

REAP Emergency Education Program

Policies & Guidelines

The Emergency Education Programs (EEP) are funded by the RCCbc and REAP through the Joint Standing Committee on Rural Issues. The Programs provide family physicians practicing in smaller rural communities with a three-month, full-time, remunerated fellowship in Emergency Medicine. The Emergency Education Programs provide structured learning that is practical and relevant, offering a unique opportunity for comprehensive skills enhancement in Emergency Medicine.

The Programs are offered twice a year with cohorts in the Spring and the Fall at three sites – Nanaimo (NEEP), Northern Prince George (NoEEP) and Kamloops (KEEP) and will expand to a fourth site - CoEEP (Coastal, North Vancouver) - beginning in September 2024.

ELIGIBILITY

This program is suited to physicians who currently have a rural practice, work as a rural locum or would like to do more rural work and feel that additional training would make them feel more confident.

Applicants require:

- CCFP
- Active BC College of Physicians and Surgeons license
- A strong connection to rural BC communities with the intent to serve these populations.

BENEFITS

- \$750 per day stipend to cover income loss and overhead
- reimbursement up to \$2,000 for travel costs
- up to \$200 per training day for accommodation or a boarding cost in the amount of \$75 per day

APPLICATION REQUIREMENTS

The Emergency Education Program Application along with all the required supporting documents must be submitted by 11:59 pm on the application deadline through the online application portal. Applications will not be accepted outside of the application window.

Along with your online application, you must upload:

1. Your current CV
2. A letter of intent
3. Two letters of reference

Applications are accepted approximately one year prior to training commencement.

- Spring Cohort - applications are accepted between April 15 - June 15
- Fall Cohort - applications are accepted between September 15 - November 15

SELECTION PROCESS

The Emergency Education Program Selection Committee will review and select the successful candidates. Following selection, successful applicants will be notified by email and must confirm acceptance within one week of being offered a spot in the Program. Funding will then be granted and detailed information about the claim process and policies will be distributed. If a spot becomes available, individuals on the waitlist will be notified.

CLAIM PROCESS

Claims may be submitted after 30 days of training have elapsed and again upon completion of the training and must be submitted with an approved Claim Form. Along with the claim, the participant must complete and submit proof of

training (Trainee Evaluation and Training Log).

Claims and all supporting documentation should be submitted within 30 days of completion of training but must be submitted no later than December 31 following the fiscal year in which approval was granted – i.e., for approvals granted during the 2024/25 fiscal year, training must be completed and funding claimed by December 31, 2025.

EXPENSE POLICIES

Eligible expenses directly incurred by the physician will be reimbursed. Reimbursement of travel and accommodation expenses is based on a cost recovery basis. The claim submission must include itemized receipts for all expenses except distance travelled by personal vehicle. Credit card receipts are not accepted. Participants are expected to choose the most economical travel/accommodation options that are practical for their circumstances. All other sources of funding must be declared on the claim.

STIPEND – The Emergency Education Program will provide a stipend of \$750/day that may be applied to cover income loss and overhead. No patient billings may occur during the EEP training periods.

TRAVEL – Reimbursed up to \$2,000 for the entire training period. This is limited to one round-trip between the home community and the training site plus round-trip travel for any required courses throughout the training. Travel occurring outside of BC will not be reimbursed more than the equivalent cost of travel within BC.

LAND TRAVEL – If travelling by personal vehicle, mileage will be reimbursed at a rate of \$0.63/km. If a rental car is required to reach the training location, reimbursement will be based on the most economical vehicle available plus fuel. Local mileage will not be reimbursed (the course/training site must be >25km from the residence).

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

ACCOMMODATION – Reimbursed to a maximum of \$200 per day, based on the total number of days of training approved (i.e., if approved for 60 days of funding, the maximum allowable for accommodations for the entire duration of training will be \$12,000). Accommodation expenses for personally owned properties or those owned by a partner or relative are not eligible. For accommodations with family/friends, a maximum of \$75/day may be claimed. No receipts are required for staying with family/friends.

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

PAYMENT PROCESS

All REAP payments are issued by Doctors of BC via electronic funds transfer. Banking information must be submitted to Doctors of BC by visiting:
<https://www.doctorsofbc.ca/account/member/banking/add>.

INCOME TAX

REAP payments are considered to be a taxable benefit and as such, a T4A will be issued. Educational costs may be claimed as a deduction for income tax purposes. Please contact a tax advisor for further details. If requested on the claim form, payment can be made to a corporation and no T4A will be issued.