



Welcome! It's exciting to know you're interested in joining the KGH Physicians Society Working Group (www.KelownaPhysiciansSociety.ca).

The meetings are normally held the second Thursday of each month, not including July and August when, typically, the Working Group does not meet. The schedule for the 2021 meetings is attached. These are held via Zoom and some of the Group gather in the Murray Ramsden Boardroom at KGH. We will be sure to send along meeting requests for your calendar. Also attached is a bit of information that may be valuable such as the Working Group Terms of Reference and Working Group composition. We suggest you take a few moments to familiarize yourself with the Guidelines as these outline the various funding initiatives.

As a general guideline, the Working Group reviews any Facility Engagement applications that are received each month ([please click or tap here](#) to view some of the current projects) and these are sent out to the Group approximately 10 days before the meeting. The agenda package for the meetings is emailed out the Friday before the meeting.

Please claim sessional fees for reviewing this information package as well as for meeting preparation (reviewing the applications, reviewing the agenda package, etc.) and attendance. The FE activity in FEMS is "**KGHPS Working Group Meetings FY2020/21**". If you have not yet registered in FEMS and VersaPay, please follow the guidelines in the attachment.

Please let us know if we can provide any additional information or if you'd like to meet in person to discuss further. Of course Dr. Sunderland, as Chair of the Working Group, is a wealth of information.

Feel free to review the KGHPS website at www.KelownaPhysiciansSociety.ca for information such as KGHPS guidelines ([click or tap here](#)) which also includes FAQ's FEMS information and the Newsletters that KGHPS has published over the past few years. The PDF of this information is also attached.

Looking forward to meeting and working with you.

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 is allocated \$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 KGHPhysiciansSociety@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 KGHPPhysiciansSociety@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.
 - Funding can be used to assist all KGH Departments and Divisions in recruiting physicians as follows:
 - Development of recruitment advertisements.
 - Physician time spent recruiting and interviewing potential candidate(s).
 - Funding will be provided until the end of each fiscal year (March 31) based on available funding.
 - Recruitment updates will be provided to the KGHP Working Group by the Project Lead on a quarterly basis with a final report once the project is completed at fiscal year end.
 - Funding will not be provided to cover travel or meal/entertainment expenses.
 - Should further funding be required for the next fiscal year, another Facility Engagement project application must be submitted to the KGHP Working Group for review.
 - Applications should indicate how the Department is working collaboratively with IH/KGH recruitment (for assistance please contact physicianrecruitment@interiorhealth.ca); or in the midst of the recruitment process, supporting a potential recruit who has a partner who is a Family Physician, we suggest contacting [Central Okanagan Divisions of Family Practice](#) for any assistance in that regard.
 - 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 KGHP 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.

WHO IS INVOLVED? (SEE NEXT PAGE)

Approved: February 13, 2020

Rev: March 2020, October 2020, November 2020

For Review: November 2021

Kelowna General Hospital Physicians Society Working Group

Departmental Representation			
Department	Department Head	Department Delegate(s)	Email
Anesthesiology	Dr. N. Kuzak	Dr. Daniela Goldie	Daniela.Goldie@gmail.com
Anesthesiology	Dr. N. Kuzak	Dr. Sarah Sunderland, Chair	sfthompson2011@gmail.com
Cardiac Sciences	Dr. F. Halperin	Dr. Dan Patton	DanMPatton@gmail.com
Emergency Medicine	Dr. A. Kwan	Dr. Anthony Kwan	tonykwan@shaw.ca
Family Practice	Dr. M. Morgan	Dr. Jeanne Mace	jrmace@telus.net
Hospitalist Services	Dr. S. Smith	Dr. Mark Hickman	mjhickman59@gmail.com
Hospitalist Services	Dr. S. Smith	Dr. Cara Wall, Vice Chair	carawall@shaw.ca
Laboratory Medicine	Dr. D. D'Urbano	Dr. Amir Hadzic	Amir.Hadzic@interiorhealth.ca
Medical Imaging	Dr. M. Partrick	Dr. David Manders	David.manders@interiorhealth.ca
Medicine	Dr. G. Dominelli	Dr. Julia Pritchard	juliaspritchard@gmail.com
Obstetrics & Gynecology	Dr. A. Burrige	Dr. Sumathi McGregor	Sumathi.McGregor@interiorhealth.ca
Pediatrics	Dr. K. Runkle	Dr. Mark Duncan	Mark.Duncan@interiorhealth.ca
Psychiatry	Dr. L. Schuster	Dr. Unita Chetty	Unita.Chetty@interiorhealth.ca
Residents		Dr. Karly Nikkel	karlynikkel@live.ca
Surgery	Dr. M. Humer	Dr. Derek Plausinis	derek.plausinis@gmail.com

