



Royal Inland & Hillside
PHYSICIAN ASSOCIATION

GUIDELINES FOR COMMUNICATION

BACKGROUND:

The Royal Inland and Hillside Physician Association (RIHPA), herein referred to as the “Association”, was incorporated August 20, 2016 as a non-profit Society and receives annual operational funding through the Ministry of Health via Doctors of BC Special Services Committee. The fiscal year is April 1st to March 31st. RIHPA uses the standard chart of accounts adopted by Doctors of BC.

Currently, as of August 2016, the Association’s bank is Scotiabank and each of the Board of Directors have signing authority. All cheques issued through this business account require authorization of any one to sign.

The RIHPA follows the regulations laid out in the British Columbia Society Act. The Board of Directors approves the budget annually and monitors the Association’s financial position and cashflow monthly. Financial statements are prepared annually, approved by the Board of Directors, and shared with the membership at the Annual General Meeting. The Financial Statements are also submitted to the British Columbia Registry Services annually as part of the Directors Report.

The RIHPA uses the Doctors of BC Facility Engagement Management System (FEMS). The Association enters its approved Engagement Activity (EA) projects and initiatives into the system together with the allocated budget. Physician sessional fees are claimed and approved through FEMS and payment is via electronic transfer of funds via VersaPay.

GUIDELINES:

Non-Urgent Association Business

- Non-urgent information regarding projects, initiatives, FEMS and other business will be discussed with the Program Director during weekly 1:1 update or as part of the Association Bi-Monthly Status Assessment Exchange.
- Information or matters requiring decision making on the part of the Board of Directors will be discussed between the Program Director and the Board of Directors at the bi-monthly Board of Directors Meeting.
- Information or matters requiring decision making on the part of the Working Group will be brought forward by the appropriate employees, contractors, Board of Directors or Working Group members as part of the Working Group monthly agenda.
- Information or matters requiring decision making on the part of RIH Leadership will be brought forward by the Board of Directors and Program Director or by the Board of Directors as part of the Medical Executive Advisory Committee meeting monthly agenda.

- Information or matters requiring decision making on the part of the Thompson Region Division of Family Practice (TRDFP) will be brought forward by the Program Director to the TRDFP Executive Director as part of the RIHPA/TRDFP Bi-Weekly Meeting or by the Board of Directors as part of the TRDFP Board Health Leadership Committee monthly agenda.

Urgent Association Business

- Information or matters requiring immediate communication or decision making on the part of the Board of Directors can be communicated via phone or email to any available Board member. Address these matters to one member of the Board only (this will help clarify which Board member should be responding) and cc the other Board members and the Program Director for information only.
- Information should include:
 - A brief explanation of the issue at hand
 - A clear request as to decision required and timeline

Approved: RIHPA Board of Directors Date: January 17, 2019

Updated: July 14, 2020