

Appointment policy for faculty teaching in MD programs

Dear Clinical Faculty Members,

During the past year, we have been working to simplify processes related to the appointment, reappointment and promotion of Clinical Faculty, and to review and renew the Contract Re: Terms and Conditions of Clinical Faculty Appointment that expired June 30, 2010. These two processes have culminated in the attached documents: UBC Faculty of Medicine Policy on Clinical Faculty Appointments, UBC Faculty of Medicine Process for Clinical Faculty Dispute Resolution, and UBC Faculty of Medicine Clinical Faculty Compensation. Please note that the UBC Faculty of Medicine Clinical Faculty Compensation document applies only to Clinical Faculty teaching in Under Graduate and Post Graduate Medical Education. If you are, or expect to be, eligible for compensation, please complete and return the enclosed form, "Payment Instructions for Academic Services in the MD Undergraduate and Postgraduate Programs."

Many important elements in the Policy on Clinical Faculty Appointments are unchanged including recognition of the independent contractor status of Clinical Faculty members and of their autonomy regarding management of patients. Provision for a leave of absence has been added. The format and wording has been revised to be inclusive of all of our Clinical Faculty and to improve readability.

Several processes have been streamlined. Applying for a Clinical Faculty appointment will be simpler and more efficient for both the applicant and the Faculty. This is particularly important as we seek to recruit new Clinical Faculty members across British Columbia. We value the time of busy clinicians and appreciate their willingness to teach. We hope that the new process will remove what may have been a barrier for some.

The Clinical Faculty Compensation document reflects our continued commitment to provide financial recognition for the contribution of Clinical Faculty members to the FOM in the Undergraduate and Post Graduate Medical Education Programs. We have clarified the eligibility criteria and the process for resolution of disputes regarding eligibility. In addition we have provided additional information regarding the method of calculating compensation for post graduate teaching combined with patient care.

We continue to work on a number of issues that were raised by various stakeholders during our consultation process: timeliness of payments, inappropriate issuance of tax receipts and an improved website for Clinical Faculty Affairs.

We acknowledge the contribution of our many stakeholders in this process of review and renewal. Their input and collaboration was essential. We also acknowledge the review and advice of the Clinical Faculty Affairs Committee. It is the Faculty's link to over 4,000 Clinical Faculty members, keeping us informed of issues that matter to them.

Should you have any questions or comments concerning the Policy on Clinical Faculty

Appointments or any other Clinical Faculty issue, please contact the Office of Clinical Faculty Affairs or Clinical Faculty Affairs Committee representative for your Department/School/Centre. A list of current Clinical Faculty Affairs Committee representatives and other information can be found at http://www.med.ubc.ca/faculty_staff/clinical_faculty/about_us/committee.htm

We hope that the changes we have implemented will result in greater efficiency and clarity. Above all, we hope that the tone and content of the documents signal our respect for you as a Clinical Faculty member and our commitment to continue to seek your input and to address concerns to the best of our ability. The success of the Faculty's programs is largely due to the contributions of our Clinical Faculty members who interact with our learners to educate and inspire the healthcare professionals and leaders of tomorrow. We wish to thank you for your contributions to that success.

Sincerely,

Dr. Gavin Stuart, MD, FRCSC
Dean, Faculty of Medicine
Vice Provost, Health UBC

Dr. Michael Nimmo, MD, FRCSC
Director, Clinical Faculty Affairs

THE UNIVERSITY OF BRITISH COLUMBIA, FACULTY OF MEDICINE POLICY ON CLINICAL FACULTY APPOINTMENTS

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I. Introduction

This document establishes the policy of the Faculty of Medicine (“FOM”) of The University of British Columbia (“UBC”) in regards to appointment, reappointment, and promotion of Clinical Faculty. Clinical Faculty are individuals who hold a faculty term appointment at the UBC who are practicing health professionals licensed or certified by their respective professional organizations.

This Policy has been implemented to ensure uniformity and fairness in the FOM in the process of recommending appointments, reappointments and promotions. Please note that Clinical Faculty members are subject to all policies of UBC and the FOM as amended from time to time and are responsible for familiarizing themselves and complying with the contents of these policies and procedures. These policies and procedures are available at www.universitycouncil.ubc.ca/policies/. Questions regarding Department/Division/Program policies should be referred to the Department/Division/Program Head/Site Leader.

