

GUIDELINES FOR APPLYING FOR FACILITY ENGAGEMENT (FE) FUNDING TO SUPPORT EDUCATIONAL ACTIVITIES

BACKGROUND

The Kelowna General Hospital Physicians Society (KGHPS) has received annualized funding to support facility-based physician engagement. A Memorandum of Understanding on regional and local engagement provides support and funding to medical staff associations to facilitate discussions among physicians and departments around issues that affect patients and the work environment.

Funding can be used to pay physicians for their time, hire staff and support a number of prioritized projects and initiatives ranging from patient care and system improvements, to technology needs, to improving communication and consultation with the Health Authority administration. Initiatives can foster relationships and effective communication within and across physician groups and forge close communication, trust and shared accountability between physicians and health authority leadership while championing facility and system improvement.

POSITION

The premise for this guideline is that ongoing professional development and clinical education is a professional responsibility for each physician and they are accountable to their respective Colleges for this ongoing commitment to maintain clinical competence. The Specialist Services Committee (SSC) Policy as of April 2019 disallows payments for physician sessionals and expenses for attending required and non-required CME accredited clinical training.

The Society will consider supporting educational requests that are aligned with its strategic plan, are part of a new program that is supported by the Society, or are aligned with the Memorandum of Understanding and pertain to quality improvement and leadership development. SSC allows financial support for accredited and non-accredited non-clinical training (e.g., speakers' fees, physician sessionals and expenses) provided that multiple physician groups or the majority of the Medical Staff Association (MSA) can benefit.

GUIDELINES FOR APPLYING FOR FUNDING TO SUPPORT EDUCATIONAL ACTIVITIES:

- ◆ Any member of the Society is eligible to submit an application for funding consideration.
- ◆ Applicants are to complete the Facility Engagement Funding Application Form (attached) and submit the completed form to the Director, Facility Engagement.
- ◆ The Society **will not** routinely cover sessional fees for educational activities unless the education is aligned with the above considerations.
- ◆ The Society will provide financial support for covering the cost of the venue and meals (as per existing guidelines) for educational events organized by the medical staff and approved by the Society.
- ◆ KGHPS, on behalf of its members will gather information on alternate sources of potential revenue to support funding of physician educational activities

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For review: October 2020

KGHPS FACILITY ENGAGEMENT FUNDING APPLICATION

Please Note that as of April 1, 2019 all FE Projects are funded on an annual basis with projects closing no later than March 31st of the fiscal year. Physician Leads can re-apply for funds to carry over into next fiscal year. Sessional fees must be claimed within 90 days of the meeting date.

1. Project Identification

Project Title:

Expected Timeframe:

Total Funding Amount Requested:

Submitting Department(s) / Division / Group:

Name of Principal Physician Applicant:

Names of other participating physicians and/or medical staff:

Project Manager:

Main Contact Name (s):

Phone:

E-mail:

Application completed by (name):

2. Statement of the Problem or Need

Concisely summarize the issue and relevant background information, i.e. what led up to the issue? How has it evolved? Describe the current situation. What problem / need is the project designed to address?

3. Area(s) of Impact

Identify all areas that resolution to this issue would affect.

- | | |
|---|--|
| <input type="checkbox"/> Patient Care | <input type="checkbox"/> Patient Safety |
| <input type="checkbox"/> Physician Work Environment | <input type="checkbox"/> Use of Allied Health Professionals |
| <input type="checkbox"/> Population Health | <input type="checkbox"/> Electronic Systems |
| <input type="checkbox"/> Reduction in Per Capita Cost | <input type="checkbox"/> Communication with Physicians |
| <input type="checkbox"/> Capacity & Flow | <input type="checkbox"/> Communication with Health Authority |
| <input type="checkbox"/> Physicians Representation/Input Mechanisms | <input type="checkbox"/> Delivery of Program Services |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Passion & Energy |

4. How will the funds be used? Project Deliverables and Beneficiaries

Describe the objective of the project; how funds will be used and potential outcomes. What is the project designed to achieve, create or deliver? Please identify who will derive benefit from the expected outcome.

5. Strategic Context

Explain how the project relates to the vision/mission of the KGH Physicians Society as well as the strategic goals of hospital / Interior Health.

6. Time Factors

How long is the intended project to last? Are there any deadlines to consider? Please note funding for FE Projects is annualize and does not carry over automatically into next fiscal year.

7. Special Provisions

Are there any environmental factors, such as regulatory requirements, ethical considerations or legal ramifications to be considered?

8. Related Projects

Identify any other projects that may be related to this one or that may be affected by this initiative.

9. Project Assumptions and Constraints

Identify any assumptions or constraints that have been identified, i.e. any factors that are considered to be true and will be assumed to be true during the duration of this project or anything that will restrict the ability to successfully achieve the project objectives.

10. Health Authority (HA) Engagement

Note: Any proposed activities involving patient care, flow, environment, data analytics, allied health, resources for sustainability would benefit from early consultation with HA.

Indicate how/if the HA has been/will be informed of the activity, consulted with, involved, and/or a collaborative partner, as applicable.

- This project would benefit from HA involvement as it required input, data, implementation, financial or in-kind resources, etc.
- I need help finding the appropriate HA contacts.
- I am aware of the appropriate HA contacts and have included them below:

Name	Title	Department	Contribution

11. Evaluation Plan

Indicate how you will assess whether the activity’s objectives are being met. Consider **how** and **when** data (i.e., indicators) will be collected and analyzed. Please advise if you require assistance developing an evaluation plan.

12. Project Expenses

(As of April 1, 2019, sessional fees per hour are: Specialists - \$158.97; General Practitioners \$134.77 maximum meal expenses for dinner is \$75.00 per person (including taxes, gratuities and service fees). NOTE: The Director, Facility Engagement can assist you in developing the Project Budget within the guidelines.

Implementation Expenses:

(For larger, more complex projects expenses can be divided into planning, implementation, evaluation or dissemination phases – please work with the Facility Engagement Director to assist you in developing the budget.)

Post-Implementation Operational Expenses:

Signed: _____
Applicant

Date: _____

Signed: _____
Departmental Team Lead,
KGHPS Working Group

Date: _____

SUBMIT THIS FORM TO: KGHPhysiciansSociety@gmail.com

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For review: October 2020

<i>For Office Use Only:</i>	
Date Received:	