

**UNIVERSITY OF BRITISH COLUMBIA, FACULTY OF MEDICINE
CLINICAL FACULTY COMPENSATION TERMS FOR
TEACHING IN THE MD UNDERGRADUATE AND POSTGRADUATE PROGRAMS**

Clinical Faculty Appointments, Reappointments and Promotions are governed by the University of British Columbia, Faculty of Medicine Policy on Clinical Faculty Appointments. This document sets out the terms and conditions that govern compensation for certain teaching services provided by Clinical Faculty (“Compensation Terms”) in the MD Undergraduate Program and Residency Programs in the University of British Columbia (UBC) Faculty of Medicine (FOM). These Compensation Terms are in effect from July 1, 2013 to June 30, 2015 (“Term”) and may be amended by the FOM only if, during the term, the FOM receives additional funding from the Province for clinical teaching services so as to enable the FOM to increase the unit rate, or to add compensable teaching activities, including new compensable teaching activities that will result from the Curriculum Renewal scheduled to be implemented in September, 2014. At the expiry of the Term, the Compensation Terms may be renewed 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 on a contractual basis to Clinical Faculty members who are determined by the FOM to be eligible (as set out below in this section).

Clinical Faculty members eligible for compensation for teaching services are those Clinical Faculty members who are compensated for the provision of clinical services under a fee for service or alternative payment arrangement (“Payment Arrangements”), but only to the extent that the Payment Arrangement does not include and compensate those teaching services as a deliverable. For greater certainty, those Clinical Faculty who are required to provide and are compensated for teaching services as part of their Payment Arrangement are only eligible for compensation under these Compensation Terms for teaching services not so compensated.

If a dispute arises as to whether the Payment Arrangement compensates the Clinical Faculty member for providing teaching 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. If it is determined that the Payment Arrangement does include compensation for teaching services, including teaching combined with patient care, then the Clinical Faculty member shall not be entitled to compensation pursuant to these Compensation Terms. If it is determined that the Payment Arrangement does not include compensation for teaching 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. Unit Rate & Sessions

For designated teaching activities described in Section 3 that show compensation in units, Clinical Faculty members will be compensated at the rate of \$90 per unit.

3. 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 it has been assigned 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 or group of Clinical Faculty members to ensure that the Clinical Faculty member or group of Clinical Faculty members 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 or group of Clinical Faculty members will be asked to take more learners for a half day session of teaching with patient care (“Session”) or to provide Sessions that deviate from the scheduled formal assignments.

a) Undergraduate Teaching Without Patient Care:

Compensable Teaching Activity	Units
Preparation of and initial presentation of formal one hour lecture for an entire medical class (IMP, NMP, SMP & VFMP)	5.0
Subsequent presentation of formal one hour lecture for an entire medical class (IMP, NMP, SMP & VFMP)	2.5
Clinical Faculty-supervised seminar/tutorial (per hour) Specifically: DPAS, PBL, Communications Skills, Doctor Patient Relations, Preparation for Medical Practice	1.5
Clinical instruction not combined with patient care (per hour) Specifically: all others, including Clinical Skills and Academic Half Days	1.0
Research elective, years 3 or 4 (2 weeks)	3.0
Preparation/administration/evaluation of formal examinations (per hour)	1.0

b) Undergraduate Teaching With Patient Care:

Compensable Teaching Activity	Compensation
Years 1 & 2 Family Practice Continuum (1 learner)	\$90/session
(2 learners)	\$110/session
Year 3 Rural Practice	\$1800
Year 3 & 4 Designated Clinical Session (half day) (1 learner)	\$90/session
(2 or more learners)	\$110/session
UBC learners only. Electives for out of province students are not compensable. Specifically: Year 3 Clerkships and Year 4 Electives	

c) Post-Graduate Teaching without Patient Care:

Compensable Teaching Activity	Units
Clinical Faculty-supervised seminar/tutorial (per hour) Specifically: lectures, tutorials and case reviews during academic half days and academic full days	1.0
Preparation/administration/evaluation of formal examinations (per hour)	1.0

Upon presentation of receipts, the FOM will reimburse Clinical Faculty members for reasonable travel expenses including mileage, parking and necessary long distance phone calls. Other reasonable disbursements that have been incurred in providing the activities described in the tables above and that have been pre- approved by the Regional Associate Dean or Department Head or delegate, will also be reimbursed. Other reasonable disbursements may include costs of: teaching materials including multiple photocopying, visual aids, and computer software.

d) Post-Graduate Teaching with Patient Care

The FOM will use the following method to calculate the budget allocation to the Departments for each of its post-graduate programs. The amount of funding is based on the “per resident” amounts provided by the Ministry of Health to the FOM for post-graduate training. The allocation for each of the post-graduate programs will be based on the number of residents in that program adjusted for the number of off service rotations and the number of Clinical Faculty members who are not eligible for payment. The FOM will advise each Department of the amount of the funds allocated for each of its post-graduate programs for distribution to Clinical Faculty members.

Each Department will have a Clinical Teaching Support Allocation & Accountability (CTSA&A) Committee that, after reviewing teaching information provided by the Department/Division/Program Head, will decide how to distribute the funds to best recognize the clinical teaching done in that program. The CTSA&A Committee Terms of Reference are attached as Appendix A.

This system recognizes the great diversity in the types of teaching activities and their impact on patient care, and best allows each Program to deploy its resources equitably.

e) On Call

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 Clinical Teaching Unit 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.