The Clinical Faculty at UBC make a significant contribution to the education of the undergraduate, graduate and postgraduate students, interns, residents and fellows, and are major providers of care at the teaching hospitals and agencies affiliated with the UBC as well as private clinical practices. UBC recognizes the importance of Clinical Faculty in providing quality teaching and clinical care. In recognition of the centrality of clinical teaching to the health sciences, the appointment to a clinical rank confers the privilege and responsibility to follow the distinguished historic tradition as a clinical teacher.

II. General Description of Criteria for Appointment, Reappointment and Promotion of Clinical Faculty

These criteria assist Departments/Schools in assessing the various contributions of Clinical Faculty. Satisfaction of all criteria is not necessary for recommendation for appointment, reappointment, or promotion. Excellence in any area will be a criterion for recommendation for promotion. Departments or Schools may wish to apply additional guidelines specific to the Departments or Schools, subject to FOM and UBC approval.

It is the responsibility of the Department Head/School Director to provide all Clinical Faculty with these criteria.

Teaching:

The criteria for assessing performance in teaching are applied more rigorously as experience and rank increase.

In assessing competence in teaching, evidence is to be collected from evaluations completed by students and residents and by a peer evaluator attending lectures, clinical skills labs, rounds, bedside teaching, etc., where the Clinical Faculty member is teaching. Other indicators are the use of innovative and constructive teaching methods, ability to communicate well with students and the performance of students on examinations.

Administration:

Each Clinical Faculty member may contribute to the administrative activities of their hospital, the University and professional organizations. Greater participation in this sphere is typical as Clinical faculty progress in rank.

Administration may include organization of courses or parts thereof, service on hospital, UBC, FOM and professional organization committees, responsibility for special programs and formal administrative posts.

Research:

Research activity, as a primary investigator, or in collaborative studies, will contribute to, but not be necessary for promotion. Research may include quality assurance activity. Basic or bench research activity is not a requirement for Clinical Faculty.

The documented development of new techniques and processes will be given considerable weight in consideration for promotion in clinical disciplines; particularly to the extent those techniques have an impact on the practice of other clinicians.

Clinical Excellence:

Maintenance of clinical competence as professionally mandated and clinical excellence are expected of all Clinical Faculty. Clinical Faculty are encouraged to document development of special interests and expertise.

III. Description of Academic Ranks for Clinical Faculty

Initial appointments may be made at any of the following ranks:

Clinical Instructor:

Initial appointments are typically at this rank and are normally held for 3 to 5 years. Reappointment may be granted for 10 years, renewable.

1. Has demonstrated an interest in, and a promising beginning to, teaching.
2. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching.

Clinical Assistant Professor:

Appointments at this rank may be made for up to 10 years, renewable.

1. Has demonstrated capability by formal assessment as a teacher.
2. Has demonstrated competence in clinical practice and a willingness to relate his/her practice to teaching.
3. Shows sustained effort to present clear and useful teaching sessions.
4. Has made an effort to learn about teaching techniques.
5. Is a member of appropriate local and provincial organizations.
6. Has complied with any additional department/school criteria.
7. Participates in hospital, agency, professional organization, FOM or UBC administrative and/or service activities.
8. Provides approximately 50 hours of academic contribution over a two-year period.

Clinical Associate Professor:

Appointments at this rank may be made for up to 10 years, renewable.

1. Has demonstrated skills as one of the better teachers in the Department/School and/or hospital by formal assessment.
2. Has the reputation of being a highly competent clinician.
3. Has developed expertise within his or her own field, which may include an area of special professional skill.

4. Has taken an active, prominent role in provincial and national professional organizations.
5. Has complied with any additional department/school criteria
6. Has contributed significantly to the administration and/or service activities of his or her hospital, agency, professional organization, FOM or the University.
7. Has been called upon to speak at professional society meetings, in continuing professional educational programs and at other institutions.
8. Provides more than 50 hours of academic contribution over a two-year period.

