

MEDICAL STAFF ASSOCIATIONS IN NOVA SCOTIA

GRANT APPLICATION

APRIL 2019

Introduction

Medical staff associations (MSAs) help to facilitate a professional and collaborative work environment that actively engages physicians in health-system planning. Across Canada, MSAs have been growing and helping advocate for physician inclusion in all matters that govern the practice of medicine, facilitate communication with health-system partners, and bring the voice of physicians and the communities they serve to all levels of decision-making within the health-care system.

Robust, active, MSAs already exist in some communities of Nova Scotia, but in other areas they have yet to be established. There are presently no formal zonal MSAs. Doctors Nova Scotia (DNS) is committed to supporting its members as they work to establish or improve MSAs in their communities.

Doctors Nova Scotia commissioned a suite of MSA resources and developed the DNS MSA Grant program to help physician communities establish or grow an existing MSA. Members of new or established MSAs may apply for this one-time allocation of funds (worth up to \$10,000 per grant). The purpose of the grant is to:

- Support the establishment of a new community-based MSA
- Support the establishment of a new zone-based MSA
- Support the ongoing work of an existing MSA



Where can I learn more about MSAs?

Doctors Nova Scotia has prepared two helpful documents about MSAs. Start with *Medical Staff Associations in Nova Scotia: A primer* to learn the basics about MSAs in Nova Scotia. For a more in-depth explanation and help with starting or growing an MSA in your community, check out *Medical Staff Associations in Nova Scotia: A tool kit*. They're both available online at doctorsNS.com > Contract & Practice Support > Tool Kits for Physicians > Medical Staff Associations.

Grant application guidelines

Who can apply?

- Each community or zonal MSA may submit one application. Individuals cannot apply for the grant but a group of four or more physicians interested in creating an MSA can apply together.
- To be considered an official MSA, the MSA must have: an Executive Committee and terms of reference.

What type of initiative is eligible?

- Eligible initiatives include:
 - Initiatives related to starting an MSA, such as hiring a consultant to help develop a governance model
 - Initiatives related to supporting an existing MSA, such as providing continuing medical education (CME), doing advocacy work or recruiting
- Initiatives that are ineligible for a grant include: social events, construction, paying off debt or paying salaries, funding special awards.

What is the process?

The DNS MSA Grant application process will include the following steps:

- Call for applications (Intake 1: May 1 to July 15, 2019; Intake 2: Oct. 1 to Nov. 15, 2019).
- Applicant MSA will complete and submit the grant application (see page 4).
- Submissions will be reviewed by the DNS MSA Grant Application Review Committee (consisting of at least two DNS staff and the DNS President) in accordance with the selection criteria.
- Applicants will be notified of the outcome.

The total amount of funding available is \$80,000. Grants are a one-time allocation of funds, and will not exceed \$10,000 per successful application. The size of each grant will be determined by need and how well the application fits the selection criteria.

What are the requirements for reporting?

Grant recipients will be required to agree in writing to terms and conditions pertaining to the DNS MSA Grant program. All grants awarded will be provided in full upon receipt of the signed terms and conditions document.

Six months after receiving the funding, all grant recipients are required to submit a short written evaluation explaining how the funds have been spent and what outcomes have been achieved.

Application criteria

To apply for a grant, applicants are required to submit an application (see page 4) that meets the following mandatory criteria:

- It must be fully completed and submitted by the application deadline.
- It must clearly identify how the grant funds will be allocated to support the formation or growth of an MSA.
- If an existing community-based MSA is submitting a grant application, the application must be signed by the members of the Executive Committee.
- If a new community MSA is submitting a grant application, the application must be signed by a minimum of four participating physicians.
- If a new zonal MSA is submitting a grant application, it must be signed by a minimum of four participating physicians, with at least one physician from each participating community.

Selection criteria

The application will be ranked by the DNS MSA Grant Application Review Committee using the following criteria:

CRITERIA	WEIGHT
Proposed Initiative and Approach <ul style="list-style-type: none">• Does the application clearly state the purpose of the initiative?• Does the application explain the key activities and timelines of the initiative?• Does the application clearly describe how the grant funds will be allocated?• Does the application explain the intended outcomes, or what the MSA expects to accomplish with the grant funds?• Do the proposed timeline and budget align with the purpose and scope of the initiative?	40%
Relevance <ul style="list-style-type: none">• Does the application describe how the initiative supports one or more of the areas of focus of DNS's strategic plan (see "Be strategic" at right)	20%
Evaluation <ul style="list-style-type: none">• Does the application explain how the MSA will determine if the intended outcomes have been met?	20%
Sustainability <ul style="list-style-type: none">• Does the grant application explain how the MSA plans to continue once funding runs out, given this is a one-time grant?	20%
Total	100%

Be strategic

Doctors Nova Scotia's 2017–21 Strategic Plan identifies three key areas of focus:

CONNECT THE PROFESSION

When physicians are connected with each other, they support, encourage and learn from one another. They work collectively and collaboratively with like-minded individuals to achieve goals and solve problems in ways that may not have been possible if working alone.

ADVOCATE ON BEHALF OF THE PROFESSION

Physicians are passionate about the health of their patients and all Nova Scotians. Amplifying the collective voice of physicians on key health policy issues ensures that public policy decisions reflect the reality of front-line health-care delivery for physicians and their patients. Fair compensation is a key component in attracting physicians to Nova Scotia and enabling physicians to serve their patients to the best of their ability.

SERVE THE PROFESSION

Nova Scotia's physicians work in a rapidly evolving health-care environment that brings with it many stresses and challenges. Successfully helping Nova Scotians achieve optimal health depends on having healthy physicians who are able to make meaningful contributions in this changing environment.

DEADLINES

Application intake 1: May 1 to July 15, 2019

Application intake 2: Oct. 1 to Nov. 15, 2019

MSA Grant Application

Contact name:

Address:

Phone:

Email address:

MSA name:

MSA community:

MSA zone:

Amount of funding requested:

Purpose

What is the purpose of the grant application? Please check one box:

Support the establishment of a new community-based MSA

Support the establishment of a new zone-based MSA

Support the ongoing work of an existing community-based MSA

If you are an existing community-based MSA, do you have the following in place?

Terms of reference

An Executive Committee

Initiative and Scope

What are the key activities and timelines for the work?

How will the grant funds be used/allocated?

What do you expect to accomplish with the grant funds or what are the intended outcomes?

Relevance

How does the initiative support one or more of the areas of focus of DNS's strategic plan (see "Be strategic," page 3)?

Evaluation

How will you determine if the intended outcomes have been met?

Sustainability

Given this is a one-time grant, how do you plan to continue the MSA or the MSA's ongoing work?

Signatures

Name:

Date:

Title:

Name:

Date:

Title:

Name:

Date:

Title:

Name:

Date:

Title:

Submit the completed application to: **Kevin Chapman**, Director, Partnerships and Finance at kevin.chapman@doctorsns.com