

PROGRAM GUIDELINES

Fee-For-Service Family Physician – NP Locum Program

This program will allow Nurse Practitioners (NPs) to provide locum services for fee-for-service (FFS) family physicians.

CRITERIA AND ELIGIBILITY:

1. The locum is for a minimum of 8 weeks and a maximum of 6 months
2. The NP is registered with the Nurses Association of New Brunswick (NANB)
3. The NP is an employee of an RHA, but is not currently employed as an NP
4. The NP is at risk of not meeting requirements to maintain registration with NANB

CONDITIONS:

1. The addition of the NP is a temporary arrangement and is only intended to provide primary care services to patients while the family physician is on leave.
2. The NP must be registered with Medicare and in good standing with NANB.
3. Coverage dates of the NP cannot exceed or overlap the leave dates of the family physician; the FFS family physician billing number is deactivated in Medicare for the duration of the locum.
4. The NP must shadow bill.
5. The RHA employs and remunerates the NP, and provides supervision.
6. The RHA must respect the NB Nurses Union (NBNU) Collective Agreement including the Letter of Intent (dated August 20, 2018).
7. NP costs are based on salary and benefits only; overtime is not covered.
8. Salary reimbursement for the NP will be managed via the RHA's usual budget amendment request process.
9. The family physician must identify the NP's collaborating physician.
10. The NP will be working in a primary care practice. If a patient requires hospitalization, the NP must transfer care to the collaborating physician.
11. The family physician staff must provide administrative assistance including shadow billing data entry.
12. The family physician must ensure that on-call coverage arrangements have been made.
13. Overhead costs will be reimbursed to the family physician at a predetermined amount.
14. RHA (Human Resources) must provide confirmation of hours worked to NANB for each NP.
15. RHA (Medical Staff Office) must provide information to the Department of Health (DH) via the NP Locum Request Form and the Locum Tracker spreadsheet.

APPLICATION PROCESS:

- 1- Family Physician or RHA must consult with the Medical Staff Office and the RHA Nursing Services before sending a written request to the DH.
- 2- The NP Locum Request Form will be sent and includes the following:
 - confirmation of support by the RHA (local Medical Director and Nursing Services representative)
 - on-call group coverage
 - identification of collaborating physician
- 3- The NP Locum Request Form must also be attached with the Locum Tracker spreadsheet which is submitted to Kim Harris Kimberly.Harris@gnb.ca by the Medical Staff Office.
- 4- The DH reserves the right to approve or deny any or all requests. The DH approval process includes consulting with the Principal Nursing Advisor and validating the allocated budget.
- 5- The RHA Nursing Services undertakes to ensure that Human Resources and Financial Services of its zone are involved for payment purposes.

SELECTION PROCESS OF NP:

Once the NP Locum Request Form is approved by the DH, the RHA proceeds to fill the temporary assignment in accordance with the NBNU Collective Agreement – Letter of Intent dated August 20, 2018. The RHA, in consultation with the FFS family physician, selects the successful candidate for the locum and proceeds to on-board the NP for the assignment.

OVERHEAD COSTS REIMBURSEMENT:

Overhead costs will be reimbursed to the FFS family physician at a rate of \$ 200 per day or \$ 1,000 per week (5 business days) for the entirety of the approved locum placement. Once the NP has worked at least one month, invoices to this effect are to be submitted to the DH on a monthly basis or at the end of the locum period using the NP Locum Program Reimbursement of Office Costs form.