

Revision Date: November, 2, 2016

1 Program Description

This program is designed to attract undergraduate medical students and medical residents to commence practice in designated areas of need in Newfoundland and Labrador upon obtaining full licensure in this province. The Department of Health and Community Services (hereinafter referred to as “the Department”) will provide bursaries to eligible students and medical residents to assist with academic and living expenses during training.

2 Scope

The Provincial Physician Bursary Program will consist of two incentives: the Undergraduate Medical Student Bursary Program and the Medical Resident Bursary Program.

Additional incentives are available to support the recruitment and retention of physicians in Newfoundland and Labrador, including the Provincial Physician Signing Bonus Program; however, these incentives are outside the scope of this policy. Additional information on physician incentives is available on the Department website.

3 Definitions

Appropriate Deductions: Statutory deductions from pay, including but not limited to income tax, Canadian Pension Plan and Employment Insurance.

Bursary: Amounts paid to students who are working towards their degree or medical residents who are completing their clinical training to assist with academic and living expenses during training.

Default: Failure to complete the service obligation, in part or in whole, or failure to comply with any term or condition of the service agreement.

Difficult-to-Fill Position: A physician position is considered difficult-to-fill if it includes one or more of the following elements:

- The position has been vacant for at least six (6) months and active recruitment, including advertising, has occurred for six months;
- The position has been vacated by more than three (3) full-time physicians in the previous thirty-six (36) months;
- The position has utilized at least three (3) full months of locum coverage in the previous twelve (12) months;
- The position has been filled by more than one (1) provisionally licensed physician in the past thirty-six (36) months;

- The position is part of a general practitioner or specialist cohort in a defined area / community that has experienced any of the above issues in any of the positions in that cohort within the previous two years; or,
- Other extenuating circumstances may be considered if deemed appropriate by the selection committee.

Full-Time Practice: A minimum of forty (40) hours per week spent in patient care exclusive of on-call services for a minimum of forty-four (44) weeks per year on the terms and conditions applicable to such a position.

Incentive: Financial assistance provided by Government or a Regional Health Authority (RHA) to a recipient, which can include a bursary, grant, signing bonus or relocation reimbursement, in return for the recipient's commitment to fulfill a service obligation. In this program, incentive only covers bursaries.

Interest: A fee paid by the recipient who defaults on his/her service agreement.

- If a recipient defaults on his/her service agreement, interest is calculated on the unfulfilled portion of the service obligation.
- Interest on the amount to be repaid by the recipient is calculated retroactively from the date the money was advanced to or on behalf of the recipient, and will compound on the outstanding balance as of the end of each month.
- The interest rate will be the prime rate posted by the Bank of Canada plus two percentage points.

Leave: For salaried physicians, leave is any entitlement as outlined in the 2009-2013 MOA. For fee-for-service (FFS) physicians, leave means any time away from practice.

Medical Resident or Resident: A post-graduate medical trainee within the Professional Association of Internes and Residents of Newfoundland (PAIRN) bargaining unit, or equivalent organization in other Canadian jurisdictions, for example, the Professional Association of Resident Physicians in the Maritime Provinces (PARI-MP) representing medical residents and post-graduate trainees in the Maritimes, and includes any individual in an employment relationship with the training institutions / health authority who is engaged in an educational program leading to eligibility for licensure as a physician in a Canadian jurisdiction.

Physician Type: Physician types are classified as the following:

- a) General Practitioner/Family Medicine: Physicians who receive certification from the College of Family Physicians of Canada (CFPC), or other recognized training by the College of Physicians and Surgeons of Newfoundland and Labrador.
- b) Specialist: Physicians whose training is recognized and certified by the Royal College of Physicians and Surgeons of Canada (RCPSC), or other recognized training by the College of Physicians and Surgeons of Newfoundland and Labrador.

- c) Sub-specialist: Specialists who have been recognized and have successfully completed a Certificate of Special Competence from the RCPSC, or other recognized training by the College of Physicians and Surgeons of Newfoundland and Labrador.

Physician Bursary Selection Committee (“the Committee”): The Physician Bursary Selection Committee is comprised of three (3) representatives from the Department.

Prime Rate: The rate that is posted by the Bank of Canada as the prime rate shall be the base interest rate for calculating repayment.

Proof of Payment: A copy of the cheque or a stamped invoice from the RHA which indicates payment in full was made to the recipient. Proof of payment must include the amount paid, recipient name, date of payment, community and type of incentive.