Clinical Professor:

Appointments at this rank are normally held for 10 years, renewable.

1. Has demonstrated skills as an enthusiastic, effective and devoted leader in the educational program who has continually stimulated students and taught them with excellence as assessed by formal review.
2. Is recognized by his or her peers as being an outstanding clinician who has made documented significant contributions to professional practice in his or her hospital, agency or professional organization, in the FOM and UBC.
3. Has provided leadership in national or international professional organizations.
4. Has complied with any additional criteria identified in writing by the department/school .
5. Has demonstrated distinguished service and/or related leadership in committee, administrative or policy-making decisions in his or her hospital, agency, professional organization, or university.
6. Provides more than 50 hours of academic contribution over a two-year period.

IV. Review, Appointment, Reappointment and Promotion Procedures for Clinical Faculty

Each department will establish a Departmental Clinical Faculty Appointment and Promotion Committee (DCFAPC) to deliberate and make recommendations on the appointment, reappointment and promotion of Clinical Faculty. The committee will consist of 4 to 6 Clinical Faculty members at the rank of Clinical Associate Professor and Clinical Professor elected by Clinical Faculty department members for a term of up to 3 years, renewable. The committee will be chaired by the Department Head/School Director who will not have a vote. Those members eligible to vote on appointments must be of a rank equal to or higher than that of the candidate. Those eligible to vote on reappointment and promotion must be of a higher rank than that of the candidate except for Clinical Professors where the rank may be equal.

A department may choose to have common or joint meetings of the department Clinical Faculty committees and full-time faculty for purposes of appointment, reappointment, promotion and tenure. In this case, the discussions about any candidate (clinical or full-time) may involve members of both committees. Only Clinical Faculty members are eligible to vote on Clinical Faculty candidates, and only full-time faculty members are eligible to vote on full-time faculty candidates.

Committee deliberations are carried out in confidence. The recommendations of this committee will be based upon a majority vote by secret ballot.

Appointment

All Clinical Faculty appointments are granted by the UBC Board of Governors, subject to such terms as established by the FOM, and for non Canadian appointees, subject to the appointee being granted appropriate status by Citizenship and Immigration Canada. Clinical Faculty will be appointed to the department most closely aligned with their area of training and practice.

Applications for appointment will be presented by the Department Head/School Director to the DCFAPC with the following documentation:

- 1) For Clinical Instructors: the FOM Application for Clinical Faculty Appointment Form and evidence of effective teaching (if available); and
- 2) For Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors: the FOM Application for Clinical Faculty Appointment Form, the UBC “short” CV, and evidence of effective teaching.

Such applications or recommendations will be reviewed by the DCFAPC, taking into consideration experience outside of Canada, where appropriate. A majority vote will constitute a recommendation to the Department Head/School Director. It is recommended that the DCFAPC vote electronically if a meeting cannot be scheduled within a reasonable time period. The Head/Director will then make a recommendation to the Dean indicating the vote of the DCFAPC.

Each Clinical Faculty member will receive a letter signed by the Department Head/School Director confirming that the appointment has been recommended to the Dean. Each Clinical Faculty member will also receive a letter confirming that the appointment has been recommended to the Board of Governors from the Dean of the FOM.

Once the Board of Governors confirms the appointment, the Board Notice of Appointment will be available on myUBC, a user-centered information portal designed to provide personalized access to UBC online applications with a single sign-on. Clinical Faculty members are encouraged to create a Campus-Wide Login (“CWL”) for myUBC at <http://www.it.ubc.ca/cwl/homelink.shtml>. myUBC can then be accessed at www.my.ubc.ca. The Board Notice can be found in the Management Systems Portal under “Faculty and Staff Self Service”.

Review, Reappointment and Promotion

Neither renewal of a Clinical Faculty Appointment nor promotion to a higher rank is automatic. Decisions regarding whether a Clinical Faculty member will be recommended for reappointment or promotion will be made based on the criteria for the applicable rank and on a review of the Clinical Faculty member’s activities. It is important that an up to date record of each Clinical Faculty members’ activities is kept by the Department and the Clinical Faculty member. On an annual basis, the Department will record the teaching activities for the year to which the Clinical Faculty member has been assigned or in which the Clinical Faculty member has participated. The Department will also provide an update on other assigned academic activities. All Clinical Faculty are encouraged to maintain a curriculum vitae in an approved UBC format to document academic activities. All of this information

will be taken into account in reaching a decision regarding recommendation to reappoint or promote in accordance with this policy.

