

**Recruitment Contingency Fund  
(RCF)  
Policy**

Ministry of Health

Revised June 2015



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**Section: 1** General

**Effective:** June 2015

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## **1.1 Description**

The Rural Recruitment Contingency Fund (RCF) is intended to provide additional assistance to eligible communities/physicians covered by the Rural Practice Subsidiary Agreement (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.

## **1.2 Funding**

The Rural Practice Subsidiary Agreement (RSA) provides \$300,000 per year for the RCF. In addition, the JSC has awarded an additional \$1,525,000 in new monies to this Program, for a total of \$1,825,000.

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### 1.3 Guidelines:

Grants of up to \$25,000 per position 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

Health Authorities may claim up to \$10,000 for the following:

- Maximum three candidate 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) in order to receive funding for other journal or web-based advertising. Up to two advertisements may be placed in relevant journals or on-line and qualify for reimbursement. Health Match BC offers discounted rates for ads in CMAJ and BCMJ.

Physicians filling vacancies in the health authority physician supply plan may receive moving expenses up to \$15,000. All claims must be supported with receipts. Eligible expenses include:

- Transportation of household goods
- Direct travel expenses during the actual move including direct flights, accommodation and meals for physician and family
- Moving insurance
- Storage Fees
- Local purchase of household items which cannot be brought with the candidate on a cost effective basis (i.e. if moving from overseas, etc.)
- Fees for Immigration, Personal Medical Examinations and College of Physicians & Surgeons of BC License & Registration (professional membership dues are not accepted).

**Not accepted:**

- Medical Insurance (CMPA).
- Alcohol purchases submitted as part of meal receipts will not be accepted.
- Any personal expenses not directly related to direct travel to new practice community.

For further details on acceptable/not acceptable expenses please refer to Appendix A.



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Funding under this program may not be applied to recruit physicians from any other RSA communities. If such a situation occurs, any monies must be repaid to the RCF.

Conferences, recruitment fairs and association/professional meetings are not eligible for funding. As well, recruitment activities that are financially supported by government through Health Match BC are not eligible for funding.



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<b>Section: 2</b>	Definitions	<b>Effective:</b>	June 2015

Term	Definition
Alternative Payments	<ul style="list-style-type: none"> <li>Methods of payment, other than FFS, for physician services.</li> </ul>
APP	<ul style="list-style-type: none"> <li>Alternative Payments Program: A Ministry program, administered from within the Medical Services Division (MSD) that promotes, provides funding for, and offers payment options to agencies employing or contracting physician services.</li> </ul>
BCMA	<ul style="list-style-type: none"> <li>British Columbia Medical Association.</li> </ul>
Designated Specialties:	<ul style="list-style-type: none"> <li>Designated specialties include General Surgery, Orthopedics, Pediatrics, Internal Medicine, Obstetrics/Gynecology, Anesthesia, Psychiatry, and Radiology.</li> </ul>
FTE (for medical isolation points calculation)	<ul style="list-style-type: none"> <li>The MSP FTE income figure is based on the 40th percentile of earnings for GPs and for <u>each specialty</u> in the previous calendar year as defined by MSP.</li> </ul>
Health Authority	<ul style="list-style-type: none"> <li>Governing bodies with responsibility for the planning, coordination and delivery of regional health services, including hospital, long term care and community services.</li> </ul>
Itinerant Physician	<ul style="list-style-type: none"> <li>A physician who travels from his/her home community to an eligible RSA community to provide outreach/direct patient services.</li> </ul>
Joint Standing Committee on Rural Issues (JSC)	<ul style="list-style-type: none"> <li>Joint Committee with equal representation from BCMA and Ministry of Health Services (inc. health authorities). Responsible for policy direction for rural programs including Rural Retention Program (RRP), Rural GP Locum Program (RGPLP), Rural Continuing Medical Education (RCME), etc.</li> </ul>
Locum Tenens	<ul style="list-style-type: none"> <li>A physician with appropriate medical staff privileges (locum tenens) who substitutes on a temporary basis for another physician.</li> </ul>
MOH	<ul style="list-style-type: none"> <li>Ministry of Health</li> </ul>
Medical Services Commission	<ul style="list-style-type: none"> <li>The MSC is a 9 member statutory body responsible for the administration of MSP of BC.</li> </ul>
Resident Physicians	<ul style="list-style-type: none"> <li>For the purposes of this program, a physician who resides at least 9 months of every year in an RRP community is a resident physician.</li> </ul>
RRP Community	<ul style="list-style-type: none"> <li>An RSA community which meets all the criteria for the RRP.</li> </ul>
Service Clarification Code	<ul style="list-style-type: none"> <li>Code (Appendix A) for the community in which the service has been provided which must be indicated on all billings submitted by the physician in order to receive the fee premium.</li> </ul>
Rural Practice Subsidiary Agreement	<ul style="list-style-type: none"> <li>The Rural Practice Subsidiary Agreement (RSA) is administered by the JSC, as per the negotiated agreement between the BCMA and the Government.</li> </ul>
Supplemental Physician	<ul style="list-style-type: none"> <li>A physician who does not have a permanent position in the community, who is providing additional support required to maintain services in the community, is not substituting for another physician and is filling a vacancy in the physician supply plan</li> </ul>



