



HEALTH AUTHORITY	
NAME OF COMMUNITY	
VACANCY (SPECIALTY, I.E. GP, GENERAL SURGERY)	AMOUNT REQUESTED
JUSTIFICATION FOR REQUEST (I.E. IMPACT ON SERVICE DELIVERY, WAITLISTS, ETC.)	
INDICATE LINK TO HA HEALTH SERVICE PLAN AND PHYSICIAN SUPPLY PLAN	
EXPENDITURE PLAN (ITEMIZED)	

We hereby confirm that the information provided above is correct.

AREA MEDICAL OFFICER OR APPROPRIATE MEDICAL LEADERSHIP PERSONNEL	CHAIR OF LOCAL MAC	SUBMITTED BY: (Health Authority Personnel)
SIGNATURE	SIGNATURE	SIGNATURE
NAME (PLEASE PRINT)	NAME (PLEASE PRINT)	NAME (PLEASE PRINT)
TELEPHONE NUMBER	TELEPHONE NUMBER	TELEPHONE NUMBER
DATE	DATE	DATE

Health Authorities must complete this form and submit it to Rural Health at:

Ministry of Health
Rural Programs
PO Box 9649 Stn Prov Govt
Victoria BC V8W 9P4

Tel: 888 952 2754
Fax: 250 952-3486

RURAL RECRUITMENT CONTINGENCY FUND

GUIDELINES

REVISED AUGUST 2005

1. PURPOSE

The Rural Recruitment Contingency Fund is intended to provide additional assistance to eligible communities/physicians covered by the *Subsidiary Agreement for Physicians in Rural Practice* (RSA) with recruiting expenses, where the difficulty in filling a vacancy is or is expected to be especially severe and where the failure to fill the vacancy in a timely manner would have a significant impact on the delivery of medical care required by the physician supply plan.

2. FUNDING

The *Subsidiary Agreement for Physicians in Rural Practice* (RSA) provides \$300,000 annually for the recruitment contingency fund. The *Subsidiary Agreement for Physicians in Rural Practice* may be viewed at www.healthservices.gov.bc.ca/pcb/rpp.html.

3. AMOUNT OF ASSISTANCE AVAILABLE

Grants of up to \$15,000 may be obtained from the Rural Recruitment Contingency Fund. These grants may only be used to:

- (i) help defray additional recruiting expenses that may be incurred, and /or
- (ii) increase the rural recruitment incentive amount payable to recruited physicians from \$10,000 up to \$25,000.

4. ALLOWABLE EXPENSES

- Maximum three visits (one per candidate) to the community per vacancy. Maximum allowable expenses per visit \$3,500.00, (including spouse but not children). Expenses include travel, food and accommodation and one dinner with community physicians. Community physician dinner maximum is \$50 per person, no alcohol, to a maximum of \$750 per visit (15 guests).
- Advertising: \$5,000 maximum per vacancy. Note: Positions must be advertised through Health Match BC (HMBC), CMAJ, and the BCMJ before using other journals or newspaper ads. Up to two advertisements may be placed in relevant journals and qualify for reimbursement. Health Match BC offers discounted rates for ads in CMAJ and BCMJ.
- Relocation requests up to \$5,000 per recruit, to be supported by receipts.

NOTE:

- Funding under this program may not be applied to recruit physicians from any other RSA communities. If such a situation should occur, any monies must be repaid to the Rural Recruitment Contingency Fund c/o Ministry of Health.
- Conferences, recruitment fairs and association/ professional meetings are not eligible for funding.
- Recruitment activities that are financially supported by government through HMBC are not eligible for funding.

5. APPLICATION

Applications for this funding are administered by Rural Practice Programs, Physician Compensation, Ministry of Health, on behalf of the JSC.

A physician (or group of physicians), or Health Authorities (HA's) on behalf of physicians may apply for a grant from the fund to support their recruitment expenditure plans. Applications must provide an explanation of why the money is needed, a specific plan of how it will be spent and include the following information:

- (a) A copy of the Health Authority's (HA) physician resource plans must be submitted showing the vacancy for which this additional recruiting support is being requested.
- (b) A written description by the Health Authority must be attached clearly articulating how the recruitment of this position fits with the Health Authority's objectives and health care delivery priorities in accordance with their approved Physician Supply and Health Service Plans.
- (c) For recruitment of specialists, a specific impact analysis must also be prepared and submitted by the Health Authority as part of the application for funding.

6. APPROVAL PROCESS

Applications are to be forwarded to: Ministry of Health, Rural Programs
PO Box 9649 Stn Prov Govt
Victoria BC V8W 9P4
Facsimile: 250.952.3486 Tel: 888.952.2754

Applications that do not meet criteria guidelines will be brought forward to the JSC for review at the first meeting following the receipt of the application (must be received two weeks prior to the next JSC meeting).

The JSC and the Ministry of Health accept no responsibility for expenditure commitments that are entered into prior to approval being granted by the Ministry of Health, Rural Practice Programs on behalf of the JSC.