Board of Directors <i>(also Members of the Working Group)</i>		
Department	Name	Email
Medical Imaging	Dr. Nevin De Korompay – President	Nevin.dekorompay@interiorhealth.ca
Surgery	Dr. Maurice Blitz – Vice President	Maurice.blitz@gmail.com
Surgery	Dr. Jeremy Harris – Past President	JeremyHarris72@gmail.com
Hospitalist Services	Dr. Joey Podavin - Secretary-Treasurer	Joey.Podavin@gmail.com
Obstetrics & Gynecology	Dr. Karen Meathrel - Member-at-Large	karen_meathrel@hotmail.com

Staff Support		
Department	Name	Email
Director, Facility Engagement	Zeno Cescon	Zeno.kghps@gmail.com
Engagement Partner, Doctors of BC	Jillian Wong	JWong@doctorsofbc.ca
Admin. Assistant/Project Lead	Helga Wendt	Helga@005@gmail.com

WHAT:

- 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 hospital-based physicians in BC, and more effectively represent physician views in decisions that affect our patients and work environment.

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.

HOW:

- Our Medical Staff Association (MSA) has created the Kelowna General Hospital Physicians Society (KGHPS), enabling us to receive and manage funds from the Specialist Services Committee (SSC), Doctors of BC to carry out FE activities at our hospital.
- \$500,000 annually for three years FY2016/17 to FY2018/19 and renewed for \$500,000 annually (gated funding) for three years FY2019/20 to FY2021/22.
- The new formal structure and funding gives our medical staff opportunities to voice priorities and identify and lead improvements through FE projects related to patient care and our work environment.
- The primary purpose of the KGHPS is to support planning for retreats, foster relationships between and amongst departmental members, and fund FE activities and projects.

OUR VALUES AND VISION, MISSION STATEMENT AND GOALS:

Vision Statement:

Values

- Collaborative Physician Engagement
- Patient & Family Centered
- Continuous Quality Improvement
- Integrity, Respect, Trust
- Compassion

Vision

- Fully engaged and supported physicians with a meaningful voice in improving quality patient care their working environment and the health system.

Mission Statement:

To increase physician engagement at the Kelowna General Hospital (KGH) by providing medical staff meaningful opportunities to participate collaboratively, to express their views, and to contribute to the development, prioritization and achievement of quality health programs and initiatives which have the ultimate goals of improving the quality of care for patients coupled with an improved working environment for the facility-based physician.

Strategic Goals:

Strategic Goal 1 | **COMMUNICATION**: Increase physician engagement through enhanced communication between physicians, departments, and KGH/Interior Health (IHA) administration.

Strategic Goal 2 | **ENGAGE**: Increase meaningful physician engagement and influence on health care delivery within KGH focusing on improving quality of care and enhancing physicians' work environment.

Strategic Goal 3 | **HEALTH & WELLNESS**: Promote physician health and wellness.

WANT TO LEARN MORE?

- Visit the KGH Physicians Society website at www.KelownaPhysiciansSociety.ca or contact us at KGHPhysiciansSociety@gmail.com.

GUIDELINES FOR DEPARTMENTAL RETREATS

BACKGROUND

The vision of the Kelowna General Hospital Physicians Society (KGHPS) is to have fully engaged and supported medical staff with a meaningful voice in improving quality of care, their working environment and the health system. Providing medical staff with opportunities to participate collaboratively, to express their views and contribute to the development, prioritization and achievement of quality health programs and initiatives supports engagement.

The Society supports Departmental and Inter-Departmental Retreats as a means to build relationships among and between physicians and their colleagues and as a forum to solicit input on planning and prioritizing for initiatives related to quality patient and family centered care and physician work environment. Retreats provide an opportunity for physicians to plan and provide input on issues identified as important to Interior Health (IH). As per the Memorandum of Understanding, the Society cannot fund sessional hours for meetings that are required for hospital privileges.

Departmental Retreats are not intended to be events aimed at bringing the entire interdisciplinary healthcare teams together. Working however with our IH partners, senior hospital leaders and key allied health professionals may be invited to these events to enrich the discussion and facilitate planning collectively on matters of importance to both parties.

GUIDELINES

- ◆ Each Department may host up to four retreats per year.
- ◆ Inter-Medical Department Retreats with a quality or educational focus will not count towards the annual allotment.
- ◆ If the organizer, or majority of attendees' primary affiliation is with a Site / Facility other than KGH, the organizer will be requested to seek funding from their MSA, or will require pre-approval from KGHPS.
- ◆ The Society will fund room rental charges and audiovisual support costs. Meal expenses (up to \$75.00 per person including taxes, gratuities and service fees) will also be funded by the Society. Receipts are required.
- ◆ The Society will not fund any alcohol beverages.
- ◆ The Retreat organizer is required to submit to the KGHPS:
 - an overview /agenda outlining the goals of the retreat
 - a list of attendees (sign-in sheet)
 - a synoptic report, summarizing the outcomes of the retreat within one month of the event
 - KGHPS has the right to decline payment if an agenda (overview) / sign-in sheet / synoptic report is not provided.

