

**PCSI School - “Design and Implementation of Activity Based Funding”**  
**April 28 - May 2, 2014**  
**Lisbon, Portugal**

**School Details**

**School Objectives**

The school will provide students with solid and comprehensive expertise in the design, implementation and monitoring of casemix funding mechanisms. Topics covered will include casemix system design, patient-level costing, calculation of cost weights and price setting, setting of activity targets, outlier flagging, exception payments, monitoring and evaluation, analytical techniques, and hand-on analysis of data.

**School Curriculum**

[Click here](#) for a draft curriculum for the school. Please note that this curriculum is subject to refinement and modification as the lecture material is further refined.

**School Faculty**

Faculty are being recruited from international experts in the design and application of casemix systems and hospital funding systems.

[Click here](#) for biographies on the faculty members. A minimum of four faculty members will be in attendance for the entire five days of the school.

**Admission Criteria and Other Details**

1. Ability to work and study in English language (verbal and written);
2. Some hands on experience with at least one statistical software package (e.g. SAS, R, SPSS, STATA);
3. Some exposure to one or more applications of casemix systems in current or past employment;
4. Understanding of statistical concepts such as densities, probability and expectations, elementary statistical distributions (normal, t, chi-square);
5. Basic familiarity with statistical modelling (linear regression and logistic regression);
6. You are required to bring your own laptop with a Windows operating system on it. During the School you will make use of statistical software packages. These packages will be provided to you at no charge and are to be loaded onto your laptop before the start of the School. Also required on the laptop is a word processor application such as Microsoft Word, a spreadsheet application such as Microsoft Excel, and a presentation application such as Microsoft Powerpoint;
7. Student's admission to the School will be based on their experience and projected impact on their work. The maximum number of students that will be accepted is 30;
8. Enrolment from any one institution/organization may be limited to three students based on demand.

## **Application Process**

**[Click here](#)** for the school application form.

Applications are to be submitted by email to school director Jeff Hatcher at [jhatcher@cihi.ca](mailto:jhatcher@cihi.ca)

Within 5 days of receipt of your application, the School will notify you as to whether or not your application has been accepted.

## **Tuition Fee**

The tuition fee for the school is 1700 euros, per person. Tuition fee payment is due within 21 days after you are notified that your application has been accepted. Details for payment will be provided.

## **Hardship Fund**

Applicants who meet School admission criteria but cannot attend due to financial reasons may wish to apply to the PCSI Hardship Fund for a subsidization of the School tuition fee. To be eligible for this financial assistance the applicant must be a full time student (proof is required), or from a 'low income country' as defined by the World Bank.

The PCSI Hardship Fund has limited funds. The number of students and the portion of their tuition fee that will be subsidized will be decided upon by the PCSI President. Only in rare cases will the subsidy be 100% of the tuition fee. Travel and accommodation expenses are not supported by the Hardship Fund.

To apply for a subsidy from the PCSI Hardship Fund please complete the [hardship fund request form](#) and send it by email to school director Jeff Hatcher at [jhatcher@cihi.ca](mailto:jhatcher@cihi.ca)

## **Refunds and Cancellations**

A full refund of school tuition, less 10% administrative charge, will be made for cancellations received in writing at least one month prior to the school. Cancellations made by a student less than one month prior to the school are non-refundable.

In the unlikely event of unforeseen circumstances causing the School to be cancelled, PCSI's liability is limited to a refund of student tuition. The School recommends that students have adequate insurance to cover any travel or personal expense claims.

## **School Dates and Times**

The School will take place from Monday April 28, 2014 to Friday May 2, 2014. Class hours will be from 9 a.m. to 5 p.m. from Monday to Thursday and 9 a.m. to 12:30 p.m. on Friday.

## **School Classroom**

The School will take place in Lisbon, Portugal. Classes will be held at the Sala do Senado room of the Rectorate building at the Universidade Nova de Lisboa, Campus de Campolide (i.e., the New University of Lisbon, Campolide Campus). A map of the campus showing the Rectorate building can be found [here](#).

### **Travel to Lisbon**

You are responsible for arranging and for the cost of travel to and from the School. The tourism websites for [Portugal](#) and [Lisbon](#) may be helpful to you in planning your trip.

Information on visa and other travel documents required to enter Portugal can be found by clicking [here](#). Students are responsible for ensuring that they have all necessary documents required to enter Portugal. Upon request the School will provide you with a letter of invitation for visa application purposes.

### **Meals and Tea Breaks**

Lunch will be provided. Tea, coffee and other light refreshments will also be provided during twice-daily tea breaks.

You are responsible for your own breakfasts and dinners, with the exception of a group dinner to be provided by the School on the Thursday Social night.

### **Social Night**

A social night will be held on Thursday May 1<sup>st</sup>. Details will be provided at a later date.

### **Accommodation**

You are responsible for arranging and covering the cost of your accommodation during the School.

There are many Lisbon hotels within the vicinity of the Universidade Nova de Lisboa. The following are some suggestions that you may wish to investigate and consider: [Sana Malhoa](#), [Sana Executive](#), [Sana Reno](#), [Açores Lisboa](#), [Mercure Lisboa](#), and the [Corinthia Lisboa](#).

[Tripadvisor](#) and the tourism websites for [Portugal](#) and [Lisbon](#) may be helpful to you in finding accommodation.

### **Inquiries**

Inquiries regarding the School can be addressed to school director Jeff Hatcher, at [jhatcher@cihi.ca](mailto:jhatcher@cihi.ca)