

REAP Rural Resident Enhanced Courses Program
Guidelines and Policies

The Rural Resident Enhanced Courses Program provides funding to eligible UBC Family Medicine residents, Specialty Residents, and Category 1 Enhanced Skills Trainees to participate in rurally relevant courses.

BENEFITS

- Reimbursement of course fees up to \$1,200.
- Reimbursement of up to \$800 for travel and accommodation expenses if travel is required.

ELIGIBILITY

UBC Family Medicine Residents are eligible for funding to participate in The CARE-R Course and/or ATLS if they meet **at least one** of the following criteria:

- The home training site is located in a Rural Subsidiary Agreement (RSA) Community or is an Indigenous Site.
- The resident has a formal commitment to practice in an RSA Community following completion of training demonstrated by:
 - A signed job offer from a health authority or clinic in an RSA Community that was accepted before the start of the course.
 - A high likelihood of fulfilling a Return of Service Agreement in an RSA Community (for IMGs only.)
- The resident is pursuing a rural-focused career as evidenced by one of the following:
 - Fulfilling a requirement set by their home training site to complete a 4-month RSA rural rotation, or
 - Electing to complete a 4-month RSA rural rotation during their second year (R2).

UBC Specialty Residents and Category 1 Enhanced Skills Trainees are eligible for funding to participate in a rurally relevant course if they meet **all** of the following criteria:

- The resident must be in the final year of their residency or Category 1 Enhanced Skills program.
- The resident has a formal commitment to practice in an RSA Community following completion of training demonstrated by:
 - A signed job offer from a health authority or clinic in an RSA Community that was accepted before the start of the course.

APPLICATION PROCESS

Family Medicine Residents:

The CARE-R Course – Eligible residents may apply to participate in one of the courses that are arranged through the UBC Department of Family Practice/REAP during the R2 year. Application instructions are distributed when course offerings are confirmed (typically in early August). Selection will be announced in early fall. Residents who are not selected will be placed on a waitlist and contacted if space becomes available.

ATLS – Funding is available only if the course is not mandatory at the resident’s home training site. Residents are responsible for independently registering for a BC-based course at a time and location that is convenient for them. Residents must first submit their claim to PGME. Any remaining eligible expenses can then be submitted to REAP.

Specialty Residents and Enhanced Skills Trainees:

Eligible residents may apply for funding to support participation in a rurally relevant course, provided the course:

- Takes place after the applicant's RSA practice commitment has been accepted;
- Is not mandatory or strongly recommended by the applicant’s residency or enhanced skills program;
- Focuses on clinical skills relevant to rural practice (not leadership or soft skills); and
- Is preferable held in British Columbia. If the course is not available in BC, it must be pre-approved to qualify for funding.

EXPENSE POLICIES

Eligible expenses directly incurred by the resident will be reimbursed. The claim submission must include itemized receipts for all expenses except distance travelled by personal vehicle or rental car. Credit card receipts will not

be accepted. All other sources of funding must be declared on the claim.

Unless previously approved, sponsored residents are expected to attend the entire course to qualify for reimbursement of expenses. Residents who anticipate missing any portion of the course or no longer plan to attend must contact the REAP office immediately.

Round-trip travel is between the home training site and the course location. Applicants are expected to choose the most economical travel and accommodation options that are practical for their circumstances. Please try to minimize costs by travelling/staying with a fellow resident.

LODGING – Accommodation expenses will be reimbursed to a maximum of \$150/night. Accommodation expenses will be reimbursed for one night before the course and for the nights the course occurs. For example, if the course occurs on Tuesday and Wednesday, residents may claim reimbursement of actual accommodation expenses for Monday-Wednesday nights (3 nights). Accommodation expenses for personally owned properties or those owned by a partner or relative are not eligible.

LAND TRAVEL – If travelling by personal vehicle, mileage will be reimbursed at a rate of .63 cents/km. A map of the distance travelled is required. Travel expenses within the course city will not be reimbursed (i.e. daily commute). Please avoid travelling by rental car and instead use more economical transportation methods. However, if a rental car is required to reach the event, reimbursement will be based on the most economical vehicle available and only for the number of days actually required to travel to and attend the course.

AIR TRAVEL – Airfare will be reimbursed based on the most economical fare available. Excess baggage, seat selection or change fees will not be reimbursed.

COURSE FEES –Typically, CARE-R course fees are billed directly to the REAP office. Eligible residents who participate in a different course will pay the course fees and may submit a claim to REAP for reimbursement.

MEALS & OTHER EXPENSES – Reimbursement of meals or other expenses will not be provided.

COURSE VERIFICATION

The course must not be required or strongly recommended by the residency program, and this must be confirmed by the Residency Site Coordinator or Program Assistant. Instructions on how to obtain the Course Verification will be provided within the claim process. Course Verification does not apply to Family Medicine residents.

CLAIM DEADLINE

Claims for reimbursement must be submitted [online](#) through the Rural Resident Enhanced Courses Program within 30 days of the event or by March 31, whichever is sooner. Claims may not be paid prior to the completion of the course or after the claim deadline.

PAYMENT PROCESS

All REAP payments are issued by Doctors of BC via electronic funds transfer (EFT). **Before submitting a claim, banking information must be updated/added at www.doctorsofbc.ca**

In addition to updating/adding banking information, **download and complete the [Electronic Funds Transfer \(EFT\) Payment Authorization Form](#)**. There will be a prompt to upload a completed copy of this form within the claim process.

RESOURCES

For inquiries related to claims and payments or general program questions, please contact the REAP Program Assistant at REAP.Students@ubc.ca.