Recipient: A bursary recipient is an undergraduate medical student or medical resident applicant who is eligible for a bursary and who is required to enter into a service agreement with the province or a RHA.

Regional Health Authority (RHA): Corporations established under the *Regional Health Authorities Act* SNL 2006 cR-7.01 responsible for providing the delivery and administration of health and community services in the health regions in Newfoundland and Labrador. There are four (4) RHAs: Eastern Health, Central Health, Western Health and Labrador-Grenfell Health.

Service Agreement: An agreement entered into by a recipient and the Department of Health and Community Services or a RHA, setting out the terms and conditions of the service obligation. A bursary is provided to a recipient with a service agreement of up to thirty-six (36) months in full-time practice depending on the incentive received.

4 Undergraduate Medical Student Bursary Program

The *Undergraduate Medical Student Bursary Program* provides bursaries to full-time students enrolled in the fourth academic year of the Undergraduate Medical Education Program at Memorial University in exchange for a twelve (12)-month provincial service agreement.

4.1 Recipient Parameters

This program is limited to full-time students enrolled in the fourth academic year of the Undergraduate Medical Education Program at Memorial University in exchange for a provincial service agreement. Students enrolled in medical schools in other educational institutions are not eligible for these bursaries.

In addition, the recipient:

- a) Agrees to establish a practice in Newfoundland and Labrador upon obtaining full licensure;

- b) Agrees to practice for a minimum of twelve (12) months in a full-time position in Newfoundland and Labrador upon obtaining full licensure;
- c) Agrees to obtain associate or active privileges in Newfoundland and Labrador upon obtaining full licensure; and
- d) Agrees to provide the full range of services appropriate to the specialty, reflective of the needs of the RHA. Services may include, but are not limited to, emergency room coverage, day clinics, evening clinics, travelling clinics, institutional services and/or inpatient services.

4.2 Eligible Communities

Upon obtaining full licensure, bursary recipients are required to provide full-time practice in any community of their choosing in Newfoundland and Labrador for the duration of their service agreement.

4.3 Amount and Disbursement

Twenty one (21) undergraduate medical student bursaries are available annually for students in the fourth academic year. The amount of each bursary is seventy-five hundred dollars (\$7,500) per student, which will be awarded on a first-come, first-serve basis up to a maximum of twenty one (21) undergraduate medical student bursaries per fiscal year.

4.4 Procedure

4.4.1 Application and Approval

1. Medical students shall submit a completed Undergraduate Medical Student Bursary Application Form to the Physician Services Division. This form must be submitted while the student is enrolled in the third academic year of the Undergraduate Medical Education Program at Memorial University. The deadline for the application is March 31st of the third academic year with payment being made at the start of the fourth academic year. Applications are obtained by contacting the Physician Services Division or visiting the Department of Health and Community Services website. Forms should be sent to:

Via Mail:

Dan Fitzgerald
Physician Services Division
Department of Health and Community Services
1st Floor, West Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Or

Via Email: danielfitzgerald@gov.nl.ca

2. The Committee will review all applications. A maximum of twenty one (21) applicants will receive an undergraduate medical student bursary on a first-come, first serve basis. The decision of the Committee will be provided to the Health Workforce Planning Division.
3. The Physician Services Division will send a letter of approval and a service agreement to each successful applicant. If an applicant fails to sign the service agreement, he/she will not be eligible to receive an undergraduate medical student bursary.
4. Applicants must sign and return the service agreement to the Physician Services Division by March 31 prior to the start of the fourth academic year.
5. The Health Workforce Planning Division will send the service agreement to the Deputy Minister of the Department for signature. The service agreement is returned to the Health Workforce Planning Division after signing.
6. The Health Workforce Planning Division will keep the original signed service agreement, and provide a copy to the student.

4.4.2 Payment to Recipient

7. After the service agreement is signed by all applicable parties, the Health Workforce Planning Division notifies Eastern Health as the paymaster for the Undergraduate Medical Student Bursary Program to issue a cheque for the applicant with any appropriate deductions.
8. Eastern Health will provide all cheques to the Health Workforce Planning Division for distribution to recipients.
9. Recipients will pick up their cheque at the Physician Recruitment Office at the start of the fourth academic year.

