

Specialist Well-Being Initiative (SWELL)

Empowering Specialists, Enhancing Health

Project/Funding Guideline

Purpose:

The Specialist Well-Being Initiative (SWELL) is designed to focus on improving specialists' well-being through innovative and nimble projects that address locally experienced issues that may or may not have larger system implications. Proposed projects will not duplicate or replace formalized Quality Improvement (QI) work, nor will they replace other initiatives related to joy in work, specialist well-being, or MSA projects and initiatives. SWELL projects will be exclusively led by specialists, implementing innovative health care 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](#).
- 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 Health Authorities (such as MSA or quality improvement funding).
- Innovation and creativity are core elements with the goal of finding new and effective approaches.

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.
- **Discuss Project Idea:** the SWELL team will discuss your idea, its potential impact, alignment with initiative objectives, and ensure that the SWELL initiative is the appropriate initiative for your project. If the criteria are met, applicants will be asked to submit an Expression of Interest (EOI).

2. **EOI Development and Approval:**

- **Submission of EOI:** Prospective applicants must apply using an online form located in the webpage.
- **EOI Review:** The SWELL team reviews the EOI to ensure it is complete.
- **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 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 and coaching have been resolved, the application will undergo another full committee review. 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:** 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). Responses will be reviewed by the internal evaluation team with the intent of providing input into the feasibility and veracity of the plan. The evaluation plan should be no more than one page.
- **Coaching:** Peer physician coaching can be provided to any project to enhance the clarity of its objectives and outcome measures.

3. **Post Project:**

- **Final Report:** A succinct final report 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 and/or phone call may be arranged to discuss the project. The final report should be no more than two pages.

Finance Process and Submission

The standard financial process is as below:

1. **Orientation Call:** The responsible physician and/or individuals involved in the project will receive an orientation through zoom regarding the overall financial process and submission.
2. **Document Package:** The project team will receive a package of documents that will include, but will 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 Expenses:**
 - If the lead physician has paid the expenses, please complete the Sessional Claim Form for yourself, record the expenses 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 and 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: project progress and financial.

- **Project Progress and Financial Reports:** A project progress and financial report is required to be submitted by the first week of each month, using the provided project progress and financial report templates. Projects with shorter durations (e.g.: less than a month) will not be required to submit a progress report. Financial reimbursement will occur when all project deliverables are completed.
 - Submit the financial reports to Donna Murphy-Burke (dmurphyburke@doctorsofbc.ca) and Cc: Hamid Shirzad (hshirzad@doctorsofbc.ca).