

KGH MSA WORKING GROUP FACILITY ENGAGEMENT FUNDING APPLICATION GUIDELINES

Background

The Kelowna General Hospital MSA Working Group receives annualized funding to support facility-based engagements. A Memorandum of Understanding on regional and local engagement provides support and funding to Medical Staff Associations to facilitate discussions among medical staff and departments around issues that affect patients and their work environment.

Funding can be used to pay medical staff for their time, hire staff and 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 medical staff groups and forge close communication, trust and shared accountability between medical staff and health authority leadership while championing facility and system improvement.

Guidelines

- Any member of the Medical Staff Association (MSA) is eligible to submit a project application proposal for funding consideration, including Departmental/Divisional physician recruitment. In order that the MSA Working Group's Chair can conduct an initial review of the proposal and identify any issues or concerns requiring clarification, the application **must be received by the last day of each month**. The application will then be sent to the KGH MSA Working Group for review and comments. Please see FAQs (kghmsa.ca _ KGH Administrative Guidelines _ Frequently Asked Questions) admin@kghmsa.ca for additional information.
- Please note that midwives and nurse practitioners need a physician as lead (may be non-participating) on their project applications, as FE funds are released to the care of the MSA's physicians.
- No funding will be provided without first submitting a Facility Project application form to the KGH MSA Working Group for review/approval, except in the case of Departmental/Interdepartmental Retreats (kghmsa.ca _ KGH Administrative Guidelines _ Retreat Guidelines).

- The maximum amount of new Facility Engagement Funding applications cannot be more than CA\$10,000.
- Should a Project Manager/Facilitator be required to support the Physician Project Lead, his/her rate will not be greater than \$95.00 per hour and shall be dependent on their experience and responsibilities in facilitating the project. The KGH MSA's approval will be required for any hourly rate above that amount.
- The overall costs for the contracted Project Manager/Facilitator shall not exceed 50% of the overall project budget. A Project Manager/Facilitator will be required to sign an Independent Contractor Agreement, which will, among other things, confirm their hourly rate.
- The FE Program Manager can assist in determining appropriate costs.
- The Project Lead, in conjunction with the FE Program Manager, will review costs associated with the facilitator's fees on an ongoing basis.
- Applicants are to complete the Facility Engagement Funding Application Form (available on the KGH MSA website) online form. Completed forms are to be submitted to the FE Program Manager by emailing admin@kghmsa.ca. Online forms will be automatically forwarded to the FE Program Manager.
- The FE Project Lead will have the opportunity to revise their original application based on feedback received. The revised FE application will be recirculated to the Working Group members to evaluate using the online evaluation survey tool via Survey Monkey.
- For FE applications that require additional funds exceeding the originally approved amount, the Working Group encourages the Project Leads to attend a meeting to speak further to the application and answer questions.
- The FE applications with their collective scores and any commentary from presentations will be reviewed at the next scheduled Working Group meeting (usually the second Thursday of each month, except July and August). Recommendations to approve funding will be made based on the scoring and alignment with the KGH MSA Working Group strategy. Some initiatives will require Health Authority support to proceed.
- The KGH MSA Working Group is accountable for making decisions to approve FE applications.

- The Facility Engagement Program Manager notifies the FE Project Lead of the KGH MSA Working Group's decision to fund (or not) their initiative. The KGH Executive Director and Chief of Staff are included in the notification.
- The approved FE project or initiative is set up in the Facility Engagement Management System (FEMS) with the allocated budget. Participants are added to this Engagement Activity (EA) within FEMS and can claim approved sessional hours against this budget.
- Should an extension of the project deadline be required, the Project Lead can submit their request to the KGH MSA Working Group by emailing admin@kghmsa.ca.
- If the costs for the project are anticipated to be overbudget, the Project Lead will advise the KGH MSA Working Group as soon as the potential overage is identified.
- The Project Lead is responsible for submitting a final report to the FE Program Manager, Working Group Committee on the outcome of the project or initiative

Funding Restrictions

Facility Engagement funding cannot be used for the following (as per SSC Funding Guidelines):

- Advertising, except for physician recruitment ads. See Recruitment Guidelines noted in the FAQs.
- Compensation for clinical services, including physician scheduling. Due to the Hunter Arbitration award (2005), which considers the scheduling of physicians within a facility to be a form of clinical service, compensation for scheduling or tools that facilitate the scheduling of physicians within a facility is not a permitted use of FE funding.
- Purchase of clinical equipment.
- Donations to charities or political parties.
- Meeting attendance that is presently required as part of maintaining privileges or part of one's day-to-day role, i.e., department leads.
- Medical staff research and quality projects. Includes research projects aimed at generating new knowledge, testing new practice, theory or intervention or conducting control studies.
- CME/CPD Training – medical staff sessionals and expenses for attending accredited or non-accredited clinical training.
- Time spent on medical staff orientation within the hospital.
- Time spent attending events where the primary intent is to socialize. This includes costs related to fitness or social activities (e.g., gym memberships, ski tickets, golfing fees, yoga sessions).

- Compensation or expenses for individuals who do not have a direct role in Facility Engagement (i.e., family members).
- Sessionals for retroactive project work, except for up to three (3) hours for time spent by the Project Lead on preparing the application.

Approved: *KGH MSA Working Group Executives*

Date: *December 19, 2025*

*Rev: September 2018, September 2019, March 2020, January 2022, May 2022, June 2022, October 2022, January 2023
March 2023, December 19, 2025, December 27, 2025.*

For Review: December 2026