

Cowichan District Medical Society - Guideline 1: Department Retreats

The vision of the Cowichan District Medical Society (CDMS) 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 Island Health. 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 Island Health 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 8 hours per physician per year. This can be broken up or taken as a block.
- 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 CDH, the organizer will be requested to seek funding from their MSA, or will require preapproval from the CDMS.
- The Society will fund room rental charges and audiovisual support costs. Meal expenses (Dinner: up to \$50.00 per person including taxes, gratuities and service fees, and/or Breakfast/Lunch: up to \$25.00 per person including taxes, gratuities and service fees) will also be funded by the Society. Receipts are required. The Society will not fund any alcoholic beverages.
- The Retreat organizer is required to submit to the CDMS:
 - an overview /agenda outlining the goals of the retreat
 - a list of attendees (sign-in sheet)
- Please note: Mileage will not be covered by the Society. In order to be paid, claims must be submitted through FEMS within 90 days of the work or expense occurring, and cannot be processed past the fiscal year end (March 31) by more than one month. As there is an annual limit to our funding, please advise us of your retreat plans in advance so we can manage our budget; funding may be withdrawn if the Society has insufficient funds to cover a large number of retreats.

Approved: CDMS Executive

Date: September 21, 2020