4.4.3 Establishment of Practice

Recipients will establish a medical practice as per the service agreement no later than six (6) months after being eligible to obtain full licensure in Newfoundland and Labrador. If the recipient has not obtained full licensure after the six (6) month period, then that will constitute a default of the service agreement.

Recipients will contact the Physician Services Division and the Health Workforce Planning Division within thirty (30) calendar days of practice being established to advise that practice has commenced and to provide updated contact information, if necessary. This communication will ensure that the service obligation period is accurately calculated.

If a recipient accepts an incentive under the Medical Resident Bursary Program or the Provincial Physician Signing Bonus Program, RHAs will monitor service obligations and notify the Physician Services Division and Health Workforce Planning Division of default or completion of the service obligation.

If a recipient does NOT accept an incentive under the Medical Resident Bursary Program or the Provincial Physician Signing Bonus Program, then the Health Workforce Planning Division will monitor completion of the service obligation.

5 Medical Resident Bursary Program

The Medical Resident Bursary Program provides bursaries to medical residents who agree to provide service in a specific community in Newfoundland and Labrador upon obtaining full licensure.

It is difficult for RHAs to anticipate their future physician needs beyond a few years; therefore, medical resident bursaries are only offered in the last two (2) years of residency. In addition, medical residents are more likely to make informed career/location decisions closer to residency completion. Recipients are eligible for only one medical resident bursary. The service requirement for one medical resident bursary is thirty-six (36) months.

5.1 Recipient Parameters

Bursaries are available to medical residents who meet the following criteria:

- Are medical school undergraduates from Memorial University completing the final two years of their post-graduate medical education in Newfoundland and Labrador or in another Canadian program; or
- Are medical school undergraduates from another Canadian jurisdiction completing the final two years of their post-graduate medical education in Newfoundland and Labrador; or
- Are a Canadian medical school graduate, having completed undergraduate medical school or postgraduate residency training at Memorial University and are completing subspecialty training accredited by the Royal College of Physicians and Surgeons of Canada.

In addition, the recipient:

- a) Has not previously received a community-specific medical resident bursary or a signing bonus from a RHA in Newfoundland and Labrador or from the Government of Newfoundland and Labrador to practice medicine in Newfoundland and Labrador;
- b) Is a family medicine or specialist medical resident who agrees to establish a practice in Newfoundland and Labrador upon obtaining full licensure;
- c) Agrees to practice for thirty-six (36) months in a full-time position at a specific location upon obtaining full licensure;
- d) Agrees to obtain associate or active privileges with a RHA in the area of medical practice upon obtaining full licensure; and

- e) Agrees to provide the full range of services appropriate to the specialty, reflective of the needs of the RHA. Services may include, but are not limited to, emergency room coverage, day clinics, evening clinics, travelling clinics, institutional services and/or inpatient services. Recipients may also be required to participate in 24/7 coverage at an approved facility or emergency room in the recipient’s community of practice upon obtaining full licensure or, when such a facility does not exist in an adjacent community, within a thirty (30) minute driving distance. The Physician Services Division will maintain consistency in approving coverage in adjacent communities and determine whether exceptions are required.

Preference will be given to graduates from Memorial University’s Medical Doctorate degree program and who are medical residents completing residency training in rural communities in Newfoundland and Labrador.

5.2 Eligible Communities

Medical resident bursaries are available with a location-specific service agreement, and with amounts increasing for more rural and difficult-to-fill positions. Four levels have been assigned to communities in accordance with the 2009-2013 MOA (Annex A). Community levels increase from Level 0 (Labrador) to Level 3 (major towns and cities) based on level of rural location and remoteness. If additional communities are identified, they shall be assigned to Level 2 unless otherwise agreed by the Committee. In order for a community to qualify, there must be an existing service need as identified by the RHA. Emphasis will be placed on filling vacant positions in the most difficult-to-fill communities.

5.3 Amount and Disbursement

The following table shows the medical resident bursary amounts by community level. Residents are only eligible for one medical resident bursary during residency training.

Recipient	Amount	Community Level
Specialist Resident (either of last 2 years)	\$90,000	0
	\$70,000	1
	\$60,000	2
	\$50,000	3
Family Medicine Resident (either of last 2 years)	\$90,000	0
	\$70,000	1
	\$60,000	2
	\$50,000	3
	\$25,000	3a

Residents may “top up” to a higher amount if the service agreement is changed to reflect a historically difficult-to-fill position within a community at a lower level in accordance with the definition of a difficult-to-fill position as stated in *Section 3: Definitions*. Decisions to alter service agreements are made in consultation with the Physician Services Division and must be confirmed prior to January 31 of the year of residency completion.

