

KGH MSA WORKING GROUP FREQUENTLY ASKED QUESTIONS

1) Facility Engagement Funding

Facility Engagement is a BC-wide initiative of the Specialist Services Committee, one of four joint collaborative committees of Doctors of BC and the Government of BC. It fosters meaningful consultation and collaboration among facility-based medical staff and health authorities on shared priorities that improve patient care and the work environment, while strengthening communication, relationships, and effective processes for working together. It aims to:

- Improve engagement within and amongst MSAs.
- Improve MSA and health authority engagement.
- Enhance the MSA collective voice in health system planning and decision-making.

FE funding is provided through the Specialist Services Committee (SSC) to MSAs based on the number of acute care beds in their facility or program supports. The KGH Medical Staff Association Working Group is allocated \$500,000 in annual funding. FE attributes can be found [here](#).

2) Why Should Medical Staff Get Involved?

- To improve relationships and have more productive interactions with colleagues, site leadership and the health authority.
- To be heard and involved in planning and decision-making.
- To provide the best care for our patients and feel more pride and satisfaction at work.
- Medical Staff can claim sessional fees to compensate them for the time spent on undertaking Facility Engagement projects and preparing for and attending various meetings.

3) What does FE Funds cover, and how do I apply?

- **Retreats:** Each department may hold up to one retreat per fiscal year (April 1 to March 31)
 - Funding covers up to a maximum of one (1) hour of sessional fees per meeting and up to \$40 per person in meals (including GST, gratuities and service fees).

- Funding covers audiovisual costs but does not cover room rental or alcohol.
 - You can submit your retreat request through the online form.
- **Recruitment:** Each department can use the general FE form as a recruitment application to notify the KGH MSA Working Group of their needs for recruitment; the request may be made annually for new recruitments.
- FE funds can be used to support physician recruitment and retention activities that complement Interior Health's authority processes and meet facilities' needs. As an early and ongoing process, KGH MSA and Interior Health Authority should work together on strengthening, coordinating and streamlining local and regional strategies and processes with the intent to clarify stakeholders' roles and responsibilities, avoid duplication or siloing of services/supports, and improve recruitment and retention outcomes. Working with community partners (e.g. [Central Okanagan Divisions of Family Practice](#)) can be considered where appropriate.
 - Applications should indicate how the Department is working collaboratively with IH/KGH recruitment (for assistance, please contact: physicianrecruitment@interiorhealth.ca)
 - Recruitment updates will be provided to the KGH MSA Working Group (admin@kghmsa.ca) by the Project Lead quarterly, with a final report once the project is completed.
 - The recruitment application must include: the number of FTEs
 - Sessionals cover: up to a maximum of 15 hours per FTE being recruited, physicians' time spent recruiting and interviewing,
 - The report must include the FTE recruitment numbers achieved and overall progress to date.
 - If all funding is utilized for the number of FTEs being hired (i.e., 3), but not all of the planned FTEs are hired (i.e., 2), funding for the next fiscal year cannot include a carryover.
 - Sessionals cannot be claimed if recruiting is part of the recruiter's role or job description, i.e., department head.
 - Sessional claims should be entered into FEMS (**within 90 days of the event**) as the work progresses, with an explanation of work done rather than one large claim at the end of the project

- **FE Recruitment and Retention Funding Guidelines:**
 - Contributing to the assessment and planning of facilities' physician resource needs through engagement with their respective departments and health authority medical leaders.
 - Contributing to the assessment and development of physician recruitment strategies through engagement with health authorities.
 - Initiating physician-led or designed local recruitment activities (e.g., recruitment ads).
 - Supporting the physician's time to initiate, orient, vet and interview potential recruits.
 - Enhancing medical staff orientation and onboarding processes.
 - Participating in physician recruitment events, forums or conferences.
 - Offering recognition awards or appreciation events for medical staff.
 - Supporting the physician's time to mentor new recruits.
 - Supporting the physician's time to improve the facility's work environment and culture.

- **Strategic Planning as a part of Departmental Meetings:**
 - An application is not required.
 - Please notify the FE Program Manager to add the participants to the right activity in FEMS and to inform you how to claim your sessionals. Please note your names, departments and date in the comment section in FEMS when claiming sessionals.
 - Please note that Quality Assurance activities are not covered.

- **Continuing Medical Education / Continuing Professional Development:**
 - An application is not required.
 - Funding covers reimbursement of the CPD accreditation fee.
 - Any KGH Medical Staff who is speaking or presenting at a CPD event may claim sessional fees (up to three 3 hours) for preparation before the event. As

well, the KGH MSA Working Group will fund the medical staff's time to meet as a committee to review/approve topics for the CPD event.

- Funding can be used to provide payment for audiovisual support costs. Meal expenses (up to \$20 for breakfast, \$30 for lunch and \$40 for dinner per attendee, including taxes, gratuities and service fees) will also be funded. Alcohol or room rental costs will not be funded. An itemized receipt is required and should be submitted through FEMS by the lead physician.
- Funding cannot be used for payment of medical staff's time to attend accredited or non-accredited clinical training or CPD events.
- THE KGH MSA Working Group must be advised (by emailing admin@kghmsa.ca) of an upcoming CPD event, names of the KGH Medical Staff presenters, the CPD event's title and general expected outcomes.

○ **M&M Rounds:**

- FE Funding does not cover M&M rounds or any Quality Assurance activity.

○ **General FE Projects: Please refer to the FE Project application guidelines:**

- A Facility Engagement project application is required.
- Funding can be used to pay medical staff for their time, hire support staff, pay for meals and meeting expenses, and support prioritized projects and initiatives ranging from patient care and system improvements to improving communication and consultation with the Health Authority administration.
- Up to three (3) hours of retroactive sessional time can be claimed by the Project Lead for work done in preparing the initial application. This amount is included in the overall project budget and must be claimed **within 90 days** of the application being approved by the KGH MSA Working Group.
- Initiatives can foster relationships and effective communication within and across medical staff groups and forge close communication, trust and shared accountability between medical staff and health authority leadership while championing facility and system improvement.
- Projects can identify challenges that impact medical staff and/or patient care, and opportunities to work on solutions. Initiatives do not necessarily have to be large in scope and can range from no-cost proposals to changing how some work is done to larger issues that have significant impacts.

- Project leads should consider how opportunities can build relationships and effective communications within and across physician groups, and forge closer communication, trust and shared accountability between medical staff and health authority leadership, while championing facility and system improvements.
- [Is it research or quality improvement?](#)
- For examples of various projects and initiative types, [click here.](#)
- [What are other sites doing?](#)

Approved: KGH MSA Working Group Executives

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