

# **Rural Coordination Centre of BC Parenting in Practice Parental Leave - Systems Navigation Process**



**Rural  
Coordination  
Centre  
OF BRITISH COLUMBIA**

Rural Coordination Centre of BC | 620 – 1665 West Broadway, Vancouver, BC V6J 1X1

# Rural Coordination Centre of BC | Parenting in Practice

## Parental Leave - Systems Navigation Process

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## Introduction

If you are preparing to take parental leave from your practice, we recommend reviewing the information below. Take note of instructions specific to your regional Health Authority, links to helpful websites and important steps to take, that ensure you are supported during your leave.

## Region Specific Information

[Northern Health Process](#) - draft

[Interior Health Process](#) - draft

[Coastal Health Process](#) - draft

[Island Health Process](#) - draft

[Fraser Health & Nisga'a Valley Process](#) - draft

## Ongoing 'Rural Practice Program Benefits' *That You Should Note:*

Are you aware of the benefits of being a rural physician? If you are practicing in a rural community then you will be eligible for the incentives below. For help navigating eligibility of other Rural Practice Programs, please contact your Regional Rural Programs Liaison (details below).

**Rural Retention Program** flat fee payments will continue for 365 days (1 year)

30% of medical isolation points are paid as a flat fee amount, while the remaining 70% are paid as a fee-for-service premium. Physicians who are paid by a method other than fee-for-service will receive a retention payment equivalent to the fee-for-service premium, and the flat fee sum.

**Rural Continuing Medical Education** Individual Incentives will continue for 365 days

This will be given to you regardless and is set up with direct deposit

Note:

The incentives available will depend on your RSA community isolation rating

- Example: A Physician in a 'C' community needs to be working in community for two years before they are eligible to receive quarterly incentive payments

Provided you are back to work by the 365-day mark, and still meet the annual minimum income (\$75,000), you will still retain these benefits, regardless of what your return to work looks like

- Example: A physician leaves a full-time practice but returns at 25%. They now make \$78,000/year. They will still qualify for RRP and RCME.

Helpful Links:

#### **Physician Masters Agreement**

<https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/msp/negotiated-agreements-with-the-doctors-of-bc?keyword=Physician&keyword=Master&keyword=Agreement>

#### **Rural Practice Programs**

<https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/physician-compensation/rural-practice-programs>

#### **Rural Retention Program**

<https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/physician-compensation/rural-practice-programs/rural-retention-program>

#### **Rural Continuing Medical Education Program**

<https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/physician-compensation/rural-practice-programs/rural-education>

#### **Rural Continuing Medical Education – Community Funds Policy**

<https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/rcme-community-policy.pdf>

## **Who should you notify prior to taking your leave?**

### **Regional Health Authority (HA)**

It is important to note that depending on the region you reside in, the process of notifying and connecting with all the necessary departments may look slightly different. A detailed description of what to do in your Health Authority is listed in the regional specific information above.

### **Important Things to Note:**

1. It is the Physicians' responsibility (that is going on leave) to connect with their facilities **Medical Director** or **Department Head** and identify the proposed dates of leave.

- It has been suggested that you email them, as well as follow up in person to ensure delivery
2. Following this request with confirmation of dates – the above ‘supervisor’ will *connect* with all the necessary departments or stakeholders, eg. Contracts, Finance/Compensation, Credentialling and Privileging, Recruitment
- *How* this message is delivered could look different depending on your health region
    - Not all departments will use the same language around roles or systems eg. cactus

## College of Family Physicians of Canada (CFPC) *Are you a Member?*

The College of Family Physicians of Canada is the professional body responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada’s 17 medical schools.

The College of Family Physicians of Canada (CFPC) delivers exclusive benefits to its members—programs, services, resources and funding—developed by the College specifically for family physicians. The CFPC also provides support for family physicians, residents, and medical students at every stage of their career.

### Contact Information:

Fillable Form: <https://www.cfpc.ca/en/contact-us>

Membership: [membership@cfpc.ca](mailto:membership@cfpc.ca) // 1-800-387-6197 x 250

Local: (905) 629-0900

Mainpro+: 1-800-387-6197 x 560

### [BC CFPC Chapter](#) Information

President ([office@bccfp.bc.ca](mailto:office@bccfp.bc.ca))

Executive Director ([office@bccfp.bc.ca](mailto:office@bccfp.bc.ca))

Phone: [\(604\) 736-1877](tel:6047361877)

Email: [office@bccfp.bc.ca](mailto:office@bccfp.bc.ca)

