

NORTHERN RURAL CONTINUING MEDICAL EDUCATION COMMUNITY LEARNING FUND POLICY

COMMUNITY FUNDS

Individual physicians are eligible to utilize Rural Continuing Medical Education (RCME) funds for up to three fiscal years. After three years or upon the departure of a physician from the community in which she/he practiced, any residual monies will be transferred to that community's Learning Fund to support group learning events for a further two fiscal years. At the expiry of a further two years, residual Community Learning Funds will be transferred to a Regional Learning Fund that will support CME across the Northern Health region.

Northern Health will administer Community Learning Funds under the direction of the Chief of Staff in each community. The Chief of Staff may receive advice from the community's Director of CME, the community CME Advisory Committee, or individual physicians with regard to learning needs, activities, and financial requirements.

AVAILABLE AMOUNT

The amount of funding available to support a community's learning event will not exceed the amount of funding available in that community's Learning Fund.

APPROVAL

A. COMMUNITY LEARNING EVENTS

A community learning event requiring support from the Community Learning Fund must be pre-approved by the community's Chief of Staff. In the absence of a Chief of Staff, the Medical Director of the appropriate Health Service Delivery Area may also approve expenditures from a Community Learning Fund. Community Learning Funds must be used for learning events that involve participation of physicians from the host community.

Examples of Community Learning Events include: Advanced Cardiac Life Support training, Advanced Trauma Life Support training, Combined Advanced Life Support (CALS) training, lectures, conferences, and seminars.

ELIGIBLE COSTS:

- Advertising (brochures, postage, envelopes, etc.)
- Catering (alcoholic beverages are not included)
- Conference Planning Services
- Conference Room Rentals
- Registration Services
- Audio-Visual Equipment
- Honouraria's
- Accreditation
- Curriculum Development
- Course Materials
- Course Facilitation Fees

To be considered for funding approval, each application must define:

- a. Educational objectives;
- b. Detailed Budget estimating total costs;
- c. Estimated total number of physician participants and number of physician participants from outside the host community(ies);
- d. Registration Fee structure;
- e. Members of multi disciplinary teams (nurses, paramedics, etc) and physicians from outside the host community will be charged fees to attend the learning event.

Changes in the scope of a community learning event resulting in an increase of 10% or more to the initial budget requires approval from the Chief of Staff or the appropriate Medical Director.

Once the application has been approved, there is no obligation to approve additional fund expenditures due to cost overruns.

APPLICATION PROCEDURE

1. Forward the Community Learning Event Funding Application form to the host community's Chief of Staff or in that person's absence to the appropriate Medical Director.
2. Include all required attachments.
3. The Chief of Staff or appropriate Medical Director will notify applicant of application status.

PAYMENT PROCEDURE – EDUCATIONAL EVENT

Forward notification of approval with Community Funds Application and all related receipts and/or statements of registration fees collected to:

Physician Compensation
Suite 300 – 299 Victoria Street
Prince George, BC
V2L 5B8

EVALUATION

This policy and procedure will be reviewed by the NH MAC in March of 2012 when the RSA agreement expires to ensure the process is accountable and effective. The policy will be amended as necessary.

Author(s): Regional Coordinator, Northern Continuing Medical Education Project
Issuing Authority: Vice President of Medicine
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