- ◆ Participants, who are KGH Physicians, can claim up to a maximum of 2 hours sessional for attendance and participation in Departmental and Inter-Departmental Retreats.
 - The KGHPs will review requests for funding meal costs for non-KGH Physicians on a case-by-case basis
- ◆ The Society will not pay for mileage for events hosted within the Central Okanagan region.
- ◆ Facility Engagement (FE) events of longer duration require pre-approval and would follow the FE Funding Application process.
- ◆ **Please note:** In order to be paid, claims must be submitted through FEMS within 90 days of the work or expense 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: KGHPs Board of Directors

Date: May 11, 2017

Rev: September 2018, September 2019, March 2020

For Review: March 2021

GUIDELINES FOR APPLYING FOR FACILITY ENGAGEMENT (FE) FUNDING

BACKGROUND

The Kelowna General Hospital Physicians Society (KGHPS) receives 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 prioritized projects and initiatives ranging from patient care and system improvements, 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.

GUIDELINES:

- ◆ Any member of the Society is eligible to submit a project application proposal for funding consideration.
- ◆ Should a Project Manager/Facilitator be required to support the Physician Project Lead, his/her rate will not be greater than \$95.00 per hour and shall be dependent on their experience and responsibilities in facilitating the project. The Society's approval will be required for any hourly rate above that amount.
- ◆ The overall costs for the contracted Project Manager/Facilitator shall not exceed 50% of the overall project budget. A Project Manager/Facilitator will be required to sign an Independent Contractor Agreement which will, among other things, confirm their hourly rate.
- ◆ The Society's Director, Facility Engagement can assist in determining appropriate costs.
- ◆ The Project Lead, in conjunction with the Director, Facility Engagement, will review costs associated with the facilitator's fees on an ongoing basis.
- ◆ Applicants are to complete the Facility Engagement Funding Application Form (attached or click [here](#) for the online form or downloadable Word document). Completed forms are to be submitted to the Director, Facility Engagement by emailing KGHPhysiciansSociety@gmail.com. On-line forms will be automatically forwarded.
- ◆ In order that the Director, Facility Engagement can conduct an initial review of the proposal and identify any issues or concerns requiring clarification, the application must be received by the first Friday of each month. The application will then be sent to the KGHPS Working Group for review and comments.
- ◆ The FE Project Lead will have the opportunity to revise their original application based on feedback received.
- ◆ The revised FE application will be recirculated to the Working Group members to evaluate using the on-line evaluation survey tool via Survey Monkey.
- ◆ For FE applications with an estimated cost greater than \$15,000, the Project Lead may be invited to attend the Working Group meeting to speak further to the application and answer questions. The Project Lead may also ask to attend if s/he wishes to outline additional information.
- ◆ The FE applications with their collective scores and any commentary from presentations will be reviewed at the next scheduled Working Group meeting (usually the second Thursday of each month, with the exception of July and August). Recommendations to approve funding will be made based on

the scoring, alignment with KGHPs strategy and support from the Society. Some initiatives will require Health Authority support to proceed.

- ◆ The KGHPs Board of Directors is accountable for making decisions to approve FE applications.
- ◆ The Director, Facility Engagement notifies the FE Project Lead of the KGHPs decision to fund (or not) their initiative. Both the KGH Executive Director and Chief of Staff are included in the notification.
- ◆ The approved FE project or initiative is set up in the Facility Engagement Management System (FEMS) with the allocated budget and a stop date no later than March 31st within the fiscal year. Participants are added to this Engagement Activity (EA) within FEMS and can claim approved sessional hours against this budget.
- ◆ Should an extension of the project deadline be required, the Project Lead can submit their request to the Society.
- ◆ If the costs for the project are anticipated to be overbudget, the Project Lead will advise the Society as soon as the potential overage is identified.
- ◆ The Project Lead is responsible for submitting a final report to the Chair, Working Group Committee on the outcome of the project or initiative with progress reports at the six-month mark if the project is not complete or of a longer duration.
- ◆ **Please note:** In order to be reimbursed for expenses, receipts must be submitted through FEMS within 90 days of the expense occurring. Claims submitted after the 90-day period will not be approved.

FUNDING RESTRICTIONS¹

Facility Engagement funding cannot be used for the following (as per [SSC Funding Guidelines](#)):

- ◆ Advertising with the exception of physician recruitment ads.
- ◆ Compensation for clinical services, including physician scheduling. Due to the Hunter Arbitration award (2005), that considers the scheduling of physicians within a facility to be a form of clinical service, compensation for scheduling or tools that facilitate the scheduling of physicians within a facility is not a permitted use of FE funding.
- ◆ Purchase of clinical equipment.
- ◆ Donations to charities or political parties.
- ◆ Meeting attendance that is presently required as part of maintaining privileges.
- ◆ Physician research and quality projects. Includes research projects aimed at generating new knowledge, testing new practice, theory or intervention or conducting control studies.
- ◆ CME/CPD Training - physician sessionals and expenses for attending accredited or non-accredited clinical training. **Please contact the KGH Physicians Society at KGHPPhysiciansSociety@gmail.com for further clarification.**
- ◆ Time spent on physician orientation within the hospital.
- ◆ To pay physician sessional time to attend events where the primary intent is to socialize.
- ◆ Costs related to fitness or social activities (e.g., gym memberships, ski tickets, golfing fees, yoga sessions).
- ◆ Compensation or expenses for individuals who do not have a direct role in Facility Engagement (i.e., family members).
- ◆ Sessionals for retroactive project work except for up to five (5) hours for time spent by the Project Lead on preparing the application.