5.4 Procedure

5.4.1 Application and Approval

1. At the beginning of each fiscal year, RHAs will meet with the Committee to determine the allocation of bursaries to be available for that year. The allocation of bursaries will change annually based on RHA need and the availability of physicians to fill vacancies.
2. The Committee will finalize the list of eligible bursaries each fiscal year and advise the RHAs of the same. RHAs may request an allocation change throughout the year as needed, with approval from the Committee.
3. Once a RHA determines a potential medical resident to award the medical resident bursary, the RHA will work with that individual to complete the Medical Resident Bursary Application Form. Applications are obtained by contacting the Physician Services Division or visiting the Department of Health and Community Services website.
4. The RHA submits the completed Medical Resident Bursary Application Form to the Physician Services Division on behalf of the medical resident. The deadline for RHAs to submit requests for medical resident bursaries to the Physician Services Division is January 31 of the academic year of application. A medical resident who did not receive a medical resident bursary in the second last year of residency may be eligible to receive a medical resident bursary in the last year of residency.
5. The Committee will review all applications and will decide by consensus if the applicant meets the criteria for a bursary. The decision of the Committee will be provided to the Health Workforce Planning Division and the RHA.
6. The RHA will send a letter of approval and a service agreement to each successful applicant. The service agreement, in Section 3.4.2, must include an outline of practice requirements as submitted with the application and letter of intent, and approved by the Committee at the time of application approval. Service agreements may include addendums. Service agreements and addendums must be signed by the applicant and the applicable RHA. If an applicant fails to sign the service agreement and addendums, he/she will not be eligible to receive a medical resident bursary.
7. Applicants must sign and return the service agreement and addendums to the RHA by March 31 of the academic year of application.
8. The RHA will sign the service agreement and addendums, keep the original documents, and forward a copy of the documents to the recipient and Health Workforce Planning Division.

5.4.2 Payment to Recipient

9. Once the Health Workforce Planning Division receives the signed service agreement, the Health Workforce Planning Division will notify Eastern Health as the paymaster for the Medical Resident Bursary Program to issue a cheque for the applicant with appropriate deductions.
10. Eastern Health as the paymaster will provide the cheque to the Health Workforce Planning Division for distribution to all RHAs.
11. The Health Workforce Planning Division will send the cheques to the RHA for distribution to recipients.
12. Recipients will pick up their cheque at the Regional Physician Recruitment Office in the RHA. Bursaries must be paid to medical residents prior to the last day of residency training.

5.4.3 Establishment of Practice

Recipients will establish a medical practice as per the service agreement no later than six (6) months after being eligible to obtain full licensure in Newfoundland and Labrador. If the recipient has not obtained full licensure after the six (6) month period, then that will constitute a default of the service agreement.

RHAs will contact the Physician Services Division and the Health Workforce Planning Division within thirty (30) calendar days of the practice being established to advise that practice has commenced and to provide updated contact information, if necessary. This communication will ensure that the service obligation period is accurately calculated.

RHAs will monitor completion of service obligations and notify the Physician Services Division and Health Workforce Planning Division of default or completion of the service obligation.

6 Taxation and Pension

Bursaries paid to recipients may be subject to income taxation. The recipient is responsible for taxes assessed by the Canada Revenue Agency in relation to payments made under this program. The recipient should consider consulting a tax professional on the effects and ramifications associated with the receipt of bursaries. All bursaries are non-pensionable.

Canada Revenue Agency defines a bursary as "...amounts paid or benefits given to students to enable them to pursue their education. Scholarships and bursaries usually apply to education at a post-secondary level or beyond, such as at a university, college, technical institute or other educational institution." Bursaries up to a threshold dollar value are usually tax free; the remainder of the bursary above that threshold is taxed.

Medical residents, while still in a training program, are employees of the RHAs, and receive employment income (i.e. salary). A financial incentive provided to medical residents at the start of employment is considered employment income and is fully taxable.

7 Maximum Funding Allocations per Recipient

Medical school students who meet recipient parameters may receive a maximum of one (1) undergraduate medical student bursary. Medical residents who meet recipient parameters may also receive one (1) community-specific medical resident bursary. The maximum amount of available bursaries combined per recipient is ninety-seven thousand five hundred dollars (\$97,500), which includes one undergraduate medical student bursary and one medical resident bursary.

