

Facility Engagement funds can be used to support physician recruitment 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 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 Departmental Recruitment 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 Departmental Recruitment application must be submitted to the [Director, KGH Physicians Society](#) for 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.
 - ◆ Please direct any questions to the KGH Physicians Society Admin@KelownaPhysiciansSociety.ca
- 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.**

➤ **Facility Engagement Recruitment Funding Guidelines**

- ◆ Recruitment 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.
 - Supporting physician time to improve the facility's work environment and culture.

FACILITY ENGAGEMENT APPLICATION FOR DEPARTMENTAL RECRUITMENT PROJECTS

FE Funding for Departmental Recruitment is available for a maximum of 15 hours of sessional time per FTE being recruited per fiscal year.

Date:

Department:

Department Head:

Is Department Head aware of application?

Submitted by:

Project Lead:

Main Contact Name:

Email Address:

Phone:

Participating physician(s):

Name:

Email:

Phone:

Name:

Email:

Phone:

Name:

Email:

Phone:

Name:

Email:

Phone:

Proposed Timeframe:

Required number of FTE's:

Number of Hours:

Current Sessional Fee:

Total Requested Funding:

Are there another other staffing issues you wish to describe? e.g. retirements, resignations.

Additional Comments:

Submit to Admin@KelownaPhysiciansSociety.ca