

WHAT IS FACILITY ENGAGEMENT FUNDING?

- Facility Engagement (FE) is a first-of-its-kind provincial initiative committed to by BC health authorities in the 2014 and 2019 Physician Master Agreements (PMA).
- Aims to strengthen relationships, communication and collaboration between health authorities and physicians with KGH privileges, and more effectively represent physician views in decisions that affect patients and the work environment.
- The KGH Physicians Society receives \$500,000 in annual funding.

WHY SHOULD PHYSICIANS / MEDICAL STAFF GET INVOLVED?

- To improve relationships and have more productive interactions with our colleagues, site leadership and the health authority.
- To be heard and involved in planning and decision-making.
- To provide the best care for our patients and feel more pride and satisfaction when we come to work.
- Physicians can claim sessional fees to compensate them for the time spent on undertaking Facility Engagement projects and preparing for and attending various meetings.

WHAT DOES FUNDING COVER AND HOW DO I APPLY?

- **RETREATS** ([click here](#) to view Guideline 001: Departmental Retreats):
 - A Facility Engagement funding application is **not** required.
 - Each Department may hold up to four Retreats per year.
 - Funding covers two hours of sessional fees per meeting and up to \$75 per person in meals (including GST, gratuities and service fees).
 - Funding covers room rental and audiovisual costs but does not cover alcohol.
 - Please email the KGH Physicians Society at KGHPPhysiciansSociety@gmail.com with proposed meeting dates and further information will be provided (sign-in sheet, request for proposed agenda, request for summary of results/next steps if any upon conclusion of the Retreat).
 - Log onto FEMS (<https://fems.facilityengagement.ca>) to claim your sessional fees and expenses.
- **PHYSICIAN ENGAGEMENT – STRATEGIC PLANNING AS PART OF A DEPARTMENTAL MEETING:**
 - A Facility Engagement funding application is **not** required.
 - The Society will pay for sessional fees when strategic planning is discussed during a departmental meeting. For example, if the Department Meeting is one (1) hour, and the group spent 15 minutes on strategic planning, please log on to FEMS and claim sessional fees for 15 minutes (<https://fems.facilityengagement.ca>).
 - Please be sure to note in the 'comment' section the date and name of the departmental meeting.
- **CONTINUING MEDICAL EDUCATION / CONTINUING PROFESSIONAL DEVELOPMENT** ([click here](#) to view Guideline 005: Funding M&M Rounds, Departmental Meetings and CPD Events)
 - A Facility Engagement funding application is **not** required.
 - Funding covers reimbursement of the CPD accreditation fee.
 - Any KGH physician who is speaking or presenting at a CPD event may claim sessional fees (up to three (3) hours) for preparation prior to the event. As well, the Society will fund physician time to meet as a committee to review/approve topics for the CPD event.
 - Funding can be used to provide payment for room rental charges and audiovisual support costs. Meal expenses (up to \$25 for breakfast, \$35 for lunch and \$55 for dinner per attendee, including taxes, gratuities and service fees) will also be funded. Alcohol will not be funded. An itemized

-
- receipt is required and should be submitted through FEMS (<https://fems.facilityengagement.ca>) by the lead physician.
- Funding cannot be used for payment of physicians' time to attend accredited or non-accredited clinical training or CPD events.
 - The Society must be advised (by emailing KGHPhysiciansSociety@gmail.com) of an upcoming CPD event, names of the presenters who are KGH Physicians, the CPD events' title and general expected outcomes.
- **DEPARTMENTAL ROUNDS / M&MS** ([click here](#) to view Guideline 005: Funding M&M Rounds, Departmental Meetings and CPD Events)
 - A Facility Engagement application is **not** required.
 - Each Department receives an annual allocation of \$20.00 per physician. The funding is subject to renewal each fiscal year (April 1 to March 31).
 - Funding can be used to reimburse (through FEMS (<https://fems.facilityengagement.ca>) costs of supplying food and beverages for M&M Rounds and Departmental meetings (i.e., coffee, muffins, pizza). An itemized receipt is required, and the Society will not fund any alcohol.
 - Funding cannot be used for payment of physicians' time to attend Rounds and/or Departmental meetings.
 - **FACILITY ENGAGEMENT PROJECTS** ([click here](#) to view Guideline 002: FE Funding Application Process)
 - A Facility Engagement project application **is** required.
 - Funding can be used to pay physicians for their time, hire staff, pay for meals and meeting expenses, and support prioritized projects and initiatives ranging from patient care and system improvements, to improving communication and consultation with the Health Authority administration.
 - Up to five (5) hours of retroactive sessional time can be claimed by the Project Lead for work done in preparing the initial application. This amount is included in the overall project budget and must be claimed within 90 days of the application being approved by the KGHPs Working Group.
 - 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.
 - Identify challenges that impact physicians and/or patient care, and opportunities to work on solutions. Initiatives do not necessarily have to be large in scope and can range from no-cost proposals to changing how some work is done, to larger issues that have significant impacts.
 - Consider how opportunities can build relationships and effective communications within and across physician groups, and forge closer communication, trust and shared accountability between physicians and health authority leadership, while championing facility and system improvements. For examples of the various types of initiatives that have been funded, [click here](#).
 - [Click here](#) to submit your online application or to download the Word version of the application form.
 - Please direct any questions to KGHPhysiciansSociety@gmail.com.

Please note: In order to be reimbursed for expenses, receipts must be submitted through FEMS within 90 days of the expense or work occurring. Claims submitted after the 90-day period will not be paid, except under exceptional circumstances (explanation to be provided) and must be approved by the executive of the KGH Physicians Society. No claim will be considered after 12-months from the work or expense occurring.

Approved: February 13, 2020

Rev: March 2020

For Review: March 2021