



MSU0600 – PHYSICIAN RECRUITMENT RELOCATION REIMBURSEMENT

1.0 PURPOSE

To provide direction and criteria on the reimbursement of relocation expenses paid to physicians under the Interior Health (IH) Medical Staff Resource Plan.

2.0 DEFINITIONS

TERM	DEFINITION
Qualifying Physicians:	All specialists including hospitalists at Tertiary and Regional Sites All specialists and general practitioners at sites designated under the Rural Practice Subsidiary Agreement **Excludes physicians who are employees of Interior Health**
Full Time Equivalent (FTE):	Is working a minimum of 35 hours per week, 46 weeks per year, exclusive of call.
Rural Practice Subsidiary Agreement (RSA) Communities:	RSA Community List
Urban Communities:	Kamloops, Kelowna, Penticton, and Vernon
Regional Sites:	Penticton Regional Hospital, Vernon Jubilee Hospital, Kootenay Boundary Regional Hospital, and East Kootenay Regional Hospital.
Tertiary Sites:	Kelowna General Hospital and Royal Inland Hospital.

3.0 POLICY

3.1 Scope

Reimbursement funds are available for recruitment at Interior Health to qualifying physicians filling a vacancy on the Interior Health Medical Staff Resource Plan. No urban general practitioners qualify for reimbursement funds.

A maximum of \$10,000 relocation reimbursement is available for each eligible physician recruited to fill a 1.0 FTE vacancy in a community designated as urban and identified on the Interior Health Medical Staff Resource Plan. A pro-rated relocation amount for a vacancy less than 1.0 FTE may be granted at the discretion of the Manager, Medical Staff Recruitment, the Executive Medical Group and/or the Vice President of Medicine.

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Date Approved: July 2011	Dates Reviewed-r/Revised-R: October 2020 (R)



3.1 Scope- *Continued*

A maximum of \$15,000 relocation reimbursement is available for each eligible international physician and candidates moving in excess of 3,000 kilometers to fill a 1.0 FTE vacancy in a community designated as urban and identified on the Interior Health Medical Staff Resource Plan.

Candidates recruited to fill a vacancy in an RSA designated community identified on the Interior Health Medical Staff Resource Plan are eligible for relocation following the Rural Contingency Fund Policy.

3.2 Reimbursement Criteria

1. The Executive Medical Director must approve vacancy is on Interior Health Medical Staff Resource Plan and Physician Recruitment must approve funding is available to support the recruitment.

For qualifying urban specialists, Interior Health will provide a reimbursement of relocation costs (as per 3.1 above) upon submission of detailed receipts of allowable expenses into the Physician Invoicing Portal. Submission of original itemized receipts may also be required.

2. For qualifying physicians in RSA communities, Interior Health will provide a relocation stipend following the Rural Contingency Fund (as per 3.1 above) upon confirmed commencement of work via the Physician Invoicing Portal.
3. Payment requires one (1) year Return of Service or re-payment of relocation reimbursement if physician leaves position before one (1) year.

Please refer to *Appendix A- Claimable Relocation Expenses* regarding types of expenses eligible for reimbursement under this policy.

4.0 PROCEDURES

4.1 Application for Reimbursement

For qualifying urban specialists, requests for reimbursement should be completed using the Physician Invoicing Portal and uploading copies of detailed receipts for each expense claimed. Submission of original receipts may still be required.

- All expenses must be submitted within a maximum one (1) year of the physician's start date stated in the offer letter.

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4.1 Application for Reimbursement- *Continued*

For qualifying physicians in RSA communities, a relocation stipend will be processed using the Physician Invoicing Portal upon confirmation of commencement of work and relocation to an RSA designated community.

Should you have any **questions** about receiving your relocation allowance, please **contact Medical Administration** at PhysicianRecruitmentVisitClaims@interiorhealth.ca .