Original Guideline Approved: KGHPs Board of Directors *Date:* May 11, 2017

Revisions: May 9, 2019; October 3, 2019; March 12, 2020, December 10, 2020 / For review: December 2021

¹ New [Facility Engagement Funding Guidelines](#) updated November 2020, Doctors of BC.

KGHPS FACILITY ENGAGEMENT FUNDING APPLICATION

(To be received by the KGH Physicians Society no later than the first Friday of each month)

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):

*** Projects are funded on a fiscal year basis (April 1 to March 31). At the end of the fiscal year, physician leads will be notified as to next steps if the project is ongoing.*

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

Sessional fees are \$158.97 per hour. Maximum meal expenses for dinner meetings: \$75.00 per person (including gratuities, taxes, and service fees – alcohol cannot be funded). Funding cannot be provided for retroactive projects except for up to 5 hours for Project Lead for working on application. Note: The Director, Facility Engagement can assist you in developing the Project Budget within the guidelines.

Please note: Sessional fees must be submitted in FEMS within 90 days of the meeting or activity taking place; otherwise they will not be funded.

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: KGHPPhysiciansSociety@gmail.com

For Office Use Only:	
Date Received:	

GUIDELINES FOR FINANCIAL MANAGEMENT

BACKGROUND

The Kelowna General Hospital Physicians Society (KGHPS) was incorporated in September 2016 as a non-profit Society and receives annual operational funding through the Ministry of Health via Doctors of BC Special Services Committee. The fiscal year is April 1st to March 31st. KGHPS uses the standard chart of accounts adopted by Doctors of BC.

As of November 2016, the Society's bank is TD Canada Trust and each of the Officers of the Board of Directors have signing authority. All cheques issued through this business account require the authorization of two (2) signatories.

The KGHPS follows the regulations laid out in the British Columbia Society Act. The Board of Directors approves the budget annually and monitors the Society's financial position and cashflow. Audited financial statements are prepared annually, approved by the Board of Directors and shared with the membership at the Annual General Meeting. The Financial Statements are also submitted to the British Columbia Registry Services annually as part of the Directors Report.

The KGHPS uses the Doctors of BC Facility Engagement Management System (FEMS). The Society enters its approved Engagement Activity (EA) projects and initiatives into the system together with the allocated budget. Physician sessional fees are claimed and approved through FEMS and payment is via electronic transfer of funds via VersaPay.

GUIDELINES

Budget and Reporting

- ◆ The KGHPS Board of Directors approves the Society's budget annually. This budget is shared with the membership at the Annual General Meeting.
- ◆ As per Doctors of BC new Carry-Over Funding policy, the KGHPS Board of Directors will only approve annualized funding of projects to prevent the accumulation of liabilities beyond fiscal year-end.
- ◆ The Society will adhere to Facility Engagement Funding guidelines ([click or tap here](#)) as per Doctors of BC interpretation of the Memorandum of Understanding on Regional and Local Engagement.
- ◆ The Director, Facility Engagement and Secretary-Treasurer monitor the Society's financial position regularly and the KGHPS Working Group and Board of Directors review the Society's financial position and cashflow on a bi-monthly basis. Financial reports are tabled at the bi-monthly meetings.
- ◆ The Society produces and submits Financial Statements as per the requirements under the British Columbia Society Act.

- ◆ The Society will undertake a Financial Audit annually to ensure good financial management practices are in place.
- ◆ Both the Director, Facility Engagement and Administrative Assistant/Project lead will hold a corporate VISA credit card with limits of \$15,000 and \$5,000 respectively. Monthly VISA reconciliations will be provided to the Board for information and review and the credit cards will be paid in full each month. The VISA cards will be used to pay for meals, supplies and other services (i.e., monthly bookkeeping fees) on behalf of the KGHPs.

FEMS (Facility Engagement Management System)

- ◆ The Director, Facility Engagement serves as the Administrator of the system. The Admin Assistant/Project Lead enters the approved Engagement Activity (EA) into FEMS, the goals & objectives for the EA, the approved EA budget and the list of participants. The activity is then submitted to be reviewed and approved by the Director, Facility Engagement or Secretary-Treasurer.
- ◆ The Director, Facility Engagement is authorized to approve expense claims (sessional fees and expenses) for approved Engagement Activities under \$5,000.
- ◆ The Director, Facility Engagement is authorized to approve expense claims (sessional fees and expenses) for approved Engagement Activities over \$5,000 when he/she is approving the entry made by the bookkeeper that has already been approved by the Board.
- ◆ Expense claims for the Director, Facility Engagement must be approved by a Board member.
- ◆ Expense claims for the Administrative Assistant/Project Lead must be reviewed and approved by the Director, Facility Engagement prior to Board approval.
- ◆ The Director, Facility Engagement is authorized to approve expense claims for a Board member up to \$1,000.
- ◆ Sessional expense claims are to be submitted within ninety (90) days of incurring the expense.
- ◆ Payment for claims is via VersaPay electronic fund transfers. KGHPs will not support cheque payments for sessional claims.

