

Physician Recruitment, Retention and Medical Education Incentive Policy



The Corporation of the Town of Fort Erie

1. Definitions

- a) **CAO** means the Chief Administrative Officer of The Corporation of the Town of Fort Erie (the “Corporation”) or designate.
- b) **Coordinator, Health Care Services** means the person or designate who develops and coordinates health care resources with physician, community organizations and associations, reporting to the CAO.
- c) **Education** means family medicine learners, either students or residents.
- d) **Medical Equipment** means medical tools, instruments and technology necessary for the provision of healthcare services in a Family Medicine Practice, and includes, but is not limited to, exam tables, Ear, Nose, Throat (“ENT”) equipment, medical carts, and laptops for Electronic Medical records.
- e) **Locum** means a temporary substitute or replacement physician or medical professional hired to fulfill the duties of an absent regular physician.
- f) **Physician Recruitment** means the effort of promoting and attracting family practice opportunities and hiring qualified physicians to practice within the Town of Fort Erie.
- g) **Physician Retention** means strategies and incentives aimed at retaining our base of family physicians practicing within the community for an extended period.

2. Purpose

- a) This Policy's purpose is to:
 - i) Establish guidelines for the process of retaining and attracting qualified physicians to practice in the Town of Fort Erie by providing competitive incentives; and
 - ii) Delegate authority to the CAO to prepare, approve and enter into agreements in accordance with this Policy.

3. Process

- a) Applications
 - i) Applicants applying for funding shall submit a written request to the Coordinator, Health Care Services. The application must provide detailed information, including the amount and intended purpose of the funding requested, and a clear indication that the location of services will be located within the Town of Fort Erie.
 - ii) Funding eligibility is determined based on the programs listed in Table 1. These programs are reviewed annually as part of Council's budgetary process and are used as a guideline for all funding applications based on the market's competitive nature.

b) Appeals

If the physician wishes to appeal the decision, they must submit additional information in writing to the Coordinator, Health Care Services. The appeal documentation should include a detailed explanation of the grounds for the appeal, any supporting evidence or documentation and any relevant information not previously considered during the initial decision-making process. The

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Coordinator, Health Care Services will review the appeal with the CAO and will provide a response within a reasonable timeframe.

- c) Physician Recruitment and Funding Agreements
 - i) For each agreement, specific conditions and return of service requirements will be established based on individual physician needs including a clause that physicians agree to be introduced to Niagara Health Medical Affairs personnel for consideration and mutual agreement to provide Urgent Care after-hours services. Staff will analyze these conditions and return of service annually with updates given to Council to ensure accountability to the binding agreements, as necessary.
 - ii) Equipment Funding Agreements:
 - a. Equipment must either directly benefit health services in Fort Erie or be transferable to a future health services facility within the Town of Fort Erie.
 - b. Equipment must be new, and physicians must provide proof of purchase to substantiate the grant funding application.
 - c. Ownership of the equipment should be clearly outlined in the application (physician-owned or clinic-owned), as well as a commitment to ensure the equipment will continue to serve the Fort Erie community.
 - d. Funding requests for equipment are subject to a lifetime maximum of \$25,000 per practice or physician.
 - e. Purchase of new equipment must be directly related to the ongoing recruitment efforts and retention of healthcare providers.
 - f. The Community Health Care Services Committee will review and assess all equipment applications to ensure alignment with established criteria and goals.

4. Delegated Authority

- a) Authority to prepare, approve and execute funding agreements under \$10,000 for physician recruitment, retention, equipment and education is delegated to the CAO subject to the programs in Table 1. Within 30 days of the final execution of an agreement, staff will bring a memorandum to Council in Closed Session.
- b) Staff shall bring a report to a Closed Session regarding details of a physician agreement for approval before execution.

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Program Description	Criteria	Upset Limit	Other comments
Physician Recruitment	5 years return of service within the Town of Fort Erie. If granted privileges to work urgent care shifts, return of service is reduced to 4 years. Eligibility limited to rostering model of practice.	\$75,000 for a full-time family physician (3.5 days/week). Anything less than full-time will be pro-rated.	Dependent upon model of practice; includes relocation/ moving expenses and all other costs associated with setting up a practice.
Physician Retention	Locum coverage: a locum physician is a physician that is providing temporary coverage in the event of illness or retirement.	\$5,000 per calendar year; not to exceed 50% of the daily cost of a Locum	Locum coverage is a critical component of succession planning. It is not meant for vacation coverage.
Medical Equipment	Medical equipment for a family medicine physician must be new and receipts must be submitted. Medical equipment must remain in Fort Erie and be part of any new health services facility. The physician or family practice maintains ownership of the equipment. If the medical equipment funding request is for a nurse practitioner led clinic, the medical equipment funding of \$25,000 would be pro-rated to the number of patients falling under his/her care.	Lifetime maximum of \$25,000 All requests for new medical equipment will be vetted through the Community Health Care Services Committee	Eligible medical equipment such as examination tables, ENT equipment, etc. related to family medicine practise.
Education	Partnership programming (funded learners)	Maximum of \$2,000 for each visiting physician or medical student	i.e. Rural Medicine Week, Student Assistance Program, clerkships

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Programs	Mental Health	\$20,000 per year	Reviewed annually. Partnership with Port Colborne (Pathstone Mental Health)
	Memory Clinic	\$6,000 per year	Reviewed annually Partnership with City of Port Colborne
	Outreach Health Services	\$4,500 start-up costs; \$6,750 per year starting in 2024	Reviewed annually (REACH Niagara)