

April 9, 2020

Dear Colleagues,

Over the last many weeks, physicians throughout Island Health have put in countless hours to ensure we are ready to serve patients during the current pandemic. While not every hour of physician time can be accounted for or compensated, some colleagues have stepped into new or expanded leadership roles to prepare their department, program, site or geography to face this challenge.

To this end, Island Health has worked to develop a remuneration framework for time-limited new or expanded medical leadership roles relating directly to our collective response to COVID-19. The following are key features of the COVID-19 medical leadership remuneration framework:

1. All requests for New or Expanded Medical Leadership roles must be recommended for approval by the appropriate ED/EMD on behalf of a geographic EOC or a regional EOC Stream.
 - a. In Geography 2 Dr. Rudston-Brown will act on behalf of the EMD for this purpose.
2. Requests should include the following key information:
 - a. A description of the medical leadership work required
 - b. The medical staff speciality required for the work (if applicable)
 - c. The anticipated work in hours (defined per day, per week, as shifts, FTE, or blocks of time etc.,)
 - d. An approved start date and/or the triggers that would prompt this work, and end-date if known.
3. Medical staff conducting medical leadership duties during COVID-19 will fall into three categories:
 - a. CATEGORY A: Existing contracted medical leaders working extraordinary hours on duties that fall within scope of their existing contract deliverables.
 - i. This additional work, via a contract amendment, will be compensated at the same rate as the individual's current contract.
 - ii. Medical leaders should discuss the need for increased hours with their supervisor (Medical Director, Department Head, Executive Medical Director, or VP Medicine as appropriate)
 - b. CATEGORY B: Existing contracted medical leaders working extraordinary hours on duties that DO NOT fall within the scope of their existing contract deliverables.
 - i. Medical leaders should discuss the need for expanded scope with their supervisor (Medical Director, Department Head, Executive Medical Director, or VP Medicine as appropriate)

Executive Office

Located at: 2101 Richmond Road | Victoria, BC V8R 4R7 Canada

Tel: 250-370-8699 | Fax: 250-370-8750

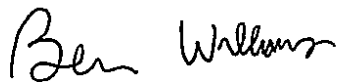
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

islandhealth.ca

- ii. These will be treated as treated as Category C
 - c. CATEGORY C: New COVID-19 Specific Medical Leaders
 - i. This will be compensated at the appropriate non-clinical sessional rate
- 4. Submission and Approval Process:
 - a. Once recommended by the appropriate ED/EMD, requests should be submitted to Deborah.Bartley@viha.ca
 - b. Medical and Academic Affairs will work with the ED/EMD to further develop the request and ensure organizational alignment and consistency with relevant provincial policies
 - c. Medical and Academic Affairs will forward completed requests to the VP Medicine, Quality and Academic Affairs for consideration (Executive Routing Forms are not currently required).
 - d. If approved, Medical and Academic Affairs will draft a contract amendment or Letter of Agreement as required
 - e. If a request is declined, Medical and Academic Affairs will work with the ED/EMD to see what other funding opportunities may be available.
 - f. The timeframe from submission of request to decision is dependent on volume of requests. Consequently, there may be situations where leaders whose requests are approved will be working with unsigned contracts. In those cases, payment will be retroactive to the approved start-date.
- 5. Where possible, approval should be in advance of work being undertaken. Approval of retroactive compensation will be determined on a case-by-case basis.
- 6. The above does NOT apply to salaried (non-contract) medical leaders who are employees of Island Health. Island Health is working with our provincial colleagues to develop processes for employed medical leaders

It is an honour to work with our medical leadership team and all members of the medical staff during this unprecedented time in our health care system. Thank-you for all that you have done and continue to do for our patients, teams and communities.

Yours sincerely,



Ben T. Williams, MD, CCFP
Interim Vice President - Medicine, Quality and Academic Affairs
Executive Medical Director
Island Health
Ben.Williams@VIHA.ca