

SUBMISSION GUIDELINES

2024 PHC-PASS Pillar-Focused Engagement Project Funding

Dear Providence Medical Staff,

In recognition of medical staff interest in opportunities for project funding, the PHC Physicians & Surgeons Society (PHC-PASS) and medical staff Pillar Advisory Committees (PACs) will be accepting proposals **for Pillar-focused engagement projects and initiatives** from eligible medical staff groups/departments/divisions beginning on February 19, 2024. **The application deadline is March 18, 2024 at noon.**

- Each Pillar Medical Advisory Committee has a total of up to \$5000 available to fund selected projects.
- Projects must be completed by March 31, 2025

Eligibility Criteria:

- **Project proposals must align with:**
 - Goals and Objectives of **one** Pillar Advisory Committee (PAC) (link to review objectives for each PAC):
 - [Exceptional Quality Safety, Value](#)
 - [Inspiring People & Teams](#)
 - [Discover, Learn & Innovate for Impact](#)
 - [Partnerships](#)
 - [Facility Engagement \(SSC\) Funding Guidelines](#) (as of Sept 2023)
 - One of three Facility Engagement goals.

Limitations:

- Funding thresholds:
 - Quality, Safety, Value projects = maximum \$5000
 - Inspiring People and Teams projects = maximum \$2500**
 - Discover, Learn & Innovate projects = maximum \$5000
 - Partnerships projects = maximum \$5000

***The Balance of the People Pillar's project funds are being applied to a PAC-driven medical staff engagement initiative, detailed to be announced in Spring 2024.*

How can the funding be used?

- Physicians' time for project planning, implementation, & evaluation.
- Non-physician medical staff/allied health staff time outside regular working hours.
- Project supports (e.g. admin assistant).
- Meals/catering related to project activities.
- Indigenous engagement: project participation, consultation, cultural work, and/or meeting attendance by elders or knowledge-keepers.

What is excluded? (the following is ineligible for funding)

1. Projects already completed.
2. Research.

3. Clinical equipment for direct or indirect patient care.
4. Work falling within the usual scope of a formal health authority (HA) physician leadership role.
5. Meeting attendance required to maintain privileges.
6. Work otherwise compensated through the HA/PHC.
7. Work otherwise excluded in accordance with [Facility Engagement \(SSC\) Funding Guidelines](#).
8. Remuneration for medical staff or PHC staff delivery of direct & indirect patient care.
9. Travel or parking costs for physicians, other medical staff, PHC staff.
10. Gift cards.

Important Dates:

- **Proposal Intake Deadline:** **Monday, March 18, 2024 at noon**. Late applications will not be accepted.
- **Funding Decisions:** All applicants will be informed of the funding decision by April 15, 2024.

Proposal Submissions:

Pillar-focused application materials are now available:

- Application form: <https://sphdoc.typeform.com/pass-projects24>
- Project Proposal Worksheet: https://www.phcmedstaff.ca/wp-content/uploads/2024/02/WorksheetWord_PHC-FE_Pillar-Project-Proposal_v2024-02-16.doc

Approval Steps and Follow-up:

- Each application will be reviewed by the specified Pillar Advisory Committee (PAC) and PHC partners, to evaluate and score against a standard framework. The PHC-PASS team will notify applicants of their funding status by April 15, 2024.
- Some organizational supports will be available for successful projects to enable project implementation (e.g. data analytics through Corporate Development, Innovation projects can access resources available through [Ideas Forward](#)).

Questions:

Contact Melanie Covey (PHC-PASS Project Coordinator): mcovey@providencehealth.bc.ca.

More Information:

- [SSC FE Sessional & AHP Rate Guidelines](#)* for project involvement/non-clinical work (2023-2025)

**For project budgeting purposes, at current FE Physician Sessional rate (\$171.05/hr):*

\$5000 = 29 hours of physician time

\$2500 = 14.5 hours of physician time

\$1000 = ~6 hours of physician time

- Engagement Funding page and previous project history can be found at the [PHC Medical Staff website](#).