LIABILITY INSURANCE

- ◆ The KGHPs will carry Directors and Officers Liability Insurance.

WORKSAFE BC

- ◆ The KGHPs will carry protection for its Directors and Officers under Work Safe BC.

Approved: KGHPs Board of Directors May 2017

Revised: December 2017; May 2019, November 2020

For review: November 2021

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 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 ([click or tap here](#)) and submit the completed form to the Director, Facility Engagement at KGHPhysiciansSociety@gmail.com. Forms completed on-line will be automatically forwarded.
- ◆ 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. Please contact the KGHPS at KGHPhysiciansSociety@gmail.com for further clarification.
- ◆ KGHPS, on behalf of its members will gather information on alternate sources of potential revenue to support funding of physician educational activities

*Rev: October 2019, November 2020
For review: November 2021*

GUIDELINES FOR FUNDING M&M ROUNDS, DEPARTMENTAL MEETINGS AND CPD EVENTS

BACKGROUND

The vision of the Kelowna General Hospital Physicians Society (KGHPS) is to have fully engaged and supported medical staff with a meaningful voice in improving quality of care, their working environment and the health system. The overarching intent of Facility Engagement (FE) funding is to foster meaningful consultation and collaboration between MSAs and health authorities, including:

- To improve communication and relationships among the medical staff so that their views are more effectively represented.
- To prioritize issues that significantly affect physicians and patient care.
- To support medical staff contributions to the development and achievement of health authority plans and initiatives that directly affect physicians.
- To have meaningful interactions between the medical staff and health authority leaders, including physicians in formal HA medical leadership roles.

The KGHPS receives annualized funding to support facility-based physician engagement and in particular physicians in their endeavours to improve patient care by sharing, examining and learning from collective experiences. The Society also supports physicians in their ongoing continuing professional development in order to increase their current knowledge and skills in the medical field.

The Memorandum of Understanding (MoU) between Doctors of BC and the KGHPS outlines funding guidelines regarding M&M Rounds and CPD events. Below please find further information to better assist you in applying for appropriate funding:

GUIDELINES – M&M ROUNDS AND DEPARTMENTAL MEETINGS

- ◆ Beginning April 1, 2020, each Department will receive an annual allocation of \$20.00 per physician. The funding is subject to renewal each fiscal year.
- ◆ The Department Head will be advised via email from the Society of the applicable funding allocation.
- ◆ Funding can be used to reimburse (through FEMS) costs of supplying food and beverages for M&M Rounds and Departmental meetings (i.e., coffee, muffins, pizza). The Society will not fund any alcohol.
- ◆ Itemized receipts are required when requesting reimbursement through FEMS.
- ◆ Funding cannot be used for payment of physicians' time to attend Rounds and/or Departmental meetings.

- ◆ Once the Department's funding allocation has been spent, no further funds will be available until the beginning of the next fiscal year, dependent on funding renewal.
- ◆ It is recommended that one or two physicians from each Department act as the individual who supplies and requests reimbursement through FEMS for food and beverage costs.
- ◆ **Please note:** In order to be reimbursed for expenses, receipts must be submitted through FEMS within 90 days of the expense 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.

GUIDELINES – CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

- ◆ Any Department wishing to hold an accredited CPD event may request reimbursement through FEMS for the CPD accreditation fee. An itemized receipt is required and should be submitted through FEMS by the lead physician.
- ◆ Any KGH physician who is speaking or presenting at a CPD event may claim sessional fees (up to 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 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 KGHPPhysiciansSociety@gmail.com) of an upcoming CPD event, names of the presenters who are KGH Physicians, the CPD events' title and general expected outcomes.
- ◆ A list of attendees must be provided (sign in sheet) after the event.
- ◆ **Please note:** In order to be paid, claims must be submitted through FEMS within 90 days of the work or expense 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.

There are separate guidelines (please [click here](#) to access) for Departments that wish to hold Departmental and Inter-Departmental Retreats as a means of building relationships among and between physicians and their colleagues as a forum to solicit input on planning and prioritizing for initiatives related to quality patient and family centered care.

Approved: KGHPS Board of Directors

Date: January 9, 2020

Rev: March 12, 2020

For Review: March 2021

What is the Facility Engagement Management System?



The Facility Engagement Management System (FEMS) is a web-based information system that provides overall business management support and function to the FEMS Initiative at both the site and provincial level. All sites with full funding status will use FEMS to support their facility engagement work.

What does FEMS do?

- **For physicians and allied health professionals,** FEMS processes and tracks sessional claims for facility engagement activities, and collects feedback for evaluation purposes.
- **For physician society executives and staff,** FEMS supports the management, tracking, and reporting of engagement activities and fund usage, and exports financial transactions to the sites.

