

GUIDELINES 2014-15 POSTGRADUATE MEDICAL EDUCATION FUNDING

Purpose

As employees of a public institution, we have a responsibility to be reasonable and moderate in use of the University administered funds, including the MoH PGME funds. The FY2014-15 Postgraduate Medical Education Funding Guidelines are intended to provide guidance and clarification on PGME funding distribution, eligibility of expenditures and how to exercise care and moderation in the use of PGME funds.

In principle, PGME programs follow UBC and the Faculty of Medicine policies and regulations in spending.

1. Resident Activity Funds

The funds are based on the Postgraduate Medical Education funding formula which specifies the number of residents and the per resident rate of payment. For fiscal year 2014-15, the Resident Activity Funds are \$1800 per resident (sponsored residents are NOT included).

We are required to allocate and spend based on the fiscal year and as the result, total available funds are based on 2 calculations. You are eligible for a prorated amount for the period April, May and June 2014 based on the number of residents in your program as of June 30, 2014 (\$450 per resident) added to 9 months funding for the period July 2014 to March 2015 based on the number of residents in your program on July 1, 2014 (\$1350 per resident) for a total of \$1800 per resident for the fiscal year.

The funds are to be spent on providing academic and educational materials for the residents. Appropriate things are books, computers and software for the resident library, courses and sending the residents to educational events. The funds can also be used to sponsor social activities bundled with academic education such as resident retreat/event. All expenses must be reasonable and support the educational mandate of the PGME programs. Excessive expenses are not allowed.

Starting FY2014-15, all resident retreat or event expenses sponsored by the Resident Activity Funds need to be budgeted and pre-approved by the department head and the cluster Associate Director, Finance.

PGY 1

For those programs which have a general clinical year, **\$1000** per resident will be allocated from your total sum to the PGY1 training site. These funds will be forwarded to the PGY1 sites by the Postgrad Dean's office.

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2. Program Director Stipend

The funds are based on the Postgraduate Medical Education funding formula which specifies for fiscal year 2014-15 that the rate of payment is \$150,000 per FTE. Program allocations will be based on the following formula: (sponsored residents are NOT included)

# of Residents	FTE
	\$150,000
1-4	0.20
5-9	0.20
10-14	0.25
15-19	0.30
20-24	0.40
25-29	0.45
30-49	0.50
50-74	0.70
75-99	0.90
100-124	1.10
125-149	1.30
150-174	1.50

Each Department Chair is responsible for disbursement of the funds to the program directors, either as a direct payment, or as a direct component of a Full-Time Faculty stipend (a buy-out or reimbursement to the department). **All program directors must have a current appointment letter co-signed by the Department Head and the Postgrad Associate Dean, which includes his/her remuneration and the method of payment etc.**

There are no restrictions related to the type of faculty appointment a program director has; they may be full-time faculty, part-time faculty, clinical faculty, or partner appointees. Those on APP or CASC are eligible provided that their existing contract DOES NOT already provide for administrative work.

Effective FY2014-15 charitable donations and contributions to education funds can no longer be redirected on behalf of a Program Director. The Program Director who wishes to donate will be paid directly. They can then submit their donations to a Fund specified by the Department through the UBC FoM donation website at <https://www.donate.startanevolution.ca/ea-action/action?ea.client.id=1730&ea.campaign.id=24357>. This regulation also applies to clinical faculty payments.

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3. Secretarial and Administrative Support

The funds are based on the Postgraduate Medical Education funding formula which specifies for fiscal year 2014-15 that the rate of payment is \$65,000 per FTE. Program allocations will be based on the following formula: (sponsored residents are NOT included)

# of Residents	FTE
	\$65,000
1-4	0.30
5-9	0.50
10-14	0.80
15-19	1.00
20-24	1.40
25-29	1.80
30-49	2.00
50-74	2.50
75-99	3.00
100-124	3.50
125-149	4.00
150-174	4.50

Each Department Chair is responsible for disbursement of the funds so that the program directors receive appropriate secretarial/admin support for the programs. The funds can ONLY be spent on postgraduate residency program support and can be used for both personnel and office operating expenses associated with the PGME program.

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4. (A) Formal Scheduled Teaching (Without Patient Care)

The allocation of these funds are based on the postgraduate medical education funding formula which specifies that for the delivery of the academic component (academic half or full days), eligible faculty or eligible allied health professionals, will be paid at the rate of \$90 per hour.

Funds will be placed into an account named for each eligible division/department according to the following formula: (sponsored residents are NOT included)

# of Residents	Hours per year
1-9	300
10-19	350
20-29	400
30-39	450
40-49	500
50-59	550
60-69	600
70-79	650
80-89	700
90-99	800
100-109	1000
110-119	1100
120-129	1200
130-139	1300
140-149	1400
150-159	1500
Family Practice	3000

A small portion of the funds (less than 5 – 10%) can be used to cover direct expenses related to the delivery of academic half or full days in the case of involving guest speakers.

