

Facility Engagement Management System (FEMS)

Terminology

? What is an Engagement Activity?

Within FEMS, an Engagement Activity represents an assignment of funds. Examples may include working group meetings, projects/initiatives, committees, AGMs, events, and conferences. Each Engagement Activity will have an assigned budget as well as a specific Memorandum of Understanding (MOU) category.

Any member of a physician society can create a new Engagement Activity in FEMS, which is then subject to approval by the physician society executives.

? What is a Participant?

A participant is a member of a physician society who has been added to, and is actively participating in, an Engagement Activity.

? What is the standardized chart of accounts?

The standardized chart of accounts is tailored specifically for the Facility Engagement Initiative and is required for use by all physician societies with full funding status. It will allow for comparative analysis of financial expenditures at local, regional and provincial levels. Using the standardized chart of accounts will support the Ministry of Health and Health Authorities' goal to strengthen accountability in the health care system as outlined in the 2014 Memorandum of Understanding on Regional and Local Engagement.

? What is an MOU category?

Drawn directly from the 2014 Memorandum of Understanding on Regional and Local Engagement between the Health Authorities, the Ministry of Health, and Doctors of BC, the MOU categories are defined as regional and local issues of importance to medical staff (i.e., medical staff's broad areas of work within facility engagement).

To help ensure the Facility Engagement Initiative follows its funding directive, each Engagement Activity must be linked to one MOU category when it is set up. Each MOU Category is also linked to a specific account in the standardized chart of accounts that all physician societies use.

Please note: Choose the MOU category that best fits your Engagement Activity. When the MOU was negotiated, it was hard to anticipate the types of activities physician societies would be working on. Thus, perfect alignment between an MOU category and an Engagement Activity is not expected.

? What is governance work?

Governance work refers to activities performed by physicians acting as the Board of Directors of incorporated physician societies. Such activities typically include:

- Preparing for and attending meetings of the board, its committees (e.g., working group) and the society's annual and special meetings;
- Activities related to the board's financial oversight of the society, such as reviewing, approving and monitoring the society's budget, approving contracts and ensuring funds are spent in accordance with the stated purposes and objectives of the society;
- Activities related to governance of the society, such as establishing policies and procedures, evaluating, approving and monitoring initiatives, ensuring the society complies with the society's constitution and bylaws, applicable laws and regulations.

If a physician is representing and working on behalf of the society as a Board Director, the Canadian Revenue Agency (CRA) considers the physician to be an employee of the society. Thus, governance work is subject to deductions at source, such as income tax and CPP, to align with CRA guidelines.

? How can I submit my sessional time for governance if I am a physician society executive?

Physician society executives who perform governance work (as described above) will submit claims for their time and expenses through FEMS via an Engagement Activity designated 'Governance', and receive their payment via cheque (rather than by VersaPay EFT). T4s will be issued by their physician society by the CRA deadline following each calendar year end for inclusion in their personal tax return.

? What is VersaPay?

To process sessional claims, VersaPay is the third party payment processor that will administer electronic fund transfers between the physician society and individual physicians' bank accounts. Hosting the physician society's and physicians' banking information with a third party payment processor reduces the website security requirements for FEMS, and eliminates the requirement of physician societies installing payment processor software on their computers.

VersaPay is based in Canada and meets the Payment Card Industry compliance requirements for hosting banking information. Neither Doctors of BC nor the physician societies have access to the banking information you and your physician society provide to VersaPay.