

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. Please note: Sessional fees must be claimed within 90 days of the meeting or activity taking place. As well, the 'Description' field must be completed when claiming sessionals or expenses. **
- No funding will be provided without first submitting a Facility Project application form to the KGHP Working Group for review/approval, except in the case of Departmental/Interdepartmental Retreats ([click or tap here](#) for Guideline 001 – Departmental Retreats).

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. However, please email the KGH Physicians Society at Admin@KelownaPhysiciansSociety.ca 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).
 - Each Department may hold up to one (1) retreat per KGHP fiscal year (April 1 to March 31).
 - Funding covers up to a maximum of one (1) hours sessional fees per meeting and up to \$40 per person in meals (including GST, gratuities and service fees).
 - Funding covers audiovisual costs but does not cover room rental or alcohol.
 - 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.

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- 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 audiovisual support costs. Meal expenses (up to \$20 for breakfast, \$30 for lunch and \$40 for dinner per attendee, including taxes, gratuities and service fees) will also be funded. Alcohol or room rental costs 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 Admin@KelownaPhysiciansSociety.ca) 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 or email Admin@KelownaPhysiciansSociety.ca for more information/clarification):
 - 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 three (3) 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](#).
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- **KGHPS Recruitment and Retention Funding:** FE funds can be used to support physician recruitment and retention activities that complement Interior Health's authority processes and meet facilities' needs. As an early and ongoing process, KGH MSA and Interior Health Authority should work together on strengthening, coordinating and streamlining local and regional strategies and processes with the intent to clarify stakeholders' roles and responsibilities, avoid duplication or siloing of services/supports, and improve recruitment and retention outcomes. Working with community partners (e.g. [Central Okanagan Divisions of Family Practice](#)) can be considered where appropriate.
- Applications should indicate how the Department is working collaboratively with IH/KGH recruitment (for assistance please contact physicianrecruitment@interiorhealth.ca ;
- Recruitment updates will be provided to the KGHPS Working Group by the Project Lead on a quarterly basis with a final report once the project is completed.
 - ◆ Please include in the report(s) the FTE recruitment numbers achieved and overall progress to date.
- Recruitment funding will be provided each fiscal year, dependant on monies available.
 - ◆ The number of FTEs that are being recruited should be noted on the Facility Engagement application.
 - ◆ Sessionals for up to a maximum of 15 hours per FTE being recruited will be paid. The Project Lead will be responsible for appropriate allotment of the 15 hours amongst the recruitment team.
 - ◆ [Physician time spent recruiting and interviewing potential candidate\(s\)](#).
- Funding cannot be used for:
 - ◆ Travel or meal/entertainment expenses.
 - ◆ Support physician time or supports for compensation related work such as preparing, developing and negotiating alternative payment plans with health authorities and Ministry of Health.
 - ◆ If all funding is utilized during the course of the fiscal year, another application will not be considered until the next fiscal year, at which time another Facility Engagement project application must be submitted to the KGHPS Working Group for review/approval.
 - ◆ If all funding is utilized for the number of FTEs being hired (i.e., 3), but not all of the planned FTEs are hired (i.e., 2), funding for the next fiscal year cannot include a carryover.
 - ◆ Sessionals cannot be claimed if recruiting is part of the recruiter's role or job description, i.e., department head.
 - ◆ 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.**
- [Click here](#) to download the application form.
- Please direct any questions to the KGH Physicians Society ([click or tap here](#)).

**** Please note:** In order to be reimbursed for expenses and sessional time, itemized receipts must be submitted through FEMS **within 90 days** of the expense or work occurring. Claims submitted after the 90-day period will be rejected by FEMS and 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.**

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- **Facility Engagement Recruitment and Retention Funding Guidelines**
 - Recruitment and retention activities supporting Medical Staff members' participation may include:
 - ◆ Contributing to the assessment and planning of facilities' physician resource needs through engagement with their respective departments and health authority medical leaders;
 - ◆ Contributing to the assessment and development of physician recruitment strategies through engagement with health authorities;
 - ◆ Initiating physician led or designed local recruitment activities (e.g., recruitment ads);
 - ◆ [Supporting physician time to initiate, orientate, vet and interview potential recruits.](#)
 - ◆ Enhancing medical staff orientation and onboarding processes;
 - ◆ Participating in physician recruitment events, forums or conferences;
 - ◆ Offering recognition awards or appreciation events for medical staff (in accordance with FE funding guideline 14 for social events and funding guideline 19 for recognition);
 - ◆ Supporting physician time to mentor new recruits; and
 - ◆ Supporting physician time to improve the facility's work environment and culture.

WHO IS INVOLVED? (SEE NEXT PAGE)

Approved: February 13, 2020

Rev: March 2020, October 2020, November 2020, May 2021, October 2021, January 2022, May 2022, June 2022, October 2022

January 2023 April 2023 September 2023

For Review: October 2023

WHO IS INVOLVED:

KGH Physicians Society Board of Directors (also Members of the Working Group) October 2023/24	
Department	Name
Hospitalist Medicine	Dr. Joey Podavin, President
Obstetrics & Gynecology	Dr. Amber Burrridge, Vice-President
Hospitalist Medicine	Dr. Deema Jassi, Secretary-Treasurer
Emergency Medicine	Dr. Tara Stratton, Member-at-Large
Emergency Medicine	Dr. Neil Long, Member-at-Large

KGH Physicians Society Working Group Departmental Representation	
Department	Department Delegate(s)
Anesthesiology	Dr. Daniela Goldie
Anesthesiology	Dr. Sarah Sunderland, Chair
BC Cancer Centre	Dr. Laura Callan
Critical Care	Dr. Julian Mackenzie-Feder
Emergency Medicine	Dr. Neil Long
Emergency Medicine	Dr. Tara Stratton
Family Practice	Dr. Marci Smit
Hospitalist Medicine	Dr. Courtney Carlucci
Hospitalist Medicine	Dr. Deema Jassi
Hospitalist Medicine	Dr. Joey Podavin
Laboratory Medicine	Dr. Helen Bibby
Medical Imaging	Dr. Nevin de Korompay
Medicine	Dr. Issa Epthimios
Obstetrics & Gynecology	Dr. Amber Burrridge
Residents	Dr. Kathy Xie
Surgery	Dr. Gary Yang

Staff Support	
Name	Position
Zeno Cescon	Director, Facility Engagement
Victoria Wilson	Engagement Partner, Doctors of BC
Susan Cyr	Administrative Assistant / Project Lead