



Team Funding for Participation

Thank you for joining LOUD in the ED! Many staff have had questions about payment for participation, as previous Learning Collaboratives or Action Series have not had additional funding for participation. LOUD in the ED has been able to dedicate funding for staff involvement through registration with the BC Centre on Substance Use.

This document includes an overview of everything you need to know about payment for participation in LOUD in the ED. **Please send all completed forms to loud@bcpsqc.ca**

Documentation Checklist

Staff Payment

- To be sent up for payment, send in the following 3 documents:
 - Independent Contractor Profile form
 - Electronic Fund Transfer EFT Authorization form
 - Pay stub screen shot, scan, or picture (name and rate of pay only)
- Following the two 3.5-hour sessions, send in:
 - BCCSU Vendor Invoice

Physician Payment

- To be set up for payment, send in the following 3 documents:
 - Independent Contractor Profile form
 - Electronic Fund Transfer EFT Authorization form
 - Certificate of Incorporation (if applicable)
- Once per month with your total hours for the month, send in:
 - BCCSU Specialist Physician Invoice

Payment

The BC Centre on Substance Use will be providing payment support as a small part of their role with this series. The *Independent Contractor Profile* and *Electronic Funds Transfer (EFT) Authorization* forms can be completed immediately, followed by a single invoice for each event (or once per month for physicians) to receive payment. The project team will walk you through this process if you need any assistance. Please note that funds may take several weeks to be processed. **If you have not received payment from four weeks of your submission date, please contact the project team and we can follow up directly.**



Staff Funding

There will be two 3.5-hour (half day) sessions, one October 6, 2020 and the second in early January 2021. Remaining meetings and short webinars should be scheduled for working hours, which due to the complexity of shift work will all be recorded for later viewing. No one will be asked to work a night shift, then log in for a live webinar the same day. This applies for anyone who is an official employee of a health authority, including nurses, social workers, physical therapists, pharmacists, occupational therapists, or other staff who must use non-paid time to participate in these two sessions. Please note that all payments will be made at straight time.

Documentation

The *Independent Contractor Profile* form will give the BCCSU finance team the information needed to register you for payment, while the *Electronic Funds Transfer (EFT) Authorization* form will tell them where to send your payments. Please include a screen shot, picture, or scan of your pay stub showing your rate of pay and name (please exclude other information such as your banked time by covering with another piece of paper or cropping as desired). Both forms and screen shot or scan can be completed at any time from now until the end of the collaborative.

The *BCCSU Vendor Invoice Template* is how you will receive payment. The description and hours will be prefilled, all you need to complete is the rate of pay (found on your current pay stub), and check the box that says 'I am a small supplier and therefore have not registered for GST.' This is the case if you are going to earn less than \$30,000 in 3 months resulting from contracted services, or other non employment-based services. This does NOT include your salary from your health authority.

Physician Funding

As non-employees of health authorities who cannot use paid time for participation, 35 hours of sessional time at specialist rate have been provided. This can be used by one single physician or split among physicians sharing the workload for the action series. Suggested breakdowns for the hours include but are not limited to:

- Two 3.5-hour (half day) webinar sessions
- 8 hours for webinars and coaching calls
- 5 hours for monthly team meetings
- 15 hours for work time or addition of physician colleagues

If you wish to include outside community partner physicians in your area for a team meeting or planning session, please reach out to the project team as there is a small amount of funding to support engagement with local physicians outside of the ED. External physicians will need to register with the BCCSU following the same process, which the project team can assist with.



Documentation

As with nursing and allied health staff, the *Independent Contractor Profile* form will give the BCCSU finance team the information needed to register you for payment, while the *Electronic Funds Transfer (EFT) Authorization* form will tell them where to send your payments. Both can be completed at any time. If applicable, your Certificate of Incorporation will also be needed.

The *BCCSU Specialist Physician Invoice* can be completed monthly to receive payment. As webinar sessions, meetings, and work time will be included on this invoice, please provide a small description (LOUD Webinar 2, LOUD team meeting, etc.) with the number of hours. Please be sure to provide your GST number at the bottom of the form.

COVID-19 and Meetings

With physical distancing concerns, we hope teams will meet electronically from home rather than in person; however, we recognize that there may be situations where teams need to meet in person. If this is the case, funding is available to support reimbursement of room rental for any team that needs a larger space to facilitate physical distancing. Please also consider wearing a mask if you must meet in person, to reduce the risk of spread of COVID-19. Up to \$500 per team is available to support if needed, through reimbursement. Contact loud@bcpsqc.ca if you wish to access this support.

Questions?

Please reach out to the project team at loud@bcpsqc.ca with questions, and we are happy to support your team to complete the payment process. Additional support will also be available at the webinars.