4 th Year Medical Student Bursary	\$7,500
Maximum Medical Resident Bursary	\$90,000
Total	\$97,500

A medical resident who received a medical resident bursary is **NOT** eligible for a signing bonus in Newfoundland and Labrador under the NLMA and Government Provincial Physician Signing Bonus Program. Newly-recruited, full-time practice physicians who meet recipient parameters may receive a maximum of one (1) physician signing bonus from Newfoundland and Labrador, if they have not received a medical resident bursary in Newfoundland and Labrador under the Medical Resident Bursary Program.

8 Maximum Service Agreement Length

Recipients of incentives under both the Undergraduate Medical Student Bursary Program and either the Medical Resident Bursary Program or the Provincial Physician Signing Bonus Program will complete their service agreements concurrently. A maximum of thirty-six (36) months will therefore be required. Any service obligation for undergraduate medical student bursaries will be considered fulfilled upon completion of twelve (12) months of a thirty-six (36)-month service agreement for medical resident bursaries or physician signing bonuses.

A medical resident who received an incentive under the Medical Resident Bursary Program is **NOT** eligible for an incentive under the Physician Signing Bonus Program in Newfoundland and Labrador.

9 Service Agreement Provisions, Default, and Repayment

Service agreements are legally binding contracts. Below are some of the key conditions that may be included in a physician bursary service agreement.

1. Failure to comply with the service agreement constitutes a default of the service agreement and said default includes the following:
 - Having made a materially misleading or inaccurate statement in the bursary application;

- Purporting to confirm statements in the application and/or in the service agreement as being true when they are not in fact true;
 - Failure to comply with any term or condition of the service agreement;
 - Failure to abide by the Provincial Physician Bursary Program Policy;
 - Failure to obtain full licensure;
 - Failure to complete the service obligation; or
 - Termination of the service agreement by the recipient.
2. Recipients must notify in writing the RHA, or Health Workforce Planning Division for undergraduate medical student bursaries, of the decision to terminate the service agreement at least three months prior to the termination date and arrange for repayment of the bursary in accordance with the service agreement. The RHA will notify the Health Workforce Planning Division of the default of medical resident bursaries including the arrangements for repayment.
 3. Leave taken in excess of eight (8) weeks per year will extend the service agreement by the same amount. Any request by the recipient for postponement of the service agreement must be approved in writing by the RHA in consultation with the Physician Services Division of the Department of Health and Community Services, and will only be considered under extenuating circumstances. The RHA will monitor leave amounts. Requests to postpone must provide the reason for postponement. Eligible reasons may include serious personal illness, pregnancy, serious family illness, death of a family member, or request for additional training. The RHA, in consultation with the Physician Services Division, shall review each request for deferral and communicate the decision in writing to the recipient and the Health Workforce Planning Division.
 4. If the recipient defaults on their service agreement, in accordance with the Collection Policy – Regional Health Authority Receivables, he/she will be required to repay 1) the prorated amount of the bursary based on the number of months of unfulfilled service obligation, and 2) interest. In all instances where the recipient will be charged interest under the service agreement, interest on the amount to be repaid by the recipient will be calculated on the unfulfilled portion of the service obligation. Interest on the amount to be repaid by the recipient will be calculated retroactively from the date the money was advanced to or on behalf of the recipient, and will compound on the outstanding balance as of the end of each month. The interest rate will be the prime rate posted by the Bank of Canada plus two percentage points.
 5. Where the recipient transfers, within the same RHA or another RHA, to a community/facility or position that qualifies for a lower dollar value medical resident bursary, the recipient will repay 1) the difference between the two medical resident bursaries; and 2) interest. The interest rate will be the prime rate posted by the Bank of Canada as of the first day of the month of leaving the position

with the higher incentive plus two percentage points. Interest is calculated on the date of leaving the position with the higher incentive and will compound on the outstanding balance as of the end of each month. This can only occur with agreement of the RHA, as defined in Section 9.6 below, for which the recipient has an existing service obligation.

