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| Requirement | Evidence | Date or Relevant Notes |
| **Commitment to Participate in Facility Engagement** | Motion passed at the Medical Staff Association meeting approving commitment to the Facility Engagement Initiative, establishing a representative structure and, as appropriate, incorporating as a non-profit society |  |
| Joint letter of intent executed by both physicians and health authority leadership |  |
| **Financial Management and Accountability** | Certificate of Incorporation obtained |  |
| Directors’ and officers’ liability insurance obtained |  |
| Financial administrator procured (minimum bookkeeper; for job description please contact your FEL (ID 51479)) |  |
| Financial accounts established |  |
| Canada Revenue Agency registration obtained and filing requirements documented |  |
| Corporate records maintenance process established |  |
| Use of the standardized chart of accounts accepted |  |
| Dedicated human resources (administrator, manager, physician, etc.) responsible for managing funding secured |  |
| **Developing a Governance and Decision-Making Structure** | Appropriate governance and decision-making structure clearly articulated and documented in terms of reference |  |
| Motion passed at the Medical Staff Association meeting approving the terms of reference |  |
| Membership list of privileged physicians obtained |  |
| Membership list maintenance process established |  |
| **Annual Planning** | Annual plan developed |  |
| Budget developed |  |
| **Health Authority Partnership** | Health authority point person for Facility Engagement Initiative identified |  |
| Framework mutually agreed on between the Physician Society and health authority leaders for a mechanism to establish effective lines of communication and collaboration |  |
| **Technical Requirements** | Appropriate technical equipment procured  **Note:** See technical requirements information document at <http://www.facilityengagement.ca/fems-facility-engagement-management-system> |  |