### Common Questions:

*Q: What does it mean to have an ‘Active’ Membership*

- Be a licensed physician in good standing in family medicine
- Pay the annual membership fees; renewal is due on July 1st
- Fulfil continuing professional development (CPD) requirements:
  - Must submit 250 credits in each five-year cycle, at least 125 of which must be Mainpro+<sup>®</sup> certified credits from any activity category (Group Learning, Self-Learning, or Assessment); must submit 25 credits (certified or non-certified in any category) each cycle year

*Q: Can you cancel your license while on parental / medical leave?*

- You can change your license status to ‘temporarily inactive’
- If you decide to go on leave you can ask for your monthly payments to be returned
  - You are paying for one full year of fees

### CFPC Mainpro+

#### **Leave of Absence Policy**

Mainpro+ cycle extensions and leaves of absence If you will be away from your medical practice for a period of six months or longer due to personal illness or parental leave, or to be the primary caregiver for a family member with an illness, please contact us as soon as possible to discuss your CPD cycle.

The CFPC can grant one-year cycle extensions in these situations. For questions about how a 'leave of absence' affects your medical license please contact your provincial licensing authority.

Contact the College – Inquiry Form - <https://www.cfpc.ca/en/contact-us>

## College of Physicians and Surgeons of BC (CPSBC)

The College regulates the practice of medicine under the authority of provincial law. All physicians and surgeons who practice medicine in British Columbia must be registrants of the College. They protect the public by ensuring registrants meet expected standards of practice and conduct. The provincial College will inform The Royal College of Physicians and Surgeons of Canada and ensure alignment on leave dates, if necessary.

- Registrants who have paid their annual license renewal fee may request a change in their registration status to '**temporarily inactive**' and may be eligible for a waiver or refund of fees
- Registrants who wish to change their status to/from 'temporarily inactive' – Must download, complete and submit the proper form
  - [Form Temporarily Inactive – Parental Leave](#)
  - [Form: Temporarily Inactive – Parental Leave \(Return to Work\)](#)
    - Email completed forms here: [registration@cpsbc.ca](mailto:registration@cpsbc.ca)
  - Pros in changing to 'temporary inactive'
    - Depending on when you go on Parental Leave you may receive a lower prorated license fee.
    - You may however be charged a 3-month administrative fee.
  - Cons in changing to 'temporary inactive'
    - May cause issues with standing orders for labs/outstanding imaging, as well as outpatient IV therapy/ambulatory care medication/blood product administration.
    - Will deactivate ALL your refill prescriptions.

### Helpful Links:

#### **Taking Time Away**

<https://www.cpsbc.ca/registrants/current-registrants/registration-and-licensing/taking-time-away>

#### **Taking Health Leave**

<https://www.cpsbc.ca/registrants/current-registrants/health-monitoring/health-leave>

#### **Contact the College – Inquiry Form**

<https://www.cpsbc.ca/contact-us>

## Locums for Rural BC (LRBC) *Are you a Member?*

Locums for Rural BC administers the Rural GP Locum Program (RGPLP), the Rural GP Anesthesia Locum Program (RGPALP), and the Rural Specialist Locum Program (RSLP). If you're a physician in a rural or remote community in BC and you need a locum, contact us to learn about our enhanced range of services.

1. You will need to provide Rural Locums the dates you are planning to be on leave
2. You may request up to 43 days coverage per fiscal year, based on the RSA community designation.

The number of days eligible physicians practicing in A, B, C, and D communities are entitled to are:

- A Communities: 43 days/fiscal year
- B Communities: 38 days/fiscal year
- C Communities: 33 days/fiscal year
- D Communities: 28 days/fiscal year

3. [Reimbursement guidelines and policies](#) can be found on their website

### Accommodation

- a. Reimbursement for accommodations while providing locum service under the rural locum programs [in an A or B community] will be paid for the duration of the assignment in accordance with the [approved list of accommodations offering government rates](#).
- b. Physicians providing locum services [in C or D communities] will be reimbursed for overnight accommodations while traveling [to and from the community only](#).
  - i. In a Vacation – It would be up to host physician to support the stay of the locum physician eg. Home stay/car rental (this will be covered in the policy/contract)
  - ii. In a vacancy – Coverage would come from the health authority

### Travel

- c. Locum physicians will be paid travel honorariums, transportation, and meals (with certain exceptions) when they are providing locum services.

Meal allowance (to be claimed while on travel status only):

Breakfast before 7:00 am	\$22.00
Lunch before 12:00pm	\$22.00
Dinner after 6:00pm	\$28.50
Breakfast and Lunch	\$30.00
Breakfast and Dinner	\$36.50
Lunch and Dinner	\$36.50
Breakfast, Lunch and Dinner	\$49.00
Incidentals (only if no meal)	\$14.00

- d. Travel time for locum Physicians will be reimbursed as follows:

Less than 2.5 Hours	\$250
2.5 to 4 Hours	\$500
4 to 10 Hours	\$1000
Over 10 Hours	\$1500max

**Note:** If you practice in a community that is not part of the RSA, you are not eligible for the RGPLP. Contact [Health Match BC](#) to determine your eligibility to post your locum vacancy on their website.