6. Notwithstanding Section 9.5 above, another RHA may serve on the RHA named in the service agreement a Request to Transfer Medical Resident Bursary and Service Agreement for the recipient. The RHA as named in the original service agreement will respond to this request in writing within thirty (30) calendar days of receipt of this request indicating whether approval is granted to allow the recipient to transfer the service agreement to the second RHA, and the terms and conditions of the transfer, if approved, including the transfer date and number of service obligation months completed.
7. In accordance with the recipient's service agreement, a recipient may be required to pay reasonable costs, including but not limited to costs associated with advertising, relocation expenses, recruiting firm fees, site visits by candidates, and other such costs incurred by the Provincial Government and/or RHAs as a result of the recipient's default necessitating recruitment of a replacement physician. These costs would be calculated for the period of time until a replacement physician is found, but in any event not exceeding the duration of the service agreement, to a maximum of fifteen thousand dollars (\$15,000).
8. In the case of default, the RHA, or Health Workforce Planning Division for undergraduate medical student bursaries, will provide repayment details in writing to the recipient describing the prorated amount owing, interest and the repayment procedure.
9. Recipient contact information may be shared with physician recruitment personnel at the RHAs during medical school and medical residency completion to facilitate placement upon being eligible to obtain licensure in Newfoundland and Labrador.

10 Special Circumstances for Difficult-to-Fill Positions

Some physician positions have been vacant for significant periods of time, and other positions continue to have high turnover. Proposed bursary amounts may not attract qualified, available candidates to some areas. In these cases, it may be necessary to increase the incentive amount to secure a permanent physician. A "top-up" fund is available to provide additional financial incentives for approved positions.

The Committee will develop parameters for difficult-to-fill positions, such as locum usage, turnover, and vacancy periods. The Committee is also responsible for reviewing RHA applications and evidence to increase incentives.

11 Responsibilities

The Physician Services Division and the Health Workforce Planning Division are jointly accountable for the Provincial Physician Bursary Program.

11.1 Recipient Responsibilities

The recipient is responsible for the following:

1. Reviewing and complying with the terms and conditions of the incentive and service agreement.
2. For the Undergraduate Medical Student Bursary Program, the recipient agrees to notify in writing the Physician Services Division and Health Workforce Planning Division if he/she is unable to fulfill the service agreement at least three (3) months prior to the termination date of the service agreement and arrange for repayment of the bursary in accordance with the service agreement.
3. For the Medical Resident Bursary Program, the recipient agrees to notify the RHA in writing if he/she is unable to fulfill the service agreement at least three (3) months prior to the termination date of the service agreement and arrange for repayment of the bursary in accordance with the service agreement.
4. Notifying the RHA, the Physician Services Division and Health Workforce Planning Division of any change in contact information such as name, permanent or temporary address, and phone number provided at the time of signing the service agreement.

11.2 Regional Health Authority Responsibilities

The RHA is responsible for the following:

1. Submitting annual requests for allocations for medical resident bursaries to the Committee by January 31 of any given year in order for allocations to be approved for the next fiscal year.
2. Working with potential applicants to complete the Medical Resident Bursary Application Form.
3. Sending completed Medical Resident Bursary Application Forms to the Physician Services Division for Committee approval.
4. Establishing a written service agreement with the recipients of medical resident bursaries.
5. Sending copies of signed service agreements to recipients of medical resident bursaries and the Health Workforce Planning Division.
6. Distributing cheques from Eastern Health to recipients under the Medical Resident Bursary Program.

7. Tracking the fulfillment of service agreements of recipients under the Undergraduate Medical Student Bursary Program if the recipient also receives an incentive under the Medical Resident Bursary Program.
8. Tracking the fulfillment of service agreements of recipients under the Medical Resident Bursary Program.
9. Maintaining ongoing communication with recipients under the Medical Resident Bursary Program throughout residency and service agreement completion.
10. Notifying the Health Workforce Planning Division once a recipient has defaulted.
11. Enforcing collection of defaulted amounts for recipients under the Medical Resident Bursary Program, and transferring the collected amounts to Eastern Health as the paymaster.
12. Notifying the Health Workforce Planning Division of collected amounts of defaulted bursaries on a quarterly basis.
13. Communicating any changes in recipient contact information to the Physician Services Division and the Health Workforce Planning Division.