FEMS does NOT

- Process claims for time spent on work outside of facility engagement (e.g., Doctors of BC committee work, other Doctors of BC-Ministry of Health initiatives).
- Serve as a substitute for project management or financial management systems (such as forecasting, budgeting, and accounting tools).

Why is FEMS being used?

At the individual physician level: Sessional claims can be paid electronically, allowing for faster processing times. For ease, claims can also be submitted and viewed through the mobile application of FEMS.

At the site level: FEMS will reduce the physician society's administrative burden related to the processing of claims, and assist in the management of engagement activities and funds.

For the Specialist Services Committee (SSC): FEMS allows for standardized electronic reporting at several levels, and supports the provincial program evaluation.

How can I access FEMS?

Physicians and allied health professionals can access FEMS at <https://fems.facilityengagement.ca> after their facility has been approved for full funding by the SSC.

To find out the funding status of your facility or to inquire full funding, please email your Engagement Partner at femssupport@doctorsofbc.ca.

HOW TO REGISTER IN FEMS VIA DESKTOP

Welcome to
The Facility Engagement Management System.

Sign into your account

Email or MSP Number

Password

Sign in

☒ Remember me? [Forgot Password?](#)

By clicking Sign in you agree to our [Terms of Use](#).

Don't have an account?

Create your account today

Register

[Click here for Support](#)

1. Log in to <https://fems.facilityengagement.ca>.
2. Click **Register**.

3. Select the facility (or facilities) where you work, add your profile information, and create a password. Your password must have at least eight characters, contain at least one uppercase letter, one lowercase letter, a number, and a special character. Example: **UserDoc12#**

Account Registration

Personal

Registration Survey

FACILITY

* Facility

Facility

PROFILE DETAILS

* User Type (Please choose GP or SP based on your College Sub-Class)

Select a User Type

* MSP Number

MSP Number

* Medical Practice Type

Medical Practice Type

4. Select where you want your claim payments directed, either to your company or your personal bank account.
5. Click **Next** and complete the registration survey.
6. A confirmation email will be sent to you to verify your email address. Click the link in your email within 7 days to activate your FEMS account.
7. Set up a VersaPay account for your payments (see step guide "How to Sign Up for VersaPay").
8. You are now ready to submit claims in FEMS.

This document can also be found on our website at [KelownaPhysiciansSociety.ca](https://kelownaphysiciansociety.ca) – Documents

SIGN-IN DETAILS

* Password

Password

* Confirm Password

Confirm Password

PAYMENT DETAILS

* Payment Method (If you wish to discuss other method of payment, please contact your PS/MSA Administrator)

Direct Deposit (via VersaPay)

* Settle To

☐ My personal bank account

☐ My company bank account

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

By Clicking "Next" below, you are agreeing to the [Terms of Use](#)

Next > Cancel

Need Help?

604 638 4869 or 1 800 665 2262
femssupport@doctorsofbc.ca

M-F 9am to 4pm

HOW TO SIGN UP FOR VERSAPAY

VersaPay is the Canadian equivalent to PayPal. As a payment processor, it administers electronic fund transfers (EFTs) of your claims.

Smart. Simple. Secure.

What would you like to do?



Pay invoices



Send
invoices



Send and
receive EFTs

1. Sign up at <https://secure.versapay.com> and choose **Send and Receive EFTs**.

2. Use the **same** email address for VersaPay that you used to register in FEMS. Click **Confirm Account** in the confirmation email.

Sign Up for VersaPay

Business Name

Use your legal name if signing up for a personal account.

First Name

Last Name

Email

Password

Repeat Password

At least 8 characters
At least 1 lowercase letter
At least 1 uppercase letter
At least 1 number

Already have an account? Please Sign In.

By creating an account you agree to our user agreement, privacy policy and to accept transactional and newsletter emails from VersaPay Corporation.

Sign Up

Quick Links

Add Bank Account



Send Money



Request Money



Upload Batch File



3. Click **Add Bank Account** under the **Quick Links Menu** to fill in the fields with your banking information.

This document can also be found on our website at
KelownaPhysiciansSociety.ca – Documents

Need Help?

604 638 4869 or 1 800 665 2262
femssupport@doctorsofbc.ca

M-F 9am to 4pm

Add a bank account

Select your bank:

[Don't see your bank?](#)

Transit number:

Account number:

* Account holder:

Your Name DATE

Your Address

PAY TO THE ORDER OF

DOLLARS

MEMO

II' 001 II' I: 38314 III 004 III 5948894300 ::

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip:

☐ I agree to the [Pre-authorized Debit Agreement](#) allowing Versapay to debit this account according to my instructions.

[Add Bank Account](#)

4. Check the box indicating you **Agree to the Pre-Authorized Debit Agreement** and click **Add Bank Account**.

5. Review the details you have entered and click **Confirm Bank Account** or go **Back** to edit your information.

Your bank account is ready to be verified

In order to verify your bank account please check either your online banking or last bank statement and note the dollar amount next to the "VersaPay Verify" transaction.

