

KGH MSA WORKING GROUP DEPARTMENTAL RETREAT GUIDELINES

Background:

The vision of the Kelowna General Hospital MSA Working Group 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.

KGH MSA supports Departmental and Inter-Departmental Retreats to build relationships among and between medical staff and their colleagues, and as a forum to solicit input on planning and prioritizing for initiatives related to quality patient and family-centred care and medical staff work environment. Retreats provide an opportunity for the medical staff to plan and provide input on issues identified as important to Interior Health (IH). As per the Memorandum of Understanding, the MSA Working Group 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. However, our IH 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. Any questions can be directed to the KGH MSA Working Group at admin@kghmsa.ca.

Guidelines:

- Each Department may host up to one (1) retreat per fiscal year (April 1 to March 31).
- Inter-Medical Department Retreats with a quality or educational focus will not count toward the annual allotment.
- If the organizer or most of the attendees' primary affiliation is with a Site/Facility other than KGH, the organizer will be requested to seek funding from their MSA or obtain pre-approval from the

KGH MSA Working Group.

- Prior to the meeting, notice must be submitted to the KGH MSA Working Group via an online form.
- The Society will fund audiovisual support costs.
- Meal expenses (up to \$40.00 per person, including taxes, gratuities, and service fees) will also be funded by the Society. Detailed receipts are required, including the names of all attendees. The MSA Working Group will not fund meeting room rental costs or any alcoholic beverages.
- The KGH MSA Working Group will not fund any event or retreat related to fitness or social activities (golfing fees, bike rides, yoga sessions, movie nights, etc.) unless the event includes an educational meeting component. Up to one hour of sessional time will be funded for the meeting.
- The Retreat organizer is required to submit to the KGH MSA Working Group:
 - an overview/agenda outlining the goals of the retreat,
 - a list of attendees (sign-in sheet),
 - a synoptic report, summarizing the outcomes of the retreat within one month of the event,
 - KGH MSA Working Group has the right to decline payment if an agenda (overview) / sign-in sheet / synoptic report is not provided.
- Participants, who are KGH medical staff, can claim up to a **maximum of one (1) hour** sessional fee per meeting.
- The KGH MSA Working Group will review requests for funding meal costs for non-KGH Physicians on a case-by-case basis.
- The KGH MSA Working Group will not pay medical staff for mileage for events hosted within the Central Okanagan region.
- Facility Engagement (FE) events of longer duration require pre-approval and would follow the FE Funding Application process.
- In addition to the credit card receipts, all itemized receipts and names of the participants must be submitted at the time of claim.



Please Note:

All expenses, sessional times, receipts, and participants' names must be submitted through FEMS **within 90** days of the expense or work performed. Claims submitted after 90 days will be automatically rejected. Please enter your claims progressively.

Approved: *KGH MSA Working Group Executives*

Date: *December 19, 2025*

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