

## **Application for Medical Staff Funds Guidelines**

Medical staff funds are available to all members of the medical staff to help support activities or capital equipment expenditures that provide a tangible benefit to the medical staff. All requests should be submitted to the medical staff office. The Treasurer will review all requests to ensure that each request is processed according to the following medical staff policy:

1. All requests for medical staff funds will be reviewed and discussed initially at the Executive Committee of the MEC meeting.
2. Funds for medical staff leadership education are available. Interested members should contact the medical staff office to obtain an application for funds which must be completed and received by the medical staff office a minimum of 45 days before the educational activity begins. Typically, individual reimbursement for leadership education is capped at \$2500 per individual per calendar year. Upon completion of the educational activity, both a brief written synopsis of the material (“take-home points”) and monetary receipts must be submitted prior to reimbursement. At the discretion of the Medical Staff Officers, an individual may be required to make a brief presentation to the Executive Committee of the Medical Staff highlighting key points from the educational activity.
3. Applications for capital requests, projects, or proctoring may be greater than \$2500 and will be evaluated on an individual basis. All decisions regarding fund requests will be rendered based upon the perceived benefit to the medical staff as a whole. Requests will be reviewed and processed according to the protocol outlined below (items 4 and 5):
4. For all requests of \$5000 or less, decisions will be rendered by the Executive Committee of the MEC. If a consensus cannot be achieved, at the discretion of the Executive Committee, the request will be directed to the Finance Committee for further review. If the Finance Committee cannot make a recommendation, the request will be brought to the MEC for a final decision. The Treasurer will periodically update the Finance Committee of all decisions regarding the use of Medical Staff Funds.
5. For all requests of more than \$5000, initial review will be conducted by the Executive Committee of the MEC and a recommendation will be made to the Finance Committee of the Medical Staff for further review. The Finance Committee will inform the Treasurer of their recommendation who will then present this to the MEC for a final decision.

### Application for Medical Staff Funds

Date of request:	<input type="text"/>
Name (contact info):	<input type="text"/>
Hospital Department or Practice Affiliation:	<input type="text"/>
Brief description of request: (leadership education, project, capital equipment, other):	<input type="text"/>
Amount of Request:	<input type="text"/>
Name of course:	<input type="text"/>
Dates and location of educational activity:	<input type="text"/>
Sponsoring organization:	<input type="text"/>
Please provide a brief explanation of how the use of these funds will benefit the medical staff as a whole:	<input type="text"/>