### Common Questions:

1. *Are the Physician responsible in reaching out to 'Locums for BC' to set up their time away?*
  - a. Yes – but only if they want a locum to cover their time away. If not, there is no requirement for physician to advise Locums for Rural BC of their absence.
  - b. It is not a Health Authority responsibility.
2. *Once a Physician reaches out and makes a request, how do you ensure that all the stakeholders are informed?*
  - a. Typically LRBC emails both physicians and HA to confirm the locum assignment.
  - b. HA should be advised on the name of the locum in order to get the locum physician credentialed/privileged if they are not already.
  - c. There is no formal approval of the leave – Physicians are not employees of the HA, they are independent

3. *If your 'C' Community only receives 33 days of coverage – and the Physician on leave is requesting more time away, when can a request be made for additional days?*
  - a. This is would then be considered a 'Supplementary Request'
  - b. Once the community is aware of the extended leave - the community would connect with RLBC to request additional coverage days on behalf of the Physician who is on leave
4. *Vacancy vs. Vacation*
  - a. Vacancy – Used for Parental Leave
    - i. Contact is 'inactive' and put on hold
    - ii. Eg. Physician has left, Community has applied for an exception
  - b. Vacation – Should NOT be used for Parental Leave
    - i. Standard locum days that each member is allotted
5. *What if I practice in a community that is not part of the RSA?*
  - a. You are not eligible for the RGPLP.
  - b. Contact [Health Match BC](#) to determine your eligibility to post your locum vacancy on their website.

#### Helpful Contacts & Links:

Tel: 1.877.357.4757

Fax: 1.877.387.4757

Main Email: [info@locumruralbc.ca](mailto:info@locumruralbc.ca)

Payment Email: [payment@locumruralbc.ca](mailto:payment@locumruralbc.ca)

**Registration:** <https://www.locumruralbc.ca/Register> Employer accounts allow you to post vacancies on Locums for Rural BC. Contact the account administrator to find out how to get an account.

**Host Physicians:** <https://www.locumruralbc.ca/GPs/Host-Physicians>

**Policies:** <https://www.locumruralbc.ca/GPs/Policies>

#### Doctors of British Columbia (DoBC) *Are you a Member?*

Doctors of BC is a voluntary association of 14,000 physicians, residents and medical students in British Columbia. To promote a social, economic, and political climate in which members can provide British Columbians with the highest standard of health care, while achieving maximum professional satisfaction and fair economic reward.

#### Parental Leave Program

The Doctors of BC **Parental Leave Program (PLP)** pays up to \$1,000 per week for 17 weeks when you have a child, either by birth, adoption, or surrogacy. If both you and your partner are physicians, both of you can claim a benefit and take your leaves either together or consecutively.

Leave(s) can start up to 12 weeks before the expected birth or placement date of your child and must begin no later than 17 weeks after the birth or placement date.

- [Form: Program Application Form](#)
- Email completed forms here: [benefits@doctorsofbc.ca](mailto:benefits@doctorsofbc.ca) - 604-638-2969

#### Note:

- To receive the Parental Leave Program benefit, you must apply no later than 12 weeks after the child's date of birth or placement.
- Claims must be completed no later than 52 weeks following the start date of your leave.

## DoBC Regional Advisor and Advocate:

Doctors of BC have a team of Regional Advisors and Advocates (RAAs) who support physicians in the communities where you live and work. They are your first point of contact to assist you in seeking services and support from Doctors of BC.

**Meet their Team:** <https://www.doctorsofbc.ca/advocacy-and-policy/advocacy/regional-advisors-and-advocates>

## Helpful Contacts & Links:

**DoBC Member:** <https://www.doctorsofbc.ca/your-benefits/join-us> - 1 800 665 2262

### Parental Leave Program:

<https://www.doctorsofbc.ca/your-benefits/negotiated-benefits/parental-leave-program>

**Physician Health Program:** <https://www.doctorsofbc.ca/your-benefits/physician-health-program>

**Human Resources:** [humanresources@doctorsofbc.ca](mailto:humanresources@doctorsofbc.ca)

Direct lines are listed below; extensions are last four digits of each phone number

- Membership and Web Login Assistance: 604 638 2927
- CMPA/CME/REAP: 604 638 2929
- Tax Receipts (T4A/T4) Help Line: 604 638 2948
- Income Help Line: 604 638 5264

## Rural Programs' Liaison (RPL)

Rural Program Liaison's help physicians and communities' access rural programs, incentives, and resources such as the Rural Retention Program, Rural Emergency Enhancement Fund, Recruitment Incentive Fund, and the RCME

Community Program. The role functions as a liaison between the Ministry of Health, the Health Authority, RCCbc, and other regional and provincial stakeholders. They will be a fantastic resource when navigating this process.

