

APPLICATION FORM
UBC IMG FAMILY PRACTICE
RETURN OF SERVICE CANDIDATES



Anticipated Practice Ready Date:
Summer 2024 (2 Year ROS)
9 Candidates available

SEND COMPLETED APPLICATION TO ISLAND HEALTH BY
May 12, 2023

To: medstaffrecruitment@islandhealth.ca

To be eligible for consideration for participation in this program, your practice must meet the eligibility requirements stated below. **The application form must be completed in its entirety and signed.**

Whether assuming a retiring physician's practice or starting a new practice with unattached patients, there must not be an expectation or obligation that the ROS physician should have to purchase or buy into the ownership of the practice for the duration of the ROS contract. Clinic must be able to provide ROS physician with a turn key practice.

Once you submit a completed application, your practice will be scored based on the criteria described below. These criteria were chosen to maximize the opportunity for a successful recruitment and to maintain attachment for patients in the chosen clinic and community for years to come.

Eligibility requirements:

- Position to be held for the candidate's transition to practice in **Summer 2024**
- A designated physician is available to be part of a transition/mentorship plan if taking over a retiring physician's practice, or starting a new practice with unattached patients, respectively.
- Clinic can provide a turn key practice, with no obligation or expectation to purchase or buy into the practice.
- On site supervisor available. In alignment with the CPSBC Supervisor requirements for graduates of Canadian residencies, clinic must be a group practice of at least three other family physicians, with one family physician registered in the full - family class physically available in the practice when seeing patients.
- Ability of the new ROS physician to establish or assume a patient panel sufficient to support a full-time (minimum 1680 hrs annually) full-service family practice.
- Clinic space is adequate to accommodate new physician during transition/mentorship phase and beyond, recommend a minimum 2 exam rooms per physician while seeing in office patients.
- A firm agreed upon date for new ROS physician to assume full patient panel from departing/retiring physician.
- If **walk-in clinic time** is part of the clinic service model it **cannot exceed 1 days/week** and should be used to develop a patient panel.

Clinics will be evaluated on the following:

- Scalability of Need:
 - Current number of unattached patients
 - Impact of vacancy on patient care services in community
 - Anticipated need (growth and turnover/retirement)
 - Current vacancy
- Clinic Readiness:
 - Ability to establish and support a transition/mentorship plan for the new ROS physician
 - Timeline aligned with Return of Service commencement
 - EMR or willingness to transition to one
 - Patient panel sufficient to support full-time family practice. (If a departing physician, existing panel. If new position, unattached patients available within community).
 - Clinic associate /practice agreement**

** Clinics who do not have a formal practice agreement may wish to refer to the Doctors of BC Guide:

https://www.doctorsofbc.ca/sites/default/files/a_guide_to_group_governance_agreements.pdf

By participating in the program you understand that:

- Placement of a ROS participant is not guaranteed and is dependent on a successful match and could be impacted by the ROS participant's personal situation (e.g., residency completion, exceptional circumstances).
- The clinic holds a relationship with ROS participant through the clinic letter of offer and the associate/practice agreement and is not a party to the ROS contract or ROS addendum.
- A ROS participant may decide to leave a clinic after completing their ROS commitment.
- ROS participants are not required to purchase or buy into the ownership of the practice for the duration of the ROS contract.
- The Ministry of Health, Health Authority, and/or the ROS participant are not responsible for any disruption to business or financial impact experienced by the clinic/facility resulting from an unsuccessful or partially completed ROS placement.

An interview or site visit may be arranged with a Medical Director overseeing this program.

Clinics misrepresenting their practice may be removed from consideration for a Return of Service placement for a period of 2 years. Prior to the WG making this decision a review will be conducted. The Clinic may appeal the WG decision.



The following application must be completed in its entirety

PART 1 - CLINIC INFORMATION

CLINIC NAME:			
CONTACT NAME:			
CLINIC ADDRESS (including Postal Code):			
MAILING ADDRESS (if different from above)			
<ul style="list-style-type: none"> How long has clinic been at this location? Do you plan to move in the next 3 years 	#years:		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
CONTACT PHONE NUMBER:			
EMAIL:			
IS THE CLINIC A PRIMARY CARE NETWORK (PCN) CLINIC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
CLINIC DAYS AND HOURS OF OPERATION:			
DOES YOUR CLINIC USE EMR?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DOES YOUR CLINIC PLAN TO CHANGE THE CURRENT EMR?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
HOW MANY FAMILY PHYSICIANS PRACTICE LONGITUDINAL CARE AT YOUR CLINIC?	Full Time	#	Part Time
		#	#
<ul style="list-style-type: none"> Of these, how many have joined in the past year? 			
HOW MANY DEDICATED CONSULTING ROOMS WILL BE AVAILABLE FOR AN INCOMING ROS PHYSICIAN?			
DO YOU CURRENTLY HAVE ANY ROS PHYSICIANS IN YOUR CLINIC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> If so, how many Start date(s): Current patient panel size(s) Has there been discussions regarding whether the ROS physician will remain beyond their ROS commitment/end date? If so, are they remaining or leaving and by when? 			

