

South Island Facility Engagement Initiative Society (SIFEI)

Engagement Project Funding Rules and Logistics

General Information

1. Applications for SIFEI Engagement Projects are accepted in January, May, and September, with exact dates published [on our website](#). Applications received after the published dates will be considered with the next cohort.
2. The maximum project budget is \$10,000. An additional \$1,000 is available to cover Project Management expenses. Projects with other sources of funding (e.g. PQI, HSR, etc.) are capped at \$5,000.
3. Funding for projects is **limited to 12 months**. This aligns with how SIFEI itself is funded.
4. Our goal is to fund as many appropriate projects as our budget allows.
5. Physicians may lead only one live project at a time.

Engagement Project Criteria

The overarching intent of Facility Engagement funding is to foster meaningful consultation and collaboration between MSA's and Health Authorities. Projects must align with at least one of:

- ✓ Improve the communication and relationships among the medical staff
- ✓ Prioritize issues that significantly affect physicians and patient care
- ✓ Support medical staff contributions to the development of health authority plans and initiatives that directly affect physicians
- ✓ Have meaningful interactions between the medical staff and health authority leaders, including physicians in formal health authority medical leadership roles

Although our goal is to have as broad criteria as possible, there are limitations placed on what can be funded, as defined in the [FE Funding Guidelines](#). Monies are available for:

- Physician time – including meetings, research, and project preparation time.
- Administrative Support – including project manager, administrators, statistician, analyst, etc.
- Other appropriate and reasonable expenses

Monies **cannot** be used for:

- Advertising (except physician recruitment ads)
- Compensation for clinical services
- Purchase of capital assets including but not limited to clinical equipment, real estate, or vehicles
- Donations to charities or political parties
- Meeting attendance that is presently required as part of maintaining privileges
- Alcohol for meetings

There are also some informal boundaries which we have elected to follow, namely not funding:

- Projects that are primarily continuing medical education. However, some engagement aspects of these types of projects may be funded through SIFEI (e.g. food, space).
- Projects which support any proprietary or for-profit initiative.
- Projects which could expose SIFEI to legal liability.
- A disproportionate number of projects for a single department.

Over the years, we have noticed that specific types of projects have been considered in different ways. In an attempt to standardize the evaluation of these projects, we will apply the following guidelines going forward:

- To ensure a fair distribution of funds among all departments/divisions, projects focusing on a single team's culture (e.g. working through departmental guidelines, having an external facilitator support issue resolution) will be limited in frequency. Please [contact us](#) to determine if your department/division is eligible.
- Learning/CPD/Simulation projects – SIFEI funding may be used for the development of physician-led clinical content (e.g. [simulations](#)). Group discussions about how the learnings can be practically implemented in the RJH/VGH context and space may also be funded (not abstract or academic).
- Community office efficiency projects – SIFEI funding is intended to support physician work at RJH and VGH. While community offices often support what happens at a facility, SIFEI funding is not available to support efficiency efforts in community-based offices.

Written approval from department/division heads must be sought prior to application. Also, we will seek operational approval from administration for any projects that may impose expenses on Island Health.

Projects that meet these criteria will be considered eligible for funding. Eligible projects will be evaluated according to the following criteria:

Impact and Scope:

1. **Impact:** Influences positive change for the medical staff's work environment or patient care
2. **Trust:** Fosters meaningful interactions (e.g., trust, transparency, and respect) between physicians or between physicians and the health authority members
3. **MOU Alignment:** Aligns clearly with the [MOU objectives](#)

Buy-In:

4. **Physician Support:** Supported by a broad spectrum of physicians at this site (e.g., multiple departments, multiple disciplines)
5. **Health Authority Support:** Has health authority support (e.g., health authority sponsor or funding/in-kind commitment)

Suitability:

6. **Suitability:** The MSA is the appropriate funding source for this activity.

7. **Accountability:** The MSA would be able to publicly defend the proposed initiative as an appropriate use of public funding
8. **Sustainability:** Stands on its own without continued sustainment funding
9. **Feasibility:** Has a reasonable chance of success

Adjudication Process

1. When the proposal is submitted, it will be vetted for completeness and appropriateness by SIFEI project managers. They may have follow-up questions or suggestions for project submitters.
2. Complete applications will be reviewed by the Core Group, a physician subset of the Working Group, and separately with Island Health for operational feedback and cross-program funding opportunities.
3. The Core Group will recommend projects for approval to the Working Group, as well as those that should be considered more closely by the larger Group. Projects leads for those that require further discussion are encouraged to attend the meeting to answer any questions and provide further details to the Working Group.
4. Projects will be voted on without applicants in the room, and feedback will be provided by email by one week after the meeting.
5. If projects are not funded, suggestions may be given about refinements or other funding sources. If desired, SIFEI PMs will work with applicants to better align applications with the funding criteria and feedback.
6. Applicants who wish to dispute the decision to not fund can opt to follow the SIFEI appeals process:
 - An appeal can be put forward to the Project Appeals Panel, which consists of the Island Health Medical and Academic Affairs sponsor, the South Island FEI Society Director at Large for Projects, and the South Island FEI Society President for a decision.
 - If the applicant wishes to further appeal a decision made by the Project Appeals Panel, it will go to the Specialist Services Committee.

Budgeting Considerations

To prepare the budget for the application, some factors should be kept in mind:

1. **Physician funding:** The hourly unified sessional rate, as defined through the most recent Physician Master Agreement, will apply to all physician time. As of April 1, 2024, this is \$178.15.
2. **Non-physician funding:** Allied care providers, administrative support, and project managers can be paid through SIFEI, with [rates set by Doctors of BC](#).
3. Project participants will be paid electronically. Registration on the payment systems will be required.
4. If project support is required, project leaders can access up to \$1,000.00 for administrative or project management support. SIFEI has a list of potential candidates, but projects are also welcomed to hire their

own project managers and/or administrative support using project funding. Limited support is available from SIFEI Project Managers.

5. Funds can be used for catering, consulting, meeting expenses, and other reasonable costs. Project leaders are asked to pay for the expense and then apply for re-imbusement through FEMS. In some situations, SIFEI can pay a cost directly.

If you have any questions, concerns, or would like to discuss a project idea, please contact info@southislandmsa.ca.