Note: It is in your best interest to consult Revenue Canada Regulations concerning taxable versus non-taxable benefits associated with receiving relocation allowance.

4.2 Exceptions

- Written submission explaining the special circumstances and reason for the exception must be submitted to the Physician Recruitment department prior to submission of expenses. The Manager, Medical Staff Recruitment may be delegated to approve exceptions providing the maximum relocation amount is not exceeded as set out in the Scope 3.1 and Reimbursement Criteria 3.2.
- Exceptions outside of budgetary allowances will be brought forward to the Executive Medical Group and/or the Vice President of Medicine and Quality in a written submission explaining the circumstances for the group to review and approve/deny.
 - Exception requests in excess of \$1,000.00 over budgetary allowances are to be reviewed by the Vice President of Medicine and Quality and the Vice President of Human Resources.
- Exceptions to the one-year time limit may be made for unusual circumstances, as supported in writing by the Executive Medical Director, and authorized by Executive Medical Group.

5.0 REFERENCES

[MOH Rural Recruitment](#)

[Rural Subsidiary Agreement](#)

[Physician Invoicing Portal](#)

[RSA Rural Contingency Fund Policy](#)

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Date Approved: July 2011	Dates Reviewed-r/Revised-R: October 2020 (R)



MSU0700 – PHYSICIAN RECRUITMENT VISIT REIMBURSEMENT

1.0 PURPOSE

To provide direction and criteria on the reimbursement of recruitment visit expenses paid to physicians under the Interior Health (IH) Medical Staff Resource Plan.

2.0 DEFINITIONS

TERM	DEFINITION
Full Time Equivalent (FTE)	Is working a minimum of 35 hours per week, 46 weeks per year, exclusive of call.
Qualifying Physicians	All specialists, including hospitalists, at Tertiary and Regional Sites. All specialists and general practitioners at sites designated under the Rural Practice Subsidiary Agreement. **Excludes physicians who are employees of Interior Health**
Regional Sites	Penticton Regional Hospital, Vernon Jubilee Hospital, Kootenay Boundary Regional Hospital, and East Kootenay Regional Hospital
Rural Practice Subsidiary Agreement (RSA) Communities	RSA Community List
Tertiary Sites	Kelowna General Hospital and Royal Inland Hospital
Urban Communities	Kamloops, Kelowna, Penticton, and Vernon

3.0 POLICY

3.1 Scope

Recruitment visit funds are available for qualifying physicians; no urban general practitioners are eligible for recruitment visit funding. All vacancies must be on the Interior Health Medical Staff Resource plan to qualify for reimbursement.
Expenses must be submitted within 30 days of the visit.

The maximum funds payable under this policy are:

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- \$3,500 per candidate traveling less than 3,000 kilometers per vacancy.
- \$5,000 per candidate traveling in excess of 3,000 kilometers per vacancy.
- Maximum \$10,500 per vacancy for all candidate visits including recruitment visits and working recruitment visits and community dinners.

3.2 Reimbursement Criteria

- The Executive Medical Director must confirm that the recruitment visit is for an approved vacancy on the Medical Staff Resource Plan, and Medical Staff Recruitment must approve funding is available before a physician will be authorized to come for a recruitment visit.
- One (1) candidate can visit up to a maximum of three (3) communities at the same time.
- Each candidate will only be funded for one (1) working recruitment visit or one (1) recruitment visit per site every two (2) years. A physician is not entitled to both a working recruitment visit and a recruitment visit.
- A physician will not be eligible for a funded recruitment visit if they have provided an IH funded locum (i.e. under MSU0900 - Locum & Short-Term Vacancy Reimbursement) at the site within the past two (2) years.
- Community dinners may be hosted for the visiting physician and include up to a maximum of 15 guests and must not exceed \$50 per guest including tax and maximum 15% gratuity. Submission of detailed receipts is required and alcohol and cannabis are not allowable expenses. This limit is for adult guests only; children are welcome to attend but are excluded from this reimbursement.
- Multiple dinners may be held for the candidate at the hosting physician's discretion. Meals must not exceed \$50 per guest and total of all dinners must not exceed \$750 including tax and maximum 15% gratuity.