All appointments require formal review prior to recommendation for reappointment and/or promotion. Review for reappointment will normally take place several months before the end of the term of the member's current appointment. Reviews and consideration for recommendation for promotion may take place at any time upon application by the Clinical Faculty member or upon the recommendation of the Department Head or, in any event, at the time reappointment is considered.

In departments with divisions, the Division Head will make a recommendation regarding reappointment or promotion to the University Department Head/School Director. The Head/Director will present the recommendation to the DCFAPC. The committee will review the case, and the majority vote will constitute a recommendation to the Department Head/School Director. The Head/Director will then make a recommendation to the Dean which indicates the vote of the DCFAPC. If the Dean accepts the recommendation, the Dean will forward the recommendation to the President's Office for Board of Governors' approval. The recommendation will be communicated to the Clinical Faculty member in writing. Where a promotion is recommended, the Clinical Faculty member will be reappointed at the new rank for a term applicable to the new rank.

In the event that reappointment and/or promotion is not recommended, the Clinical Faculty member can appeal the decision. The University Clinical Faculty Appointment and Promotion Committee (UCFAPC) reviews contested decisions pursuant to the process set out in this document. The UCFAPC is composed of 6 Clinical Faculty members at the rank of Clinical Professor, 3 elected by Clinical Faculty, and 3 appointed by the Dean. The committee selects a Chair from amongst themselves.

A Clinical Faculty member seeking review of a decision must do so in writing within 60 days of notification of the decision. The case will be reviewed by the UCFAPC. Committee deliberations are carried out in confidence. The recommendations of this committee will be based upon a majority vote by secret ballot. The UCFAPC will make a final recommendation to the Dean and will provide a written explanation of that decision to the Dean and the applicant. The explanation and recommendation will be representative of the range of views of the committee members. The Dean will meet with the Clinical Faculty member before making a decision. The Dean's decision will be provided in writing and will be final. In the event of a negative decision with respect to reappointment, the Dean's letter will include an acknowledgment of the Clinical Faculty member's past contributions.

V. Leave of Absence

Clinical Faculty members are eligible for a leave of absence (LOA) from academic responsibilities as set out below:

1. A Clinical Faculty member requiring an extended medical, maternity or parental leave of absence should notify the Department Head/School Director in writing with advance notice where possible.
2. A Clinical Faculty member may apply for a LOA for other personal reasons if s/he will have held their appointment for three (3) years at the time of the leave. A LOA can be for a period of up to one (1) year, with the possibility of an extension up to a maximum of two (2) years in total. A written

request should be made to the Department Head/School Director at least three (3) months in advance of the start date of the requested leave, unless waived by the Department Head/School Director. The Department Head/School Director will make a decision and notify the Clinical Faculty member in writing. Approvals will not be unreasonably withheld.

Clinical Faculty members approved for a LOA will continue to hold their current Clinical Faculty appointment for the duration of the term. Where a LOA exceeds the current appointment term, consideration for recommendation for reappointment and promotion will generally be deferred until the Clinical Faculty member returns from leave and pursuant to the terms of this policy. In some circumstances, at the discretion of the Department Head/School Director, a recommendation for reappointment and/or promotion may be made notwithstanding that the Clinical Faculty member remains on LOA.

VI. Termination of Appointment

A Clinical Faculty member's appointment may only be terminated during the term by the UBC Board of Governors upon the recommendation of the UBC President. The Dean of the FOM may recommend termination of an appointment where it is established that the Clinical Faculty member has breached the terms of the appointment or has failed to meet the required teaching obligations associated with the appointment.

Before the Dean will recommend termination of an appointment the Clinical Faculty member will be advised by the Department Head/School Director in writing of the reasons for seeking termination of the appointment and will be provided with an opportunity to respond and to present any additional information for consideration, including any mitigating circumstances. The Dean will consider the recommendation of the Department Head/School Director and the response of the Clinical Faculty member. Before making a final decision with respect to the recommendation to be made to the President, the Dean will meet with the Clinical Faculty member.

