
Approval Level: Management

Approved by: Board Chair

Physician Membership

Purpose

This policy describes the process by which the ESPCN will proactively review and consider physicians who wish to join the ESPCN, the acceptance criteria for prospective physicians, and the responsibilities and expectations of participating physicians.

The ESPCN is committed to supporting participating physicians with clinical resources including providing skilled and dedicated multidisciplinary staff to work in their clinics. The ESPCN is committed to ensuring all patients have access to all services provided by the ESPCN.

This policy will contribute to the ESPCN's ability to manage its operations and successfully deliver its approved programming to participating physicians within the limitations of the funding model and the business plan then in effect.

Scope

This policy shall be applied to all physicians not currently members of the ESPCN, who have expressed an interest in joining and are prepared to work with the ESPCN to become participating physicians, and all participating physicians.

Definitions (if applicable)

Prospective physician – A physician interested in joining the ESPCN and who has expressed a willingness to work with the ESPCN to become a participating physician.

Participating physician – A physician who, or whose professional corporation, has signed a Letter of Participation that has been accepted by 1157178 Alberta Ltd.; and who has not either withdrawn or been terminated as a participating physician.

1. Acceptance Criteria for Prospective Physicians

- 1.1 All prospective physicians in a clinic must commit to the application process.
- 1.2 Prospective physicians must express a willingness and commitment to:
 - a. Alignment with the principles and pillars of the Patient's Medical Home, which will include team-based care, patient-centred focus, capacity for improvement and continuity.

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- b. Modify their practice behaviours and habits, as reasonably required to facilitate enhanced multidisciplinary team-based care.
- 1.3 Prospective physicians must be located in Alberta, practice in the Edmonton area and be able to participate in a team-based care approach, in partnership with ESPCN multi-disciplinary team. Clinic location and proximity to the ESPCN can be considered in membership decisions.
- 1.4 Prospective physicians:
- a. Direct the clinic's administrative and non-clinical staff to support and provide administrative assistance to on-site ESPCN employees/contractors, which may include multidisciplinary team members, quality improvement team members, or PCN management.
 - b. Provide reasonable infrastructure and overhead support, equipment, and materials, unless otherwise specified, to on-site ESPCN employees/contractors.
 - c. Inform the ESPCN immediately of any physicians that have left the practice and/or new physicians that join the clinic.
 - d. Inform the ESPCN immediately of significant changes to the clinic environment that may affect PCN staff, such as hours of operation, geographic location, facility improvements, etc. This obligation shall apply both during the assessment process and on an ongoing basis after approval if the Prospective Physician becomes a Participating Physician.
- 1.5 Prospective physicians must indicate their willingness to apply their best efforts to fulfill the objectives of the Business Plan by signing the following documents.
- a. Business Plan, then in effect;
 - b. Letter of Participation;
 - c. ESPCN Application Form;
 - d. Physician Consent (Alberta Health document AH2201)
- 1.6 The PCN has the right to change the required documents listed in 1.5 at any time.
- 1.7 For prospective physicians who have either withdrawn or been terminated from the ESPCN, all factors at the time of the previous decision will be considered in determination of membership, at the discretion of the Board of Directors.
- 1.8 Completed physician applications and documentation must be returned to the ESPCN no later than February 15 or August 15 to be included in Alberta Health's semi-annual enrollment updates on April 1 or October 1, respectively.

2. Addition of New Physicians to the PCN

- 2.1 The PCN will formally increase the number of participating physicians (and corresponding PCN support) for new co-located support on April 1 and October 1 only, aligned with the panel information provided by Alberta Health.
- 2.2 Prospective physicians' applications will be reviewed by management for completeness.
- 2.3 Prospective physicians' applications must be approved by the Board of Directors.

3. Participating Physicians

- 3.1 Participating physicians must inform the PCN of practice location changes in order for the PCN to effectively support them and their patients.
- 3.2 Panel can be allocated to more than one clinic based on the time a physician practices at clinic based on the time a physician practices at clinic locations. These panel splits can be made in 20 or 50% increments only.
 - a. How a physician's panel is split between clinics or practice locations can only be changed on an annual basis in September. The physician must notify the PCN of changes to panel splits by September 30th each year.
- 3.3 Participating physicians must allocate adequate and dedicated space for use by ESPCN professionals and others (i.e. psychiatrists) in the course of their work in delivering patient care at the clinic. Hallway counters, shared exam rooms, or other shared workspaces are not acceptable and MDT support will not be made available.
- 3.4 Prospective physicians must provide assurance that the clinic owner(s), if other than the prospective physician(s) is/are amenable to physician membership in the ESPCN and is/are prepared to support the participating physicians relationship with the ESPCN including permitting ESPCN employees/contractors to access to the clinic site.
- 3.5 Participating physicians must be located in Alberta, practice in the Edmonton area and be able to participate in a team based care approach, in partnership with the ESPCN multi-disciplinary team.
- 3.6 Participating physicians must be a member in good standing with the College of Physicians and Surgeons of Alberta (CPSA).
- 3.7 Practice restrictions, limitations or conditions imposed by the CPSA or any other authority, harassment of ESPCN staff, and/or criminal convictions may result in revoking a physician's membership. The ESPCN and participating physicians will agree in advance what is appropriate for the ESPCN's multidisciplinary teams use, which may be different for each clinic, based on the number and type of ESPCN professionals,

available space at the clinic, potential for renovation at the clinic, and physician schedules.

- 3.8 As a minimum, the participating physicians must allocate administrative (i.e. office or workstation) and clinical space (i.e. exam room) suitable for use by PCN professionals that are assigned to the clinic on a part- or full-time basis (i.e. nurses, social workers, dieticians, psychiatrists). This must not be a shared space with physicians or other multi-disciplinary team members, during the same work hours. Ideally, this space will be co-located with the participating physicians within the practice and facilitate collaborative patient care.
- 3.9 Participating physicians will support the development of a multi-disciplinary team, with each team member working to full scope of practice, within the member physician clinic.

4. Termination

- 4.1 The Board of Directors, may terminate the membership of any participating physician in accordance with Article 5.2 of the ESPCN's Articles of Association.