

NORTHERN RURAL CONTINUING MEDICAL EDUCATION REGIONAL LEARNING FUND POLICY

REGIONAL 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 the Regional Learning Fund under the direction of the Northern Health Medical Advisory Committee (NH MAC) and with input from the NCME Physician Advisory Committee. The Regional Learning Fund will support up to a maximum of 50% of the costs associated to support CME events across Northern Health and up to 100% for education infrastructure, course development initiatives, and projects. Funding will be limited by the available amount in the Regional Learning Fund.

AVAILABLE AMOUNT

The amount of funding available to support a regional learning initiative will not exceed the amount of funding available in the Regional Learning Fund.

APPROVAL

A. REGIONAL DRIVEN LEARNING EVENTS

Regional Learning Funds may be used for education/learning events that are accredited and involve participation of physicians from the NH Medical Staff from a minimum of two NH communities.

Examples of Regional Driven Learning Events include: 'Northern Doctors Day', Trauma Day in the North', and the Northern Perinatal Conference, or any other learning opportunity involving physicians from two or more communities.

ELIGIBLE COSTS:

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

INELIGIBLE COSTS:

Social activities associated with CME events will not be eligible for funding from the Regional Learning Fund.

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. Confirmation of accreditation by CFPC or RCPSC;
 - Each day of a funded CME event must contain a minimum of 3.5 accredited medical education hours.
- e. Registration Fee structure;
 - Members of multi disciplinary teams (physicians, nurses, paramedics, etc) will be charged equivalent tuition and material fees. Physicians practicing in a host community may attend at no

direct cost to them or be charged a lower rate for tuition and/or material fees if Community Learning Funds are used.

The Regional Coordinator will approve the applications for funding upon recommendation by the NCME Physician Advisory Committee and NH MAC.

Changes in the scope of a regional learning event resulting in an increase of 10% or more to the initial budget requires approval from the NCME Physician Advisory Committee and NH MAC.

B. EDUCATION INFRASTRUCTURE \ COURSE DEVELOPMENT \ PROJECTS

Regional Learning Funds may be used for education infrastructure, course development initiatives, and projects. Requests for funding must be accompanied by a Briefing Note or Project Plan outlining the purpose and format of the initiative.

Examples of Education infrastructure, course development initiatives and projects include: personnel associated with delivery and coordinating of education, instructor development, curriculum development, learning resources.

To be considered for funding approval, each Briefing Note or Project Plan must define:

- a. Background (why project is necessary, who will use the product, how it will be used, and what the expected life-span of the product will be);
- b. Project objectives (including what will be within the project's scope and what will be excluded);
- c. List of Project deliverables;
- d. Detailed Budget estimating total costs;
- e. Anticipated issues that may be a barrier or constraint to the project.

The Coordinator will approve the applications for funding upon recommendation by the NCME Physician Advisory Committee and NH MAC.

Changes in the scope of a regional learning event resulting in an increase of 10% or more to the initial budget requires approval from the NCME Physician Advisory Committee and NH MAC.

APPLICATION PROCEDURE

1. Forward Regional Continuing Medical Education Reimbursement Form, Briefing Note or Project Plan to Regional Coordinator.
2. Include all required attachments.
3. Forward package to:

Coordinator, Northern Continuing Medical Education
Suite 700 – 299 Victoria Street
Prince George, BC
V2L 5B8

4. The Coordinator will determine if adequate funds are available, present application to the NCME Physician Advisory Committee for consideration and/or NH MAC and notify applicant of application status.

PAYMENT PROCEDURE – EDUCATIONAL EVENT

Forward notification of approval with invoices of event and statement of registration fees collected to:

Coordinator, Northern Continuing Medical Education
Suite 700 – 299 Victoria Street
Prince George, BC
V2L 5B8

REPORTING

The Coordinator will provide a regular report of applications and expenditures from the Regional Learning Fund to the NH MAC.

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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