VII. Changes to this Document

This document may be amended, modified or terminated following approval of the FOM Executive Committee.

THE UNIVERSITY OF BRITISH COLUMBIA, FACULTY OF MEDICINE DISPUTE RESOLUTION PROCESS FOR CLINICAL FACULTY

Clinical Faculty members should find their University of British Columbia (“UBC”) academic activities a rewarding, productive, and agreeable experience. In the unlikely situation that issues arise with respect to the Appointment or the provision of academic services pursuant to the Appointment, the Faculty of Medicine (“FOM”) has developed, with stakeholder input, various mechanisms to help resolve such issues. The FOM encourages Clinical Faculty to engage in an informal process of discussions between the affected parties as an initial method of settling issues. The parties may seek the assistance of the FOM Associate Dean, Equity and Professionalism to provide direction and advice on possible solutions. If such informal discussions and processes do not result in resolution of the issues, then the following methods of dispute resolution are available.

- 1) Disputes related to the UBC FOM Policy on Clinical Faculty Appointments are resolved pursuant to the terms of that policy.
- 2) Disputes related to the FOM’s determination as to whether Clinical Faculty members are eligible for compensation are resolved through the process described in UBC FOM Clinical Faculty Compensation Terms; and
- 3) Any other disputes arising under a UBC or FOM policy must be resolved under any processes and procedures set out in the applicable policy. During the resolution of any matter arising under a UBC or FOM policy a Clinical Faculty member may choose to be accompanied by a support person or may elect to engage representation to assist during the process subject to the terms of the applicable policy.
- 4) Disputes, including a dispute regarding a finding or remedy imposed by the application of a UBC or FOM policy, other than as set out in paragraph 1, should first be raised directly between the Clinical Faculty member and the administrative leader most appropriate for the originating dispute. This may be the Clinical Faculty member’s Department/Division/Program Head/Site Leader and /or Regional Associate Dean. If the dispute cannot be resolved at this level, the Department/Division/Program Head/Site Leader/Regional Associate Dean will advise the Office of the Clinical Faculty Affairs (“OCFA”) of the matter in dispute, and of any steps taken to attempt to resolve the dispute. The Clinical Faculty member may also refer the matter to the OCFA for investigation and attempted resolution. Alternatively, and depending on the nature of the dispute, the Clinical Faculty member may request that the matter be referred to the Associate Dean Equity and Professionalism for either formal or informal resolution. During any of these processes the Clinical Faculty member may be accompanied by a third party whose role shall be to support, rather than advocate for, the Clinical Faculty member.

If a dispute is not resolved through any of these mechanisms the matter may be addressed through the mediation/arbitration process described below. Both parties to the mediation/arbitration process are entitled to be represented by a third party advocate.

1. The parties to the dispute will appoint a single mediator/arbitrator, by mutual agreement, within 2 weeks of the party referring the dispute to mediation/arbitration, and advising the other party in writing of the intention to refer to mediation/arbitration. If mutual agreement

cannot be reached either party may request that a mediator/arbitrator be appointed in accordance with the *Commercial Arbitration Act* RSBC 1996, c.55 as amended.

2. If the dispute cannot be resolved through mediation the mediator/arbitrator will conduct a hearing into the matter. The arbitration will be conducted pursuant to the terms and procedures set out in the *Commercial Arbitration Act* RSBC 1996, c.55 as amended. The mediator/arbitrator will issue a final and binding award on all outstanding matters related to the dispute.
3. The parties may agree to proceed directly to arbitration without first participating in mediation.
4. The arbitrator shall award costs to the successful party with a minimum award of Scale 3 party-party costs in accordance with the British Columbia Supreme Court Rules of Court. The arbitrator may exercise his or her discretion to award special costs, or costs on a higher scale, to the successful party
5. Each party will share the fees and expenses of the mediator/arbitrator, and the other costs associated with holding the mediation /arbitration.