PART 2 – PRACTICE INFORMATION

IS THE VACANCY:	<input type="checkbox"/> Replacement	<input type="checkbox"/> New
IF FOR A REPLACEMENT:		
<ul style="list-style-type: none"> Name of retiring/departing physician: Date of retirement or departure: 		
<ul style="list-style-type: none"> Will the departing physician be part of a transition plan? Will the departing physician transfer his/her patient panel to incoming ROS physician at the above date? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF FOR A NEW PHYSICIAN:		
<ul style="list-style-type: none"> Is clinic able to provide mentorship to incoming ROS physician? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PLEASE IDENTIFY IF YOU HAVE TAUGHT MEDICAL STUDENTS AND/OR RESIDENTS IN THE PAST THREE YEARS	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ARE YOU ABLE TO SUPPORT A PHYSICIAN WITH PROVISIONAL CLASS OF LICENSURE WITH THE CPSBC WITH REQUIRED SUPERVISION Please print name of proposed Supervising Physician	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For details pertaining to Expectations of Supervisors for Provisional Registrants, please refer to the CPSBC website: <https://www.cpsbc.ca/files/pdf/RP-Guidelines-for-Supervision-of-Registrants-in-the-Provisional-Class.pdf>.

PART 3 - POSITION INFORMATION

ISLAND HEALTH VACANCY #	
REMUNERATION (Example - Fee-for Service / Alternative Payment Contract / Service Contract / Other):	
OVERHEAD (% or fixed amount per month):	
<ul style="list-style-type: none"> Are out of office (i.e. hospital) billings charged overhead as well, and if so, what is the percentage? 	
Does your clinic have an associate/practice agreement? If yes, a copy must be attached with your application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: The overhead information provided here must not exceed what will be provided to the ROS physician in their letter of offer.	



PLEASE PROVIDE INFORMATION ABOUT THE PATIENT POPULATION BEING SERVED: <ul style="list-style-type: none"> • How many patients does the clinic have? • What are the patient demographics? • Describe any special areas of focus in the patient panel – i.e., language other than English, mental health patients, HIV patients, high risk obstetrics, etc. 	
ANTICIPATED PATIENT PANEL VOLUME FOR INCOMING ROS PHYSICIAN: <ul style="list-style-type: none"> • If the position is to assume an existing patient panel, how many patients are currently in the panel? • If the position is a new position, what is the anticipated attachment? 	
IN ADDITION TO OFFICE WORK, DOES THE POSITION REQUIRE OR OFFER THE FOLLOWING	
HOSPITAL PRIVILEGES	<input type="checkbox"/> Required <input type="checkbox"/> Available <input type="checkbox"/> Not Applicable
EMERGENCY DEPARTMENT COVERAGE	<input type="checkbox"/> Required <input type="checkbox"/> Available <input type="checkbox"/> Not Applicable
LONG TERM CARE	<input type="checkbox"/> Required <input type="checkbox"/> Available <input type="checkbox"/> Not Applicable
DOCTOR OF THE DAY PROGRAM	<input type="checkbox"/> Required <input type="checkbox"/> Available <input type="checkbox"/> Not Applicable
WALK IN CLINIC (FOR ATTACHED PATIENTS)	<input type="checkbox"/> Required <input type="checkbox"/> Available <input type="checkbox"/> Not Applicable
MATERNITY CARE	<input type="checkbox"/> Required <input type="checkbox"/> Available <input type="checkbox"/> Not Applicable
WHY SHOULD YOUR CLINIC BE CONSIDERED FOR THIS PROGRAM:	

If successful with this application, I/we (name of clinic, location and Medical Leader – please print clearly)

hereby agree to the requirements defined on Page 1 of this application and specifically, the declarations below, as described within this application for a Return of Service Family Physician from the program identified above.

Declarations:

- Position held for candidate's practice ready date of Summer 2024
- A designated physician is available to be part of a transition/mentorship plan for the new physician.
- ROS physician able to establish or assume a patient panel sufficient to support a full-time (1680 hours per year) full service family practice.
- Clinic is not exclusively a walk-in clinic, and walk-in clinic coverage cannot exceed 1 day per week.
- Position is not a locum position.
- Clinic space is adequate to accommodate new physician during transition/mentorship phase and beyond, minimum 2 exam rooms per physician.
- Clinic can provide a turn key practice, with no obligation or expectation to purchase or buy into the practice.
- Overhead indicated on the application form will not exceed what is provided to the candidate on the letter of offer.
- Associate/practice agreement for the clinic is attached **
- Clinic is able to provide supervision to a provisional licensed Physician in accordance with the CPSBC requirements.

Signature and Date Signed

NOTE: Unsigned forms will not be accepted.

Send completed form to: Island Health Medical Staff Recruitment
 Email: medstaffrecruitment@islandhealth.ca