

# REAP Advanced Skills & Training Program

## Policies & Guidelines

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The purpose of the Advanced Skills & Training Program is to improve rural physician retention and skills by increasing opportunities to receive advanced training and skill enhancement. Training options are flexible, ranging from 1 to 60 days, typically involving small-group or one-on-one sessions with a preceptor.

Eligible physicians who are pursuing leadership training focusing on enhancing skills for systemic improvements benefiting rural populations in British Columbia can access up to 20 days of funding through the program. Applicants are expected to seek additional funding sources such as the Shared Care/Specialist Services Committee [Physician Leadership Scholarship Program](#). Besides funding for formalized leadership training, participants are urged to join [UBC CPD's Coaching and Mentoring Program \(CAMP\)](#) and may be invited to two meetings of groups providing leadership in rural BC to gain valuable real-life context.

### ELIGIBILITY

Physicians applying for this program must have lived and practiced in an RSA community for at least nine months in the past year. Physicians who are returning to practice after a leave such as parental leave, long-term illness or disability who have a formal commitment to practice in an RSA Community may also apply. The application must be accompanied by letters from the hospital Chief of Staff and health authority Regional Medical Director confirming that the skill is needed in the community and that the applicant meets the eligibility criteria.

Applicants are encouraged to consult with their Hospital Chief of Staff and Regional Medical Director regarding their proposed training plan, the impact it may have on local medical staff while away, and the expectation that the applicant will return to their rural community upon completion of training.

### BENEFITS

- \$950/day stipend to cover income loss
- \$90/day is to be paid to the primary preceptor, from the daily stipend, if applicable.
- Travel costs up to \$2,000 for the duration of the training period
- Up to \$200/training day for accommodation

Eligible rural physicians may apply for up to 60<sup>1</sup> days of funding per fiscal year. Funds are allocated on a first-come-first-serve basis. This program will not provide funding for courses, conferences or training received outside of BC unless previously approved, or training not relevant to the approved training plan even in cases where other funding sources have been exhausted.

### APPLICATION DEADLINE

The application form and all supporting documents must be submitted [online](#) before training but *may* be accepted up to one week before the end of the fiscal year in which the training began. The fiscal year runs from April 1 – March 31. The application and supporting documentation will be reviewed upon submission and a letter of acceptance will be issued by the REAP office upon approval.

### CLAIM PROCESS

Claims may be submitted only after attendance at the training with an approved Claim Form. Along with the claim, the participant must complete and submit the REAP Trainee Evaluation, Site Evaluation and Preceptor Payment Receipt.

Claims and all supporting documentation must be submitted [online](#) 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 will not be 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 AND PRECEPTOR PAYMENT – the program will provide a stipend of \$950/day that may be applied to cover income loss, overhead, tuition and preceptor payments. The participant will be responsible for paying their primary preceptor \$90/day from the stipend, if applicable. No patient billings may occur during the REAP training periods.

TRAVEL – Travel costs will be reimbursed up to \$2,000 for the entire training period. Travel occurring outside of BC will not be reimbursed in excess of the equivalent cost of travel within BC.

LAND TRAVEL – If travelling by personal vehicle, roundtrip mileage between the home community and the training location 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 – Airfare is reimbursed based on the most economical fare, excluding excess baggage, seat selection, or change fees.

ACCOMMODATION – Reimbursed to a maximum of \$200 per day, based on the total number of days of training approved (i.e. if approved for 20 days of training, the maximum allowable for accommodations for the entire duration of training will be \$4,000). 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/ad>d.

### 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.

### RESOURCES

For information regarding Program eligibility, email [REAP.Physicians@ubc.ca](mailto:REAP.Physicians@ubc.ca) or phone 604-827-1504. For information regarding claims, email [benefits@doctorsofbc.ca](mailto:benefits@doctorsofbc.ca) or phone 604-638-2929.

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<sup>1</sup> Applicants may apply for training days based on the anticipated number of days of lost income required to pursue the leadership to a maximum of 20 days per fiscal year.