UNIVERSITY OF BRITISH COLUMBIA, FACULTY OF MEDICINE CLINICAL FACULTY COMPENSATION TERMS

This document sets out the terms and conditions currently governing compensation for certain academic services provided by Clinical Faculty (“Compensation Terms”). These Compensation Terms are in effect from July 1, 2010 to June 30, 2013 (“Term”). The Compensation Terms may be amended by the Faculty of Medicine (FOM) from time to time. However, during the Term, amendments will only be made if the FOM receives additional funding from the Province for clinical teaching services so as to enable the FOM to increase rates of compensation, or to add classes of compensation. The Compensation Terms may be renewed at the expiry of the Term or they may be replaced by other terms and conditions as determined by the FOM, following consultation with stakeholders.

1. Eligibility for Compensation:

Compensation for academic services under these Compensation Terms will be payable to persons determined by the FOM to be eligible Clinical Faculty members (as set out below in this section). Clinical Faculty members eligible for compensation for academic services are those Clinical Faculty members who are compensated for their clinical services under one or more of the following “Payment Arrangements” with third party payees:

- (1) a fee-for-service basis; or
- (2) a clinical service contract basis; or
- (3) a salary from a third party

provided the Payment Arrangement does not require the Clinical Faculty member to provide academic services, including teaching combined with patient care, for which the Clinical Faculty member is compensated pursuant to that arrangement. For greater certainty, the FOM will not provide payment for academic services, including teaching combined with patient care, if the Clinical Faculty member is already required to provide, and is compensated for, those academic services, including teaching combined with patient care. Clinical Faculty, who receive payment under a clinical service contract or salary agreement for teaching combined with patient care, but not for didactic teaching, may be eligible to receive compensation for didactic teaching pursuant to these Compensation Terms.

If a dispute arises as to whether the Payment Arrangement compensates the Clinical Faculty member for providing academic services, including teaching combined with patient care, that dispute shall be resolved by the parties to the Payment Arrangement pursuant to the dispute resolution mechanism under the contract governing the Payment Arrangement.

- 1) If it is determined that the Payment Arrangement does include compensation for academic services, including teaching combined with patient care, then the Clinical Faculty member shall not be entitled to compensation pursuant to these Compensation Terms.
- 2) If it is determined that the Payment Arrangement does not provide compensation for academic services or that the Payment Arrangement does not compensate for the full range of academic services provided by the Clinical Faculty member then the Clinical Faculty member may be eligible for compensation pursuant to these Compensation Terms.

2. Designated Teaching Activities:

During the Term, compensation will be provided as indicated in the sub-headings below to eligible Clinical Faculty members who engage in the designated teaching activity (“Compensable Teaching Activity”) provided that the Clinical Faculty member is assigned responsibility for the Compensable Teaching Activity by, as applicable, the Department/Division Head, Program Director, Regional Associate Dean, Site Leader or delegate (the “Assigning Person”). The assignment of responsibility for teaching will be done in consultation with the individual Clinical Faculty member to ensure that the Clinical Faculty member is available to provide the designated teaching activities and can accept the assignment at the scheduled time. A notification of teaching assignment or posting of a schedule by the Assigning Person will then be considered a formal assignment for the purposes of providing compensation. Although every effort will be made to adhere to the scheduled formal assignments including the number of learners assigned, there may be situations where a Clinical Faculty member will be asked to take more learners for a session or to provide additional teaching sessions that deviate from the scheduled formal assignments.

a) Teaching Without Patient Care:

Clinical Faculty members will be compensated for Compensable Teaching Activities as set out in the table below, when the Clinical Faculty member is assigned responsibility for these teaching activities by the applicable Assigning Person at the rate of \$90 per “unit” for practicing physician Clinical Faculty members and \$60 per “unit” for all other Clinical Faculty members.