Please refer to *Appendix A- Claimable Recruitment Visit Expenses* regarding types of expenses eligible for reimbursement under this policy.

3.3 Exceptions

- Detailed written submission for an exception must be submitted to the Physician Recruitment department prior to submission of expenses. The Manager, Medical Staff Recruitment may be delegated to approve exceptions providing the maximum recruitment visit amount is not exceeded as set out in the Scope 3.1 and Reimbursement Criteria 3.2.

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- Exceptions outside of budgetary allowances will be brought forward to the Executive Medical Group and/or the Vice President of Medicine & Quality in a written submission explaining the circumstances for the group to review and approve/deny.
- Exception requests in excess of \$1,000.00 over budgetary allowances are to be reviewed by the Vice President of Medicine and Quality and the Vice President of Human Resources.

4.0 PROCEDURES

4.1 Application for Visit Funds

- Requests for reimbursement should be completed using the Physician Invoicing Portal and uploading copies of detailed receipts for each expense. All expenses must be submitted **within 30 days of the event**. Submission of original receipts may still be required.
- Should you have any **questions** about receiving your reimbursement, please **contact Medical Administration** at PhysicianRecruitmentVisitClaims@interiorhealth.ca.

Note: It is in your best interest to consult Revenue Canada Regulations concerning taxable versus non-taxable benefits associated with submission of recruitment visit expenses.

5.0 REFERENCES

- [Rural Subsidiary Agreement](#)
- [Physician Invoicing Portal](#)
- [MSU0900- Locum & Short-Term Vacancy Reimbursement](#)

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Date Approved: July 2011	Date(s) Reviewed-r/Revised-R: October 2020(r)



MSU0800 – PHYSICIAN WORKING RECRUITMENT VISIT REIMBURSEMENT

1.0 PURPOSE

To provide direction and criteria on the reimbursement of working recruitment visit expenses paid to physicians under the Interior Health (IH) Medical Staff Resource Plan.

2.0 DEFINITIONS

TERM	DEFINITION
Full Time Equivalent (FTE)	Is working a minimum of 35 hours per week, 46 weeks per year, exclusive of call.
Qualifying Physicians	All specialists, including hospitalists, at Tertiary and Regional Sites. All specialists and general practitioners at sites designated under the Rural Practice Subsidiary Agreement. **Excludes physicians who are employees of Interior Health**
Regional Sites	Penticton Regional Hospital, Vernon Jubilee Hospital, Kootenay Boundary Regional Hospital, and East Kootenay Regional Hospital
Rural Practice Subsidiary Agreement (RSA) Communities	RSA Community List
Tertiary Sites	Kelowna General Hospital and Royal Inland Hospital
Urban Communities	Kamloops, Kelowna, Penticton, and Vernon

3.0 POLICY

3.1 Scope

Physician working recruitment visit reimbursement funds are available for approved vacancies identified under Interior Health’s Medical Staff Resource Plan per the following criteria:

- a) **Expenses must be submitted within 30 days of the visit.**
- b) Funding is only available for qualified licensed practitioners approved through the Interior Health credentialing process.

The maximum funds payable under this policy are:

- \$4,000 per candidate per vacancy.
- \$5,500 per candidate traveling in excess of 3,000 kilometers per vacancy.
- Maximum \$10,500 per vacancy for all candidate visits including recruitment visits and working recruitment visits and community dinners.



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- c) Qualifying specialist recruitment at the two (2) tertiary and four (4) regional sites.
- d) All specialist recruitment at Interior Health sites in RSA designated communities.
- e) Physician is eligible for one (1) working visit every two (2) years.
- f) Physician is not entitled to both a working recruitment visit and a recruitment visit.