Once you have your verification amount, please click the link below to verify your bank account.

Here is an example bank statement with the verification deposit circled:

Account Statement

Date	Description	Debits	Credits
Apr. 16	Canadian Tire	\$25.00	
Apr. 10	VersaPay Verify BUS	\$2.79	
Apr. 10	VersaPay Verify AP		\$2.79
Apr. 10	Whole Foods	\$25.00	

[Verify my bank account](#)

6. Within 2 to 3 business days of adding the bank account, a verification micro deposit from VersaPay will appear on your bank statement.

7. You will also receive an email reminder from VersaPay to verify your bank account. Click **Verify my Bank Account** to redirect you to VersaPay and sign in to continue.

8. Enter the deposit amount that you observed in your bank account in the field provided and click **Verify Bank Account**.

Once your account is verified, the deposit will be reversed. VersaPay is now ready to take your claims.

Verify ownership of TD Canada Trust (7854)

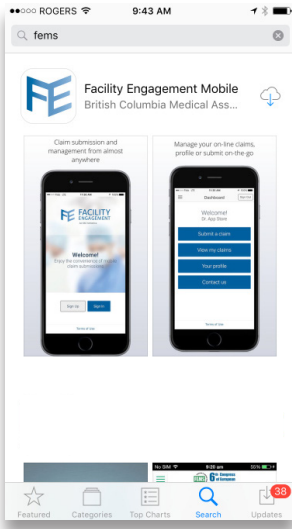
* Deposit amount: 3 attempts left ?

Account

Date	Description	Debits	Credits
Feb 22	Canadian Tire	25.00	
Feb 21	VersaPay Verify BUS	2.79	
Feb 21	VersaPay Verify AP		2.79

[Verify Bank Account](#)

HOW TO DOWNLOAD AND REGISTER FOR THE FEMS MOBILE APP



1. Open the Google Play or Apple App Store on any mobile device and search "**Facility Engagement**". Select, download, and open the FEMS mobile app to **Sign Up**.

2. Select the facility (or facilities) where you work, add your profile information, and create a password. The password must contain at least one uppercase letter, one lowercase letter, a number, a special character, and be at least eight characters long. Example: **UserDoc12#**

3. Select where you want your claim payments directed, either to your company or your personal bank account.
4. Click **Next** to complete the registration survey.
5. A confirmation email will be sent to you to verify your email address.
6. Click the link in your email within 7 days to activate your FEMS account.

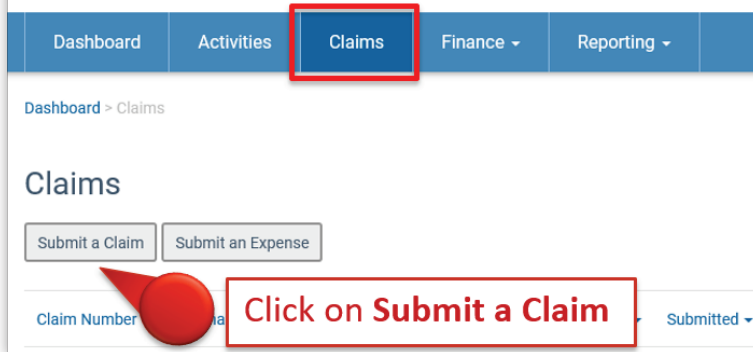
This document can also be found on our website at KelownaPhysiciansSociety.ca – Documents

Need Help?

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femssupport@doctorsofbc.ca

M-F 9am to 4pm

HOW TO SUBMIT A CLAIM



Dashboard > Claims

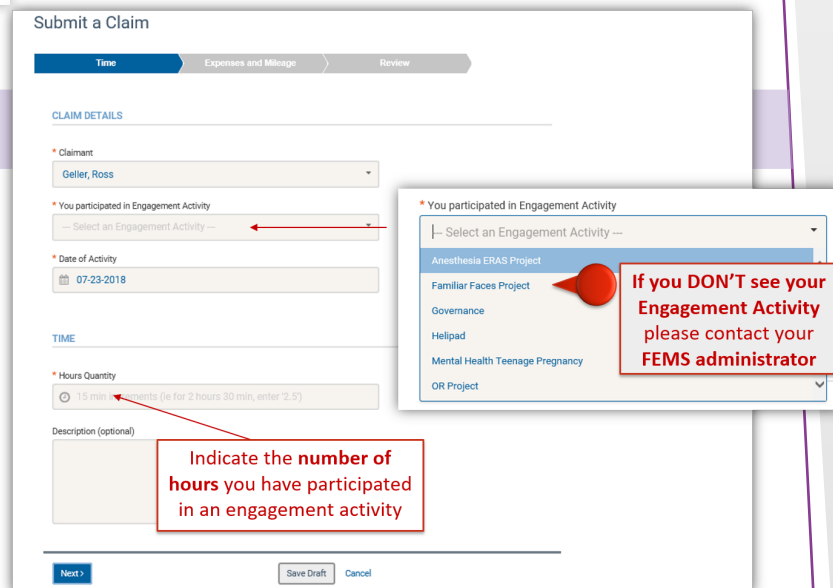
Claims

Submit a Claim Submit an Expense

Claim Number **Click on Submit a Claim** Submitted

1. Log in to <https://fems.facilityengagement.ca>, click **Claims** in the blue toolbar, and select **Submit a Claim**.

2. Enter the requested information and click **Next**.



Submit a Claim

Time Expenses and Mileage Review

CLAIM DETAILS

* Claimant
Geller, Ross

* You participated in Engagement Activity
-- Select an Engagement Activity --

* Date of Activity
07-23-2018

TIME

* Hours Quantity
15 min (ie for 2 hours 30 min, enter '2.5')

