectively allocate and utilize funding to support wellness initiatives that enhance the health, productivity, and overall well-being of residents. If there are any questions or uncertainties regarding eligibility or reimbursement processes, please contact **Leanne Drake, Manager Health & Wellness** leanne@mardocs.ca

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