3.2 Reimbursement Criteria

- a) Specific requirements for a working recruitment visit:
 - i. The Executive Medical Director must confirm the working recruitment visit is for an approved vacancy on the IH Medical Staff Resource Plan. The Medical Staff Recruitment Office must approve funding is available before a physician will be authorized to come for a working recruitment visit.
 - ii. Reimbursements for working recruitment visits will only be approved upon completion of the “Site Review of Candidate” process, which includes; an interview, reference check and recommendations by the Chief of Staff office to the Executive Medical Director.
- b) A working recruitment visit enables a specialist candidate up to 2 weeks working in the community for the purposes of medical staff to assess the candidate “fit”. It also gives the candidate an opportunity to assess the suitability of the community and/or work site for his/her needs.
- c) A working recruitment visit **is not** a locum arrangement.
 - i. In the event medical staff chooses to use a locum arrangement to assess candidate suitability, it would not be funded under this policy.
 - ii. If Interior Health funds a locum (i.e. under MSU0900 – Locum & Short-Term Vacancy Reimbursement), the candidate is not eligible for working recruitment visit or recruitment visit financial support.
 - iii. A physician will not be eligible for a funded working recruitment visit or recruitment visit if they have worked at that site within the past two (2) years.
- d) Each physician will only be funded for one (1) working recruitment visit **or** recruitment visit per site. A working recruitment visit will not be approved if the candidate has already attended and claimed for a recruitment visit as defined in the Physician Recruitment Visit Reimbursement Policy.
- e) Responsibility to cover the initial costs associated with travel to and while in the community, lies with the physician. IH will then reimburse for allowable expenses.
- f) Community Dinners may be hosted for the visiting physician and include up to a maximum of 15 guests. Meals must not exceed \$50 per guest including tax and maximum 15% gratuity. Submission of detailed receipts is required and alcohol and cannabis are not reimbursable expenses. This limit is for adult guests only; children are welcome to attend but are excluded from reimbursement.
 - i. Multiple dinners may be held for the candidate at the hosting physician’s discretion. Meals must not exceed \$50 per guest and total of all dinners must not exceed \$750 including tax and maximum 15% gratuity.

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Please refer to *Appendix A- Claimable Working Recruitment Visit Expenses* regarding types of expenses eligible for reimbursement under this policy

3.3 Exceptions

- Written submission explaining the special circumstances and reason for the exception must be submitted to Medical Staff Recruitment prior to submission of expenses. The Manager, Medical Staff Recruitment may be delegated to approve exceptions providing the maximum working recruitment visit amount is not exceeded as set out in the Scope 3.1 and Reimbursement Criteria 3.2.
- Exceptions outside of budgetary allowances will be brought forward to the Executive Medical Group and/or the Vice President of Medicine and Quality in a written submission explaining the circumstances for the group to review and approve/deny.
 - Exception requests in excess of \$1,000.00 over budgetary allowances are to be reviewed by the Vice President of Medicine and Quality and the Vice President of Human Resources.

4.0 PROCEDURES

Application for Working Recruitment Visit Funds

- Requests for reimbursement should be completed using the Physician Invoicing Portal and uploading copies of detailed receipts for each expense. All expenses must be submitted within 30 days of the event. Submission of original receipts may still be required.

Should you have any questions about receiving your reimbursement, please contact **Medical Administration** at PhysicianRecruitmentVisitClaims@interiorhealth.ca

Note: It is in your best interest to consult Canada Revenue Agency Regulations concerning taxable versus non-taxable benefits associated with submission of working recruitment visit expenses.

5.0 REFERENCES

- [MOH Rural Specialist Locum Program](#) and [MOH Rural GP Locum Program](#)
- [MSU0900 – Locum & Short-Term Vacancy Reimbursement](#)
- [Rural Subsidiary Agreement](#)
- [Physician Invoicing Portal](#)

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