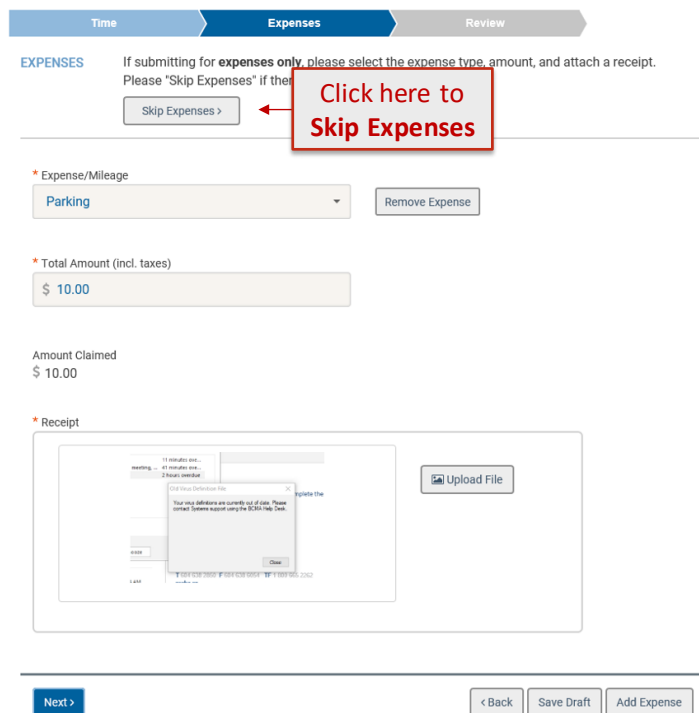
Description (optional)

Indicate the number of hours you have participated in an engagement activity

If you DON'T see your Engagement Activity please contact your FEMS administrator

Next Save Draft Cancel

Submit a Claim



Time Expenses Review

EXPENSES

If submitting for **expenses only**, please select the expense type, amount, and attach a receipt. Please "Skip Expenses" if the

Skip Expenses

Click here to Skip Expenses

* Expense/Mileage
Parking Remove Expense

* Total Amount (incl. taxes)
\$ 10.00

Amount Claimed
\$ 10.00

* Receipt

Upload File

Next Back Save Draft Add Expense

3. Add **Expenses** (if applicable), select the expense type and amount, attach a receipt, and click **Next**.
4. Review the claim in the next section. If satisfied with the details you have entered, click **Submit**.

This document can also be found on our website at [KelownaPhysiciansSociety.ca](https://kelownaphysiciansociety.ca) – Documents

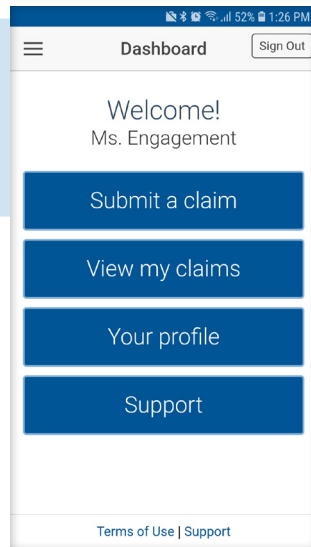
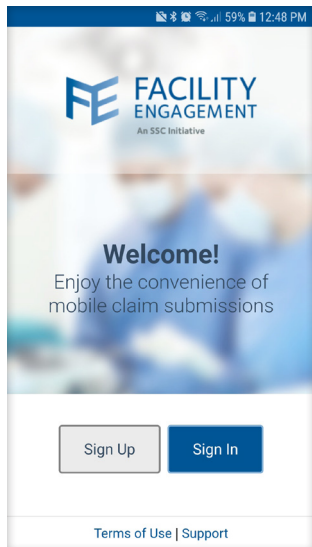
Need Help?

604 638 4869 or 1 800 665 2262

femssupport@doctorsofbc.ca

M-F 9am to 4pm

HOW TO SUBMIT A CLAIM WITH THE FEMS MOBILE APP



1. Sign In and click **Submit a Claim**.

NOTE: The FEMS mobile app is only available for members to submit and review a claim.

2. Enter the requested information and click **Next**.

3. Add **Expenses** (if applicable), select the expense type and amount, attach a receipt, and click **Next**.

4. Review the claim in the next section. If satisfied with the details you have entered, click **Submit**.