

Facility Engagement Funds Transfer Readiness Checklist

As per Section 3 of the 2014 Memorandum – Local and Regional Engagement, certain requirements must be met for facility-based physicians to accept the facility engagement funding.

3. *In order to qualify for funding under paragraph one above, Local Structures, must:*
- a) *demonstrate a capacity for accepting and managing funding and reporting on expenditures;*
 - b) *demonstrate a composition, governance and decision making structure that can effectively represent its members' interests; and*
 - c) *work closely with the Health Authority on the development of the representative structure(s) to facilitate effective interaction with Health Authority operational leaders.*

Therefore, prior to the delivery of funds to facility-based physicians, certain requirements must be demonstrated through the provision of supporting evidence as indicated below. Coaching and support are available to guide facilities through this process. Templates are available upon request.

MOU Section	Requirement	Our Recommendation
3. a)	Capacity for accepting funding	<p>Incorporated as a Physician Society</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Incorporation <p>Note: See Incorporation Checklist</p> <hr/> <p>Post-incorporation requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Directors and officers liability insurance <input type="checkbox"/> Accountant/bookkeeper procured <input type="checkbox"/> Financial accounts <input type="checkbox"/> Canada Revenue Agency registration and filing requirements <input type="checkbox"/> Records administration <p>Note: See Post-incorporation Checklist</p>
	Capacity for managing funding	<ul style="list-style-type: none"> <input type="checkbox"/> Accept the use of the standardized general ledger <input type="checkbox"/> Budget <input type="checkbox"/> Plan (strategic, work, etc.) <input type="checkbox"/> Dedicated human resource (admin, manager, physician, etc.) responsible for managing funding

MOU Section	Requirement	Our Recommendation
3. a)	Capacity for reporting on expenditures	<input type="checkbox"/> Adoption of Business Solution (provided by Facility Engagement provincial office) OR <input type="checkbox"/> Adoption of a reporting tool (Such tool must produce reports in the standardized format as required by the Facility Engagement provincial office)
3. b)	Demonstrate a representative composition which effectively representing members' interests	Membership <input type="checkbox"/> Membership list of privileged physicians obtained <input type="checkbox"/> Membership list maintenance process established <input type="checkbox"/> An appropriate governance and decision making structure has been clearly articulated. <input type="checkbox"/> Motion has been passed at the Medical Staff Association Meeting approving an appropriate representative structure.
	Governance and Decision making structure	<input type="checkbox"/> Terms of Reference for decided-upon representative structure
3. c)	Work closely with health authority leaders to facilitate effective interactions	<input type="checkbox"/> Joint letter of intent <input type="checkbox"/> Identification of health authority point person for Facility Engagement initiative <input type="checkbox"/> A mutually agreed upon framework between the physician society and health authority leaders for a mechanism to establish effective lines of communication and collaboration Note: to be signed by Physician Society President, Health Authority Senior Leader, Local Site Administrator

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