Eastern Health is directly responsible for:

1. Issuing cheques for recipients under the Undergraduate Medical Student Bursary Program under direction of the Health Workforce Planning Division, and sending those cheques to the Health Workforce Planning Division for distribution.
2. Issuing cheques for recipients under the Medical Resident Bursary Program with appropriate deductions under direction of the Health Workforce Planning Division, and sending those cheques to the Health Workforce Planning Division for distribution.
3. Preparing the appropriate T4 or T4A for recipients annually under the Undergraduate Medical Student Bursary Program and the Medical Resident Bursary Program.

11.3 Physician Services Division Responsibilities

The Physician Services Division responsibilities include the following:

1. Reviewing all applications with the Committee, and providing notification of approval to the RHA and the Health Workforce Planning Division.
2. Distributing cheques from Eastern Health to recipients of undergraduate medical student bursaries through the Physician Recruitment Office.
3. Sharing the information regarding recipients of the undergraduate medical student bursaries to the regional recruiters in the RHAs.

11.4 Health Workforce Planning Division Responsibilities

The Health Workforce Planning Division responsibilities include the following:

1. Establishing a written service agreement with recipients of undergraduate medical student bursaries.
2. Sending copies of signed service agreements to recipients of undergraduate medical student bursaries.
3. Requesting Eastern Health to issue cheques for recipients under the *Undergraduate Medical Student Bursary Program* and the *Medical Resident Bursary Program* including appropriate deductions.
4. Receiving cheques from Eastern Health for recipients under the *Undergraduate Medical Student Bursary Program* and sending to the Physician Recruitment Office for distribution to recipients.
5. Receiving cheques from Eastern Health for recipients under the *Medical Resident Bursary Program* and sending to the RHAs for distribution to recipients.
6. Tracking the fulfillment of service agreements for recipients under the *Undergraduate Medical Student Bursary Program*.
7. Requesting quarterly updates on service agreement completion from RHAs for recipients under the *Medical Resident Bursary Program*.
8. Maintaining a financial database of bursary recipients, service agreement details (i.e. amounts, location, and service obligation), defaults and collections.
9. Enforcing collection of defaulted amounts with recipients under the *Undergraduate Medical Student Bursary Program*, and transferring the collected amounts to the Provincial Government Department of Finance.

11.5 Physician Services Division and Health Workforce Planning Division Mutual Responsibilities

The Physician Services Division and Health Workforce Planning Division are mutually responsible for the following:

1. Maintaining all policies, terms and documentation including updating approved changes to the *Provincial Physician Bursary Program*.
2. Consulting with the Committee when situations arise outside the realm of existing policies.
3. Preparing an annual report to the Deputy Minister of Health and Community Services. This report will include details of bursaries awarded that fiscal year, including the number, amount, location, service obligations, and fulfilled and defaulted bursaries.
4. Preparing an evaluation of the program within five (5) years of program implementation.

12 Program Monitoring

The Health Workforce Planning Division and Physician Services Division of the Department will collaborate to monitor the financial status of the Provincial Physician Bursary Program. The Provincial Physician Bursary Program will be reviewed annually by the Department's Director of Physician Services and Director of Health Workforce Planning.

Annex A: Community Levels

General Practitioner / Family Medicine – Community Levels

Level 0

Labrador (all communities)

Level 1

Baie Verte	Buchans	Burgeo	Cow Head
Flowers Cove	Fogo	Hampden	Harbour Breton
Hermitage	Jackson's Arm	La Scie	Mose Ambrose
Norris Point	Port Saunders	Ramea	Roddickton
St. Alban's	Trepassey	Woody Point	

Level 2

Bay L'Argent	Bell Island	Bonavista	Botwood
Brookfield	Burin	Cape St. George	Carmanville
Centreville	Codroy Valley	Ferryland	Gambo
Glovertown	Grand Bank	Hare Bay	Lewisport
Lourdes	Marystown	Musgrave Harbour	Musgravetown
Old Perlican	Placentia	Port aux Basques	Springdale
St. Anthony	St. George's	Stephenville Crossing	St. Lawrence
Terrenceville	Trinity	Twillingate	Virgin Arm
Western Bay	Whitbourne	Jefferies	

Level 3

Carbonear	Clarenville	Stephenville	Gander
Grand Falls-Windsor	Corner Brook		

Level 3a

St. John's

Specialists – Community Levels

Level 0

Labrador (all communities)

Level 1

Burin	St. Anthony		
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Level 2

Carbonear	Clarenville	Corner Brook	Gander
Grand Falls-Windsor	Stephenville		

Level 3

St. John's