### Who are your regional Rural Programs Liaisons?

[Northern Health](#) | Charlene Hazelton – [charlene.hazelton@northernhealth.ca](mailto:charlene.hazelton@northernhealth.ca)

[Interior Health](#) | Angela Hennig - [angela.hennig@interiorhealth.ca](mailto:angela.hennig@interiorhealth.ca)

[Coastal Health](#) | Eva Jackson - [eva.jackson@vch.ca](mailto:eva.jackson@vch.ca) or [dbaird@rccbc.ca](mailto:dbaird@rccbc.ca)

[Island Health](#) | Therese O'Brien – [TObrien@rccbc.ca](mailto:TObrien@rccbc.ca)

[Fraser Health](#) & [Nisga'a Valley Health](#) | Drew Baird – [dbaird@rccbc.ca](mailto:dbaird@rccbc.ca)

## UBC Department of Family Practice | Post-Graduate Program

Any scheduled leave and absences during residency must be approved and reported to the program office and your rotation supervisor or preceptor.

- Sick leaves of more than 5 days must be supported by physician's note to get paid.
- Residents taking extended leave will be required to make up the time lost upon their return to training to meet the requirement of CFPC.
- Extended personal leaves of absence must be approved by the Program Director and Associate Dean, Postgraduate Medical Education.



**Note:** Visit Policy and Procedures page below, under 'Program Leave' to confirm who you need to connect with directly. You must email the details of the requested leave (start date, end date [if known], and the type of leave [medical, maternity, compassionate, etc.]) as soon as it's known, to ensure a smooth transition into a Resident leave of absence.

- Failure to pass along these details can cause delays in receiving some benefits, and in extreme cases can lead to a claw back of salary.

#### Helpful Links:

**Leave:** <https://postgrad.familymed.ubc.ca/resident-resources/policies-guidelines/vacations-leave/>

**Policies:** <https://postgrad.med.ubc.ca/current-trainees/policies-procedures/>

- [Pregnancy in Residency Policy - 012b](#)
- [Policy 011 – Leave of Absence Policy](#)

**Resident Wellness:** <https://postgrad.med.ubc.ca/resident-wellness/>

## UBC Residency | Post-Graduate Programs

Access to the University's facilities and resources, and to resources provided to students from outside UBC, is limited when students are on leave. Some resources may only be available under certain circumstances, while others may not be available at all. Students on leave are responsible for ensuring that they understand what resources will and will not be available to them. See 'On-Leave Status' link below

**International Graduate Students:** Suggest consulting International Student Advising in the Life Building before pursuing a Leave of Absence to discuss the impact on their ability to stay in Canada, study permit and future post-graduation plans.

**Note:** Residents planning to request a parental leave of absence are encouraged to consider requirements for UBC Child Care Services as early as possible. Due to high demand and shortage of services, programs for children under 3 years of age have waiting times ranging between 12 months and 2.5 years. For more information, please visit UBC Child Care Services link below

#### Helpful Links:

**Residency 'Request for Leave':** <https://www.grad.ubc.ca/forms/request-leave-absence>

- **On-Leave Status:** <https://www.grad.ubc.ca/node/3055>

**International Student Advising:** <https://students.ubc.ca/about-student-services/international-student-advising>

**Child Care Services:** <https://childcare.ubc.ca/>

**\*Postgraduate Fellows:** [pgme.electivesandfellows@ubc.ca](mailto:pgme.electivesandfellows@ubc.ca)

## UBC Undergraduate Student Services

#### Helpful Links:

##### **UBC Medical Program Pregnancy and New Parenthood**

- Policies and Procedures - <https://mednet.med.ubc.ca > PoliciesAndGuidelines2>

##### **Student Services:**

- Health and Wellbeing - <https://students.ubc.ca/health>
- Government - <https://students.ubc.ca/about-student-services#student-government>

**Alma Mater Society of UBC:** <https://www.ams.ubc.ca/>

**Medical Student Affairs:**

- <https://mdprogram.med.ubc.ca/student-affairs/contact-student-affairs/>
- “Student Affairs is part of the UBC Faculty of Medicine, Undergraduate Medical Education Program. We are a confidential resource for current MD students seeking support, guidance, and advice on a range of issues, including: health and well-being, financial planning, career planning, safety, academic support, mentorship, and any other topics students might wish to discuss.”
  - Unsure who to contact, please reach out: [md.studentaffairs@ubc.ca](mailto:md.studentaffairs@ubc.ca)