

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

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### 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 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). **As well, the ‘Description’ field must be completed when claiming expenses and also provide the names of attendees** for meal expenses.

## 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 [KGHPhysiciansSociety@gmail.com](mailto:KGHPhysiciansSociety@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 reimbursed for sessionals and/or 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). As well, the ‘Description’ field must be completed when claiming expenses and also provide the names of attendees for meal expenses.

There are separate guidelines (**Guideline 001: Departmental Retreats** - 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: KGHP Board of Directors*

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