

DEPARTMENT OF FAMILY MEDICINE POLICY

POLICY NUMBER: MC005

REFERENCE:

ADOPTED BY:

NAAFP AGM: 2009-02-24

SUPERSEDES:

PREPARED BY: Management Committee

DATE: 2007-05-10

TITLE: Participating Physician Absences

Policy Statement:

All academic physician absences shall maintain the independent contractor status of the Participating Physicians.

The purpose of this policy is to:

Clarify physician payments from NAAFP for periods during which a Participating Physician does not provide academic physician services.

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1. **DEFINITIONS**

- 1.1 **Academic Physician Services** – means the academic and clinical services provided by Participating Physicians as detailed in the Association Agreement dated June 15, 2005.
- 1.2 **AARP** – the academic alternate relationship plan entered into between the Participating Physicians, the University, Capital Health, and Alberta Health and Wellness.
- 1.3 **Association Agreement** – the agreement entered into by Participating Physicians that hold Academic Appointments to govern and manage their participation in the AARP.
- 1.4 **Long Term Locum** – means a physician engaged to provide clinical services to NAAFP for greater than 30 calendar days.
- 1.5 **Management Committee** – refers to the standing committee of NAAFP charged with the responsibility and authority for all aspects of the management of the revenues accruing to the Participating Physicians.
- 1.6 **NAAFP** – the association of Northern Alberta Academic Family Physicians.
- 1.7 **NAAFP Fiscal Year** – is the period from July 1 to June 30
- 1.8 **Participating Physician** – means a physician who or whose professional corporation has signed a Letter of Participation in the Department of Family Medicine AARP.
- 1.9 **Physician Compensation** – is the amount payable to each Participating Physician by NAAFP, of the Alberta Health and Wellness payments received by NAAFP, following adjustments for costs, reserves, and trust monies as determined by the Management Committee.
- 1.10 **Short Term Locum** – means a physician engaged to provide clinical services to NAAFP for less than or equal to 30 calendar days.
- 1.11 **Vacation** – refers to the annual vacation leave earned by each physician under their employment agreement with the University of Alberta.

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2. Procedures

- 2.1** NAAFP disburses Physician Compensation to Participating Physicians on a monthly basis at an annual rate established by the Management Committee and scaled by the FTE participation of each Participating Physician in the AARP.
- 2.2** The total annual amount paid by NAAFP to each Participating Physician is calculated in cognizance of each Participating Physician being absent from the provision of Academic Physician Services for one calendar month during each NAAFP Fiscal Year.
- 2.3** As independent contractors, Participating Physicians will not be paid by NAAFP for vacation leave granted by the University of Alberta.
- 2.4** Prior to embarking upon a period of absence, Participating Physicians will assist in the recruitment of their Short Term Locum or Long Term Locum.
- 2.5** Short Term Locums will be retained and compensated by the Participating Physician that is absent. Participating Physicians may have agreements amongst themselves to share Short Term Locum costs.
- 2.6** A Participating Physician engaging a Long Term Locum must notify NAAFP in writing at least 60 days prior to the first day of the Locum period.
- 2.7** During periods of absence that exceed 30 days, the Participating Physician that is absent will have their monthly payments from NAAFP withheld and utilized to compensate the Long Term Locum or Locums.