

## GUIDELINES FOR DEPARTMENTAL RETREATS

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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. 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 audiovisual support costs.
- ◆ Meal expenses (up to \$40.00 per person including taxes, gratuities and service fees) will also be funded by the Society. Detailed receipts are required, including the names of all attendees.
- ◆ The Society will not fund meeting room rental costs or any alcohol beverages.
- ◆ The Society will not fund any event/retreat that is related to fitness or social activities (golfing fees, bike rides, yoga sessions, movie nights, etc.) unless there is an educational meeting component contained within the event. Up to two hours of sessional time will be funded for the meeting.
- ◆ 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 reimbursed for expenses and sessional time, receipts and sessional claims 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). Sessional claims should be entered into FEMS as the work progresses with an explanation of work done rather than one large claim at the end of the project. As well, the 'Description' field must be completed when claiming sessionals or expenses.

- **In addition to the credit card receipt(s), include the itemized receipt(s) and note the names of all attendees.**

Approved: KGHPs Board of Directors

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