

Specialist Well-Being Initiative (SWELL)

Empowering Specialists, Enhancing Health

Project/Funding Guideline

Purpose:

The Specialist Well-Being Initiative (SWELL) is designed to improve specialists' mental and physical wellness through innovative and nimble projects that address locally experienced issues in practice. Proposed projects will not duplicate or replace formalized Quality Improvement work, nor replace other initiatives related to joy in work, specialist well-being, or medical staff association (MSA) projects/initiatives. SWELL projects will be exclusively led by specialists, implementing innovative healthcare improvements to provide an outlet for physicians to enact change and bring in new ideas.

Project Eligibility Criteria

Projects will be assessed using the following criteria:

- Specialist is practicing and registered with the [BC College of Physicians and Surgeons](#).
- The project is clearly within the scope of influence of the applying specialist.
- Project intent can be answered by describing "What is the pebble in your shoe?"
- Intended project outcomes are identified and SMART: Specific, Measurable, Achievable, Relevant, and Time-Bound.
- The applicant describes how the change will lead to improved well-being and job satisfaction.
- There is no other funding source available through Doctors of BC or the health authorities (such as MSA or quality improvement funding).
- Innovation and creativity are core elements with the goal of finding new and effective approaches.

Expression of Interest (EOI) Submission Phases

1. **Preparation:**

- Review Program Information: Read the funding guidelines, one-pager, and other information available on the [SWELL website](#).
- Request Introductory Meeting: If you are eligible and interested in being part of the initiative, please request an introductory meeting with the SWELL team at sscbc@doctorsofbc.ca.
- Discuss Project Idea: the SWELL team will discuss your idea, its potential impact, and alignment with initiative objectives, and ensure that the SWELL initiative is the appropriate avenue for your project. If the criteria are met, applicants will be asked to submit an EOI.

2. **EOI Development and Approval:**

- Submission of EOI: Prospective applicants must apply using an [Online Application](#).
- EOI Review: The SWELL team reviews the EOI, making sure it is fully completed.
- Selection: The SWELL Advisory Committee will evaluate the EOIs based on intended outcomes and alignment with SWELL objectives. The final funding decision will be made in consultation with the SWELL committee members.
- Committee Comments and Coaching: If the committee has comments on an EOI and/or it selects an EOI for coaching, the SWELL team will contact the lead physician with further details. Once comments/coaching are resolved, the application will undergo a full committee review again. The committee meets once a month.
- Notification: Applicants will be notified by email of their application results.

- **Orientation:** The project team will receive an orientation regarding their obligations, reporting, and submission of expense claims.
- **Monitoring:** Funded projects will be required to submit periodic updates and a final report.
- **Evaluation plan (maximum one page):** As outlined in the EOI form, each applicant will be asked to define success as well as how they are able to ascertain that the 'pebble' has been successfully removed. Additionally, they are asked how their success will be measured (e.g. demonstrate impact on specialist well-being). These responses will be reviewed by our internal evaluation team to provide input regarding the project's feasibility.
- **Coaching:** Coaching by peer physicians can be offered to any project to help better define their objectives and outcome measures.

3. **Post Project:**

- **Final Report:** A succinct final report (maximum two pages) is required upon conclusion of the project. The report will summarize the project's outcomes and impact, as well as any recommendations to improve the SWELL initiative. In addition to a final report, a meeting/phone call may be arranged to discuss the project.

Finance Process and Submission

The standard financial processes is as below:

1. **Orientation Call:** The responsible physician and/or individuals involved in the project will receive an orientation through Zoom about the overall financial process and submission.
2. **Document Package:** The project team will receive a package of documents that will include, but not be limited to:
 - SSC Sessional Claim Form in PDF format
 - Doctors of BC Expense Policy, included in the sessional claim form
 - SSC Sessional Claim Form in Excel format
3. **Expense Submission:**
 - **Sessional Claims:**
 - Complete the Excel spreadsheet on behalf of all physicians.
 - Submit the completed Excel file to sscbc@doctorsofbc.ca for processing.
 - Once processed, our finance team will deposit the sessional claim into the physician's bank account.
 - **Other Expense:**
 - If the lead physician has paid the expenses: Please complete the Sessional Claim Form for yourself, record the expense in the "Expenses" section of the form, and attach the receipts.
 - If the expenses are yet to be paid: Please share the invoices, ensuring they are addressed to Doctors of BC.
 - Submit all completed documents/invoices to sscbc@doctorsofbc.ca for processing.

Periodic Update

The frequency of reporting will be determined by the proposed timeline of the SWELL project. In general, there will be two types of reporting: monthly project progress and quarterly financial reports.

- **Monthly Project Progress:** A project progress is required to be submitted by the first week of each month, using the provided project progress template. Projects with shorter durations (e.g., less than a month) will not be required to submit a progress report.
- **Quarterly Financial Report:** A project quarterly financial report is required to be submitted by the first week of the new quarter using the provided template. Projects with shorter durations (e.g., less than a month) will be required to submit a financial report along with the project's final report. Financial reimbursement will occur when all project deliverables are completed.

Please submit the financial reports to Donna Murphy-Burke (dmurphyburke@doctorsofbc.ca) and C.C. Fariyal Rehmat (frehmat@doctorsofbc.ca).