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<b>Section:</b> 3 Community and Physician Eligibility	<b>Effective:</b> June 2015

### 3.1 Community Eligibility

Communities under the Rural Practice Subsidiary Agreement (RSA) are eligible for the RCF provided that there is a vacant position in the Physician Supply Plan.

### 3.2 Physician Eligibility

Physicians recruited to an RSA community to fill a vacancy in the Physician Supply Plan may be eligible to receive the RCF. Payments for relocation are based on actual expenditures and must be supported by receipts. Physicians must be recruited from outside of eligible RSA communities and must have received a Recruitment Incentive benefit.

In November, 2011, the JSC agreed to provide recruitment contingency benefits to any medical school resident who transitions to full time practice, filling a vacancy in the physicians supply plan in an eligible rural community.

A physician receiving this benefit is obligated to repay the amount in full if he or she leaves the community less than one year after commencing work.

If a physician has already received a recruitment payment for relocation expenses for moving to an eligible RSA community and subsequently left that RSA community, they are eligible to receive relocation expenses for recruitment to a different RSA community once they have been gone from the original community for a minimum of 2 years. The physician may not have been recruited from a RSA community.



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<b>Section: 4</b> Application	<b>Effective:</b> June 2015

#### 4.1 Application Process

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 (see appendix A):

- (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.



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**Section: 5** Payment

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## **5.1 Payment**

The Health Authority must submit an application outlining their request and what the funds were used for. Upon receipt and approval of the application, the funds are released to the Health Authority for appropriate distribution.

Health authorities must notify the Ministry of Health of any physicians who do not fulfill the one year commitment.





## **APPENDIX A**

### **Acceptable Receipts includes:**

- Direct travel expenses during the actual move including direct flights, accommodation and meals for physician and family
  - Hotel Room Costs (Restaurant & Room Service charges will require an itemized receipt - alcohol is not eligible)
  - Car Rental
  - Taxi Fares
  - Restaurant Costs while traveling (an itemized receipt is required – alcohol is not eligible)
  - Mileage (paid at the Government Policy Rate in effect on dates of travel)
- Real Estate Fees
- Moving/Shipping Company charges
- Moving insurance
- Storage fees (for a reasonable period of time)
- Courier
- College of Physician & Surgeon Application Fees (professional membership dues are not accepted).
- Immigration Costs
- Medical Exams
- Transportation, vaccination and quarantine of Domestic Animals
- Where the cost of shipping is greater, the cost of new furniture may be claimed as part of the \$15,000 with supporting receipts
- Other costs will be considered when supported with receipts

### **Examples of items not Acceptable:**

- “Tour” Costs while traveling and/or other entertainment
- Utility connection fees
- BBQ
- Vehicles
- Computer accessories
- Stereo
- Costs for Exchanging money
- Clothing
- Gas (if mileage is not claimed)
- Medical Insurance (CMPA).
- Alcohol purchases submitted as part of meal receipts will not be accepted.
- Any personal expenses not directly related to direct travel to new practice community.

Please e-mail Rural Programs for any further clarification at [HLTH.RuralPrograms@gov.bc.ca](mailto:HLTH.RuralPrograms@gov.bc.ca).