Compensable Teaching Activity	Units
Preparation of and initial presentation of formal one hour lecture to MD undergraduate students	5.0
Subsequent presentation of formal one hour lecture to MD undergraduate students	2.5
Faculty-supervised seminar/tutorial for MD undergraduate students (per hour) Specifically: DPAS, PBL, Communications Skills, Doctor Patient Relations	1.5
Clinical instruction of MD undergraduate students not combined with patient care (per hour) Specifically: all others, including Clinical Skills, Clerkship sessions	1.0
Faculty development for tutors (per hour)	1.0
OSCE exam question preparation (per hour) up to a maximum number of hours as assigned by the Assigning Person	1.0
Preparation/administration/evaluation of examinations (per hour)	1.0
Faculty-supervised seminar/tutorial for residents (per hour)	1.0
Clinical instruction of residents not combined with patient care (per hour) Specifically including: academic half days, case reviews	1.0
Participation in designated Faculty Standing Committees ¹ as appointed (per hour)	1.0
Participation in designated Departmental Standing Committees as appointed (per hour)	1.0
Other academic activities when specifically assigned by Department/ Division Head or equivalent	1.0

¹ http://www.med.ubc.ca/about_us/org_gov/committees.htm

Upon presentation of receipts the FOM will reimburse Clinical Faculty members for those disbursements that have been pre-approved in writing by the Department Head or delegate and which have been incurred in providing the activities described in the table above. Appropriate expenditures which will be approved by the Department Head or delegate include costs of: teaching materials including photocopying, overheads, computer software and visual aids; long-distance telephone calls; and travel expenses including mileage and parking.

b) Undergraduate Teaching Combined with Patient Care:

Compensation will be provided to Clinical Faculty members who provide undergraduate teaching combined with patient care as set out in the table below, when the Clinical Faculty member is assigned responsibility for the undergraduate teaching combined with patient care by the Assigning Person, as described above.

Undergraduate Clinical Teaching Combined with Patient Care	Payment
Year 1 Family Practice Continuum (1 learner) first term (2 learners)	\$90/hr \$ \$110/hr
Year 1 Family Practice Continuum (1 learner) second term (2 learners)	\$90/hr \$110/hr
Year 2 Family Practice Continuum (1 learner) first term (2 learners)	\$90/hr \$110/hr
Year 2 Family Practice Continuum (1 learner) second term (2 learners)	\$90/hr \$110/hr
Year 3 Rural Practice	\$1800
Year 3 Self-Directed Non-Clinical Elective (2 weeks)	\$270
Year 3 & 4 Clinical Teaching Unit ("CTU") 2 week block	\$1620
Year 3 & 4 CTU calendar month	\$3240
CTU Clinical Team (per week) (for expansion sites where teaching activity involves patients other than those under the direct care of the Clinical Faculty member and where no clinical service is rendered, anticipated six hours per week).	\$540/week
Year 3 & 4 Designated Clinical Sessions*	\$90/session

* Designated Clinical Teaching Sessions of undergraduate teaching combined with patient care will be designated in advance by the Council of Undergraduate Associate Deans in consultation with the Medical Undergraduate Curriculum Committee, on the advice of the Year Three Committee and the Year Four Elective Coordinators. Designated Clinical Sessions will normally last between three to four hours.

c) Post-Graduate Teaching Combined with Patient Care:

Compensation is provided to Clinical Faculty members who provide clinical teaching combined with patient care to trainees in the residency programs who are assigned to the Clinical Faculty member's Department/Division at the Clinical Faculty member's site. Compensation will only be provided for activities that are included in the teaching assignments set out in the Post-Graduate Program teaching

plan as administered by the Post-Graduate Medical Education Program (“Compensable Post Graduate Teaching”).

The Department/Division will use the following method to calculate compensation for individual Clinical Faculty members engaged in postgraduate teaching: Funding for Compensable Postgraduate Teaching will follow the post-graduate resident, including when the resident is off-site or off-service. The amount of funding allocated is based on the “per resident” amounts provided by the Ministry of Health to the FOM for post-graduate training. The allocations will be made centrally by the FOM to the eligible Post-Graduate Programs based on the confirmed rotation schedules of the residents. The FOM will advise each Post-Graduate Program, of the amount of the funds allocated for distribution within the Program and of the Clinical Faculty members eligible to participate in the distribution of those funds.

