

Cowichan District Medical Society - Guideline 3: Project Funding Process

The Cowichan District Medical Society (CDMS) receives annual funding to support facility-based physician engagement. A Memorandum of Understanding on regional and local engagement provides support and funding to Medical Staff Associations to facilitate discussions among physicians and departments around issues that affect patients and the work environment.

Funding can be used to support prioritized projects and initiatives ranging from patient care and system improvements, to improving communication and consultation with the Health Authority administration. Initiatives can foster relationships and effective communication within and across physician groups to improve communication, trust and shared accountability between physicians and health authority leadership in working towards facility and system improvement.

GUIDELINES

Project and Expense:

1. The project lead is responsible for reminding team members to submit their time (via the FE App or online via FEMS) in order to be compensated for project related meetings. The physician project lead will also provide a list of meeting attendees and their billed time to allow CDMS to pay project members correctly.
Claims for any billed work must be received within 3 months of the meeting date; and cannot be processed past the fiscal year end (March 31) by more than one month.
2. If a project requires contracted resources (project admin & management, data analysis, report writing; ie any other services that are not covered by physician sessional payments), the CDMS Executive needs to approve/ signoff on the contract.
3. Travel time can be paid at the sessional rate for time away from the office during regular clinic hours, to a maximum of eight hours per day.
4. The start date for a project will be the date of the funding approval letter, and the estimated end date of the project will be what is specified in the proposal, or 6 months later (whichever is shorter). If the project budget has not been depleted, a brief extension can be granted for wrap-up activities (final closure meeting and report preparation).
Overall funding to the CDMS, from Facility Engagement, is determined with each fiscal year (April 1 – March 31), and project budgets and spending will be projected on a monthly basis.
5. Just after the midpoint of the project (2-4 months from the start date), a check-in evaluation will be emailed to you to see if you need any assistance, and you can provide an update on your project to our Advisory Committee. Near the close of the project, we would also want to hear back from you to share your findings and lessons learned with our Advisory Committee.
6. Unused budget will revert back to the CDMS at the end of a project. If the project is proposed in stages funding should be requested per stage as the project progresses.

Project Funding Criteria - Funded projects need to:

1. 'Fit' with CDMS strategies: physician engagement/support and collaboration with stakeholders
2. Have the potential to improve the quality of care or the workplace experience (including project feasibility and the opportunity for sustainability)
3. Have budget and measures (in reviewing the project) defined
4. Not contravene Facility Engagement funding rules (not for clinical services, equipment, ongoing operations – see FE funding guidelines summary table)
5. Have agreement to proceed from the Advisory Committee

CDMS Project Budget and Operational/Committee Guidelines

1. Sessional compensation can only occur for committee meetings as specified in the committee's Terms of Reference, or for time specified in an approved project budget. Non-sessional fees (contractors) must have a contract associated to the project in order to bill time against that project.
2. Budget increases must be approved by Executive prior to any overages being incurred. Not doing so will result in non-payment.
3. Large projects (across all departments, and involving multiple partners) need Executive oversight and project management of scope and budget.
4. Terms of Reference for committees will have the input from the committee, but still need to be approved by Executive.
5. Input from departments will be sought through Advisory members at their regular department meeting.
6. Committee chairs will only receive payment for a pre-set number of committee meetings per year, plus 2-4hrs for planning and preparation of those meetings.

Project Proposal Submission Process

1. Complete proposal form and email to cdmsleads@cowichandoctors.ca



Project proposal
template vOct2018.doc

Lisa Ebel-Wiebe (CDMS Lead; lebelwiebe@cowichandoctors.ca) can assist with the submission, and will ensure project criteria (on the form, and listed below) are met.

2. The proposed project budget will be reviewed while considering our current commitments in the fiscal year. Each quarter, project budgets will be reviewed to ensure funds are reallocated to other projects, should existing projects be stalled or completed under budget.
3. The Physician Project lead will discuss the project at the next Advisory Committee meeting*, and members have the opportunity to ask clarifications about the project, and indicate if there is agreement to proceed, along with providing feedback/ input. (*Note: sometimes Advisory members will indicate agreement to proceed from being emailed project proposal forms)
4. Those projects with agreement to proceed from Advisory are brought to the Executive Committee, who makes the funding decision.
5. Proposals ideally should not be submitted in June, July, or November, as our Executive and Advisory Committees do not meet following these months. Proposals can be reviewed if received prior to an Executive Meeting (held 2nd Mon./month) or 10 days prior to an Advisory Meeting (held 3rd Thurs./month).

Note:



1. Time taken to develop project proposals is not compensated by Facility Engagement/ CDMS funding.
2. Project budgets must be approved by the Executive before any work commences on the project; fees incurred retroactive of the project approval date will not be paid.
3. Large projects (budget and scope) will be reviewed by the CDMS Executive prior to the Advisory Committee, for clarifications and suggested approach.

Approved: CDMS Executive

Date: Nov 9, 2020