Starting FY2014-15, the departments are required to provide a list of physicians, eligibility of payment and topics of didactic teaching activities for the purpose of budgeting and financial reporting of Didactic Teaching Funds. It is the department/program's responsibility to track didactic teaching schedule, and any unspent didactic teaching funds will be clawed back (or not fully transferred) after fiscal year end.

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(B) Teaching Combined With Patient Care

Payment (recognition) for Teaching Combined with Patient Care is allocated on the principle that the funding will “follow the resident”.

Rotations are tracked through One45 entries and funding is allocated based on these rotations. The full review will begin in fall 2014 and funding will be distributed subsequently. Departmental Allocations and Accountability Committees will be responsible for overseeing the payment of their clinical faculty based on this information.

In general, full time faculty members, salaried clinical faculty with health authorities, UBC sessional faculty or clinical faculty under CSC or CASC contracts are not eligible for Teaching Combined with Patient Care Payments.

The programs are responsible to check the eligibility of clinical faculty for Teaching Combined with Patient Care payments. Unspent funds will be clawed back after the fiscal year end.

(C) Eligibility Criteria

- i. Eligibility for payment is governed by [University of British, Faculty of Medicine Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs](#).

(D) Charitable Donations

Please refer to Article 2 (Program Director Stipend) regarding regulation on charitable donations. The same restriction also applies to clinical faculty payments.

(E) Payments to Business Entities

Starting FY2014-15, business numbers must be provided for all business entities (professional firms and group business entities) who supply teaching services to UBC as a public body. Invoices for business entities which are not registered for GST should include “small supplier” status and business number. Invoices for business entities which are registered for GST must include their GST number and GST amount.

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5. Site Directors – Vancouver Coastal Health/Provincial Health Services Authorities

Funding is provided for Site Directors within Vancouver Coastal Health/Provincial Health Authorities for our Foundational Programs. Funding to the programs is based on the number of residents in the program with site directors funded at the per FTE rate of \$5,000 per the following formula:

# Residents per Program	FTE	Amount
1 - 10	1.00	\$5,000
11 - 20	1.50	\$7,500
21 - 30	2.00	\$10,000
31 - 40	2.50	\$12,500
41 - 50	3.00	\$15,000
51 - 60	3.50	\$17,500
61 - 70	4.00	\$20,000
71 - 80	4.50	\$22,500
81 - 90	5.00	\$25,000
91-100	5.50	\$27,500
101 - 110	6.00	\$30,000
111-120	6.50	\$32,500
121-130	7.00	\$35,000
131-140	7.50	\$37,500
141-150	8.00	\$40,000
151-160	8.5	\$42,500

Programs wishing to sub-allocate to many sites may do so.

We are required to allocate and spend based on the fiscal year and as the result, the amount you are eligible is based on 2 calculations. You are eligible for a prorated amount for the period April, May and June 2014 based on the number of residents in your program as of June 30, 2014 added to 9 months funding for the period July 2014 to March 2015 based on the number of residents in your program on July 1, 2014.

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6. Faculty Support – International Medical Graduates

For programs training International Medical Graduates at the PGYI and PGYII level, additional support for faculty has been allocated on a per resident basis. Programs will receive \$2501 per resident for PGYI's and \$1251 per resident for PGYII's. This funding is to support faculty who engage in additional teaching and mentoring of IMG's in their program.

7. Distributed Training Funds

Residents/Programs which do rotations to the designated distributed training sites in British Columbia will be reimbursed for travel and accommodation. These funds will be held by the BC Interns and Residents Paying Agency and residents will be reimbursed for their expenses by completing the resident reimbursement form and forwarding to our office for authorization. This form can be found on our website (<http://www.postgrad.med.ubc.ca>).

Except for the program of Family Medicine, distributed training reimbursements are prepared and approved by the program office and submitted to the Postgraduate Dean's office for processing. Resident travel and reimbursement is guided by HEABC/PARBC Collective Agreement and the following PGME policies:

- Resident Travel and Reimbursement Policy
- Accommodation Policy – Distributed Training
- Geographically Distributed Royal College Travel and Reimbursement Policy
- Community Rotations Reimbursement Policy

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Schedule of PGME Funding, Budgeting and Reporting

1. Funding Distribution

FY2014-15 PGME funds will be distributed in two installments: an advance funding - estimated 50% of previous year's total funding - is to be distributed in July 2014; final funding will be transferred after fiscal year end according to the approved budget and actual spending as of March 31, 2015.

2. Budgeting submission and approval

FY2014-15 PGME budget proposal must be submitted to the Postgrad Dean's office by each department prior to **October 31st, 2014**. The budget needs to be signed off by the department chair and the Associate Director, Finance of the cluster prior to the submission.

3. Year End Financial Reporting

Department chairs must provide the Postgrad Dean's Office with a signed financial statement confirming that these funds have been spent as per the guidelines and that appropriate backup documentation has been maintained for audit purposes. The department's FY14/15 PGME financial statement must be forwarded to the Postgraduate Office by **April 30, 2015** after reviewed and approved by the Associate Director, Finance of the cluster.