Each Program, through its Clinical Teaching Allocation and Accountability Committee, comprising the Program Director, the appropriate finance manager, and representatives of the Clinical Faculty members in that program, will decide how to distribute the funds to best recognize the clinical teaching done in that program. This system recognizes the great diversity amongst the programs in the types of teaching activities and the variability in impact these activities have on patient care, and best allows each Program to deploy its resources equitably.

The Department/Division/Program Head shall provide the necessary information to the Clinical Teaching Allocation and Accountability Committee, including the name of the Clinical Faculty member and the amount of teaching the member provided in this category, so that the Committee may make its decisions regarding allocation of the available funds.

d) On Call Teaching:

All Clinical Faculty members designated by the Assigning Person to supervise undergraduate medical students or trainees in the residency programs while on call will be recognized annually (July 1 to June 30) for each year of the Term with a stipend calculated as follows:

Designated Weeks On Call per year	Stipend Amount
1 to 6	\$250
7 to 12	\$500
More than 12	\$1000

The eligible on call time is time when the Clinical Faculty member is on call, in hospital or out of hospital, and has formally received an on call teaching assignment by the Assigning Person. For greater certainty, eligible on call time does not include time spent on unassigned encounters with students from other services.

Eligible on call time is generally considered to be between the hours of 1700 – 0800 Monday to Friday, plus weekends and statutory holidays, but does not include:

i) Time spent teaching where the Clinical Faculty member is already being compensated for the teaching pursuant to sections 2(a) (b) or (c) of these Compensation Terms;

ii) Time spent teaching on a CTU during regular hours on weekends and statutory holidays; and

iii) Time spent teaching on those units which provide a 24 hours and 7 days a week service, such as the Emergency Room, Obstetrics case room and Intensive Care Unit.

3. Timing of Payments under these Compensation Terms:

All payments to Clinical Faculty members pursuant to these Compensation Terms for undergraduate teaching will be made no less than semi-annually, through the Dean's office on dates to be determined by the FOM. The FOM will make every effort to make payments on a quarterly basis.

All payments for Clinical Faculty members pursuant to these Compensation Terms for postgraduate teaching will be made at least annually, through the Departments. The FOM will make such payments semi-annually when appropriate systems are in place.

**PAYMENT INSTRUCTIONS FOR ACADEMIC SERVICES IN THE
MD UNDERGRADUATE AND POSTGRADUATE PROGRAMS**

Dear Clinical Faculty Member,

The "University of British Columbia, Faculty of Medicine Clinical Faculty Compensation Terms" sets forth eligibility and compensable teaching activities. If you are eligible for compensation, UBC requires documentation of your Social Insurance Number, Business Number or GST/HST number to process payments and comply with new Canada Revenue Agency requirements. Please note this form is required even if you have been paid in the past.

Please complete and send this form to UBC Faculty of Medicine, Office of Clinical Faculty Affairs by one of:

MAIL: DHCC, 11th floor, 2775 Laurel Street, Vancouver, BC V5Z 1M9

E-MAIL: ocfa.med@ubc.ca

FAX: 604-875-5611

Alternately, you may ask your Department to forward the completed form by internal mail.

Please choose and complete ONE for the following three options that applies to you:

1. Payment to an Individual

- I am not employed by UBC
- I am employed elsewhere or self-employed
- Payments for teaching will only be incidental income for me
- No deductions will be made for Unemployment Insurance, Canada Pension Plan or Income Tax.

Social Insurance Number: _____

2. Payment to a corporation that is a "small supplier(*)" as defined by CRA

Name of corporation: _____

Business number (**): _____ (9 digits)

3. Payment to a corporation that is registered for GST/HST:

Name of corporation: _____

GST/HST Number (**): _____ (9 digits + RT + 4 digits)

*A "small supplier" is currently defined by Canada Revenue Agency as a party whose total taxable revenues from all sources will not exceed \$30,000 in a single calendar quarter or in four consecutive calendar quarters. Taxable revenues do not include an individual's income from employment, or exempt services such as medical and dental. The regulations governing HST can be found on the CRA website, www.cra-adrc.gc.ca.

** Format is explained by CRA at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/wrks-eng.html>

Clinical Faculty Member Name: _____

Mailing Address: _____

Department or School: _____

Clinical Faculty Member Signature: _____ Date: _____