

MSACW

FACILITY ENGAGEMENT FUNDING PRE-APPLICATION
PACKAGE

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What is the Facility Engagement Fund?

Facility Engagement was launched by the Specialist Services Committee in 2016 as a BC-wide initiative to strengthen communication, relationships and collaboration between facility-based physicians/medical staff and their health authorities. The goal is to increase meaningful physician/medical staff involvement in health authority decisions about their work environment and the delivery of patient care.¹

The key outcomes of this work as described in the Memorandum of Understanding are:

- Improvements in effective representation of medical staff views
- Support for medical staff contributions to the development and achievement of health authority plans and initiatives that directly affect physicians/medical staff.
- Improvements in the ability of medical staff to prioritize issues significantly affecting physicians/medical staff and patient care
- Creating opportunities for meaningful interactions with Health Authority leaders, including physicians/medical staff in formal Health Authority medical leadership roles.
- Improvement of physician/medical staff access to appropriate information to allow for more effective engagement and interaction between physicians/medical staff and Health Authority operational leaders.
- Support for physicians/medical staff to acquire leadership skills required to participate effectively in discussions regarding issues and matters directly affecting physicians/medical staff and their role in the health care system.

Projects that explicitly address one or more of these objectives and that tie to the C&W MSA Facility Engagement Strategic Goals will be considered for funding. Further, priority will be given to project applications that involve cross-departmental collaboration.

Application Process

Step 1: Review the Facility Engagement Pre-Application Funding Package.

Step 2: Submit your application online via <https://msacw.ca/mases-projects/>

- Grants of up to \$10,000 per intake will be awarded. There will be 2 intakes this year, one in April 2023 and one in June 2023. Should a project team spend their first allocation, they are able to contact the engagement team to submit for further funding. Should you have a project idea later in the year, we still encourage you to contact the engagement team in the event there are additional funds available.

**Please note you must obtain written Health Authority Operations Approval (contact details on page 4) for your project prior to application submission.*

Step 3: Once your submission has been received, your project will be prepared and sent for several stages of review by the MASES Projects Committee. A project manager will contact you if additional information or amendments are required. Project leads may be asked to clarify details or update their proposals based on reviewer feedback or to better align your project with the Doctors of BC Facility Engagement MOU/Funding Guidelines.

Step 4: Funding decisions will be made by the MASES Projects Committee. Once a decision has been made, you will be contacted via email with the result.

¹ <https://facilityengagement.ca/about>

Requirements

- The project lead will be required to register for the Facility Engagement Management System (FEMS) and VoPay to access funds.
 - Any project participants receiving sessional funding will also be required to register for these platforms to facilitate timely remuneration.
- Projects leads must obtain Health Authority operational approval for your project from **both** a Program Director (who will subsequently need to obtain approval from Senior Operation Heads), as well as the Medical Department/Division Head (for BCCH projects) or Senior Medical Director (for BCW Projects) for the area your project pertains to. If there is no Health Authority approval the application will not be considered.
- Due to the Doctors of BC funding structure, **funding awarded must be spent and submitted as a claim on FEMS by March 1st 2024**. Please only budget for work you feel will be completed by then. Funding spent must reflect the work done in this cycle only (if project teams have spent their funds, they can submit to be considered for further funding in the next cycle if their project will continue past March 2023).
- **Doctors of BC has a strict 90-day submission deadline on all claims. Sessional time and any expenses cannot be claimed past 90-days of the activity occurring.**
- Submission of scheduled quarterly project updates, final report/engagement evaluation, and presentation at MASES Projects Day are required.

Health Authority Operational Approval

Project Leads **must obtain operational approval for their project from both a Program Director (who will subsequently need to obtain approval from Senior Operation Heads), as well as the Medical Department/Division Head (for BCCH projects) or Senior Medical Director (for BCW Projects) for the area their project pertains to**. Applications with no Health Authority partner sign-off will not be considered, or will be asked to revise and resubmit once approval has been obtained. Facility Engagement also encourages collaboration with these Health Authority partners.

If you are unsure who to contact please send us an email at engagement@msacw.ca.

Application Form

Please view and submit an application electronically using the online form at <https://msacw.ca/mases-projects/>

Please see the following list for the current sessional rates for medical staff.

**Please be aware that the form does not save your work prior to submission so it is advisable to have work saved in a separate document then copied into the form.*

Resources and Tools

Facility Engagement Funding Guidelines

<https://facilityengagement.ca/sites/default/files/SSC%20Facility%20Engagement%20Funding%20Guidelines.pdf>

Facility Engagement Website

<http://www.facilityengagement.ca>

Budget and Objectives Tool

https://msacw.ca/funding_resources/

Facility Engagement MOU

<https://msacw.ca/mou>

Application

<https://msacw.ca/facility-engagement-funding>

Questions?

Email us at projects@msacw.ca