To receive the On Call Stipend, Clinical Faculty members will self-report on an annual basis (July 1st to June 30th) the number of On Call weeks during which they had educational interaction with a learner.

Number of on call weeks during which there was educational interaction with a learner	Annual Stipend Amount
1 to 6	Maximum \$250
7 to 12	Maximum \$500
More than 12	Maximum \$1000

There is a fixed amount of funding available for On Call Payments. Should the total amount claimed exceed this fixed amount, the amount of the payments will be prorated so that the total payments do not exceed the fixed funding.

f) Faculty Development

Compensable Teaching Activity	Units
Delivery of Faculty Development Workshops or Programs (per hour)	1.0

4. Payment Options

As described, Clinical Faculty receive payments for clinical services through various Payment Arrangements. Clinical Faculty members may be incorporated and provide services through their corporations. Furthermore, Clinical Faculty may provide teaching as an individual teacher or as a member of a group. This creates a complex matrix of payment options and it is imperative that correct information be provided to the FOM to ensure that payments are made appropriately.

Teaching and administrative services are both a “taxable supply” and are therefore subject to GST. Under the current Canada Revenue Agency guidelines, Clinical Faculty members, or their professional firms, are required to be registered for GST when total world-wide income for taxable services is more than \$30,000 in the last 4 calendar quarters or \$30,000 in a single calendar quarter. Clinical Faculty members should refer to the [Canada Revenue Agency website](#) and consult their tax professionals.

Clinical Faculty members should advise FOM of their GST status, or any change in their GST status.

a) Individual Teaching Model

The Individual Teaching Model is used to assign a Compensable Teaching Activity to an individual Clinical Faculty member.

The Clinical Faculty member has the option under Policy 42 Faculty Term Appointments Without Review to have payment made to his/her professional firm under certain conditions:

“If the primary occupation of the appointee is with a professional firm or company, the University may pay the honorarium or stipend directly to the firm or company, provided that it is requested to do so by the firm or company on its letterhead or as otherwise prescribed by the Dean of the relevant Faculty. This letter should also confirm that the primary occupation of the individual performing the teaching service is with the professional firm or company.”

The Clinical Faculty member will advise the FOM in writing of the payment option he/she wishes to select:

- (1) Payment to the Clinical Faculty member as a sole proprietor, or, if eligible,
- (2) Payment to the professional firm of the Clinical Faculty member.
(A Business Number or, if applicable, a GST Number is required for all business entities.)

If no instructions are provided, payment will be made to the Clinical Faculty member as a sole proprietor.

b) Group Teaching Model

The Group Teaching Model is used to assign a Compensable Teaching Activity to a group of Clinical Faculty members, generally in a hospital unit or clinic setting.

Clinical Faculty members in the group will advise the FOM in writing:

- (1) The name and address of the group business entity.
- (2) A Business Number or, if applicable, a GST Number. This is required for all business entities.

5. 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 on dates to be determined by the FOM. The FOM will continue to work towards making all 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.

6. Compensation for Standing Committees and Search Committees for Senior Leadership

Payments for attending designated Standing and Search Committees are governed by the “Clinical Faculty Compensation Terms for Standing Committees and Search Committees for Senior Leadership”.

APPENDIX A

Departmental Clinical Teaching Support Allocation and Accountability (CTSA&A) Committee Terms of Reference

Preamble

Departments with Residency Programs receive funding for:

- (1) Resident Activity
- (2) Postgraduate Program Director Stipend/Postgraduate Administrative Support
- (3) Formal Scheduled Didactic Teaching
- (4) Clinical Teaching with Patient Care
- (5) Site Directors

Funds for each category are held in separate Project Grants. Expenses must be charged to the appropriate Project Grant. Transfers between Project Grants are not permitted.

The CTSA&A Committee is responsible for determining the distribution of funding for

- (4) Clinical Teaching with Patient Care.

Membership

- Postgraduate Program Director
- Postgraduate Program Administrator
- Departmental Clinical Faculty Affairs Committee representative
- Department Administrator and/or the individual responsible for processing payments for Postgraduate Clinical Teaching with Patient Care
- Department Head
- One Clinical Faculty member elected for a three year term by Clinical Faculty in the department or division.

In large departments, CTSA&A Committees may be set up in each division.

Chair

- Postgraduate Program Director

Lines of Accountability

The CTSA&A Committee reports jointly to the Department/Division Head and to the Director, Clinical Faculty Affairs.

Minutes and Reports

Payment summaries will be submitted to the Associate Dean of Postgraduate Medical Education at the end of each fiscal year and made available to Clinical Faculty members in the Department/Division.

Responsibilities

- (1) The Postgraduate Program Director will submit to the CTSA&A Committee:
 - (a) Mandated teaching requirements as dictated by the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada, both for academic and clinical matters, with estimates of hours of teaching required.
 - (b) Full Time Faculty available hours for Postgraduate Clinical Teaching with Patient Care.
- (2) The CTSA&A Committee will:
 - (a) consult with Clinical Faculty on how to best distribute the funds to recognize the clinical teaching with patient care.
 - (b) determine how to distribute the funding for clinical teaching with patient care equitably.
 - (c) ensure that departmental/divisional processes are in place to collect and analyze data required to make an informed decision and to process the payments to Clinical Faculty as directed.

Guidelines

- (1) Payments will be made only to eligible Clinical Faculty.
- (2) Deficits in the Project Grant are not permitted.