

## **Cowichan District Medical Society - Guideline 2: Department Meetings**

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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. The overarching intent of Facility Engagement (FE) funding is to foster meaningful consultation and collaboration between MSAs and health authorities, including:

- To improve communication and relationships among the medical staff so that their views are more effectively represented.
- To prioritize issues that significantly affect physicians and patient care.
- To support medical staff contributions to the development and achievement of health authority plans and initiatives that directly affect physicians.
- To have meaningful interactions between the medical staff and health authority leaders, including physicians in formal HA medical leadership roles.

The CDMS receives annualized funding to support facility-based physician engagement and in particular physicians in their endeavours to improve patient care by sharing, examining and learning from collective experiences. The Memorandum of Understanding (MoU) between Doctors of BC and the CDMS outlines funding guidelines regarding Department meetings and rounds. Below please find further information to better assist you in accessing funding:

### **GUIDELINES**

**STRATEGIC PLANNING:** The Society will pay for sessional fees when strategic planning is added on to a departmental meeting. For example, if the regular Department Meeting is one (1) hour, and the group spent an additional 30 minutes on strategic planning, please log on to FEMS and claim sessional fees for 30 minutes. Please be sure to note in the 'comment' section the date and name of the departmental meeting.

### **FOOD AT DEPARTMENT MEETINGS AND ROUNDS:**

- At the start of each fiscal year (April 1), each Department will receive an annual allocation of \$20.00 per physician. The funding is subject to renewal each fiscal year.
- The Department Head will be advised via email from the Society of the applicable funding allocation.
- Funding can be used to reimburse (through FEMS) costs of supplying food and beverages for Rounds and Departmental meetings (i.e., coffee, muffins, pizza). The Society will not fund any alcohol.
- Itemized receipts are required when requesting reimbursement through FEMS.
- Funding cannot be used for payment of physicians' time to attend Rounds and/or Departmental meetings.
- Once the Department's funding allocation has been spent, no further funds will be available until the beginning of the next fiscal year, dependent on funding renewal.
- It is recommended that one or two physicians from each Department act as the individual who supplies and requests reimbursement through FEMS for food and beverage costs.
- Please note: In order to be reimbursed for expenses, receipts must be submitted through FEMS within 90 days of the expense occurring, and cannot be processed past the fiscal year end (March 31) by more than one month.



**DOCTOR'S LOUNGE:** Coffee pods and non-perishable snacks will be provided in the CDH Doctors Lounge with CDMS funding.

**RECRUITMENT DINNERS:** Colleagues who are visiting the area, or providing a locum, can have a funded group dinner (\$50 per person) as part of CDMS recruitment efforts. Official applicants to VIHA-posted positions qualify for similar funding, and thus would not use this CDMS funding.

Please note: In order to be reimbursed for expenses, receipts must be submitted through FEMS within 90 days of the expense occurring, and cannot be processed past the fiscal year end (March 31) by more than one month.

**PHYSICIAN REPRESENTATION /PEER SUPPORT** (at member request): When an MSA member is requested to attend meeting(s) pertaining to a peer's unprofessional behaviour or standard of care issues, the accompanying member will be compensated at sessional rates, as stated in the MSA bylaws. See infographic on our website, and full rules at: [Medical Staff Rules - Redline Copy from 2019-10-16 meeting \(islandhealth.ca\)](https://islandhealth.ca/medical-staff-rules)

Approved: CDMS Executive

Date: April 12, 2021