

Call For Proposals FOR MEDICAL TEACHING IN CLINICAL SETTING (MTCS) 2023 - 2024 (Department of Family Medicine)

PROGRAM OBJECTIVES

As part of the 2023 - 2024 Ministry of Health and Social Services (MSSS) financing program for medical teaching in a clinical setting, the Faculty of Medicine at McGill benefits from a budget to financially support health training sites that are part of its network in Quebec. A total of approximately \$264,000 is available this year. It is not guaranteed that the program will be available in the years to come.

ELIGIBLE ESTABLISHMENTS

Financial support is offered to the various university hospital centers in Montreal as well as to the establishments, medical clinics and non-traditional health training centers which host McGill medical trainees. The undergraduate medical program (MDCM) and the residency programs at the postgraduate medical education level are eligible.

REQUIREMENTS OF REQUESTS

Postgraduate Program Directors and Site Directors, as well as Undergraduate Course Directors and site directors who wish to present a request for financing, as defined by the framework of the program, must submit their request using the online application form:

[2023 - 24 PAMC Funding Application \(Department of Family Medicine\) \(mcgill.ca\)](#)

ALLOWABLE EXPENSES

Items requested must be related to teaching activities to be admissible. Items that are purely or largely patient care related are not eligible. The types of expenditures eligible are as follows:

- Virtual technology simulating real clinical practice (*e.g., simulated vessel ultrasounds, injection trainer, various types of mannequins & models, etc.*).
- Improvement of ambulatory units for clinical teaching (*e.g., video cameras for supervision, observer-scopes*)
- Online (digital) didactic material not available through McGill libraries or IT services, nor at the hospital Library. Textbooks (hard copies) are not eligible unless these are for the hospital library and a digital (online) version of the resource does not exist. Didactic material requests must be available to all trainees in the program / course. Subscriptions, resources with recurrent (*e.g., monthly, or annual*) costs, and resources installed on a single computer/device are not eligible.

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- Optimization of ambulatory infrastructures (*e.g., Equipment for consultation rooms used by trainees such as exam tables, ophthalmoscopes, otoscopes, etc.*)
- Audio-visual and data-processing equipment (*i.e., computers, iPads, projectors*) and remote learning training equipment (videoconference equipment, webcams)

Note: Programs and activities associated to research are not eligible, nor are the proposed development of custom databases and mobile applications.

Allowable expenses must have been or be incurred from the start of the current academic year July 1, 2023. No financial assistance will be granted for purchases done prior to July 1, 2023.

SELECTION CRITERIA

Projects will be evaluated according to the following criteria:

- Relevance of the project with respect to UGME or PGME program requirements for teaching and accreditation requirements
- Dollar amount of the request;
- Quality of the proposal;
- Financing received in the previous years.

APPROVAL OF THE PROJECTS

The financial requests will first be presented to the Department of Family Medicine PAMC Vetting Committee and approved by the PAMC Executive Committee of the Faculty of Medicine before being recommended to the MSSS. The Committee will ensure that the projects comply with and meet the objectives of the program. Final approval of the projects is granted by the MSSS. Once the project is authorized by the MSSS, a service agreement will be signed between McGill University, represented by the Faculty of Medicine, and the establishment/medical clinic.

METHODS OF REIMBURSEMENT

The amount allotted will represent the maximum amount to be reimbursed by McGill. The total amount must include all the applicable taxes as well as delivery and transportation costs, the cost of any warranty or service, and insurance, etc.

McGill will reimburse all authorized expenditures upon receipt of the invoices prepared by the establishment / medical clinic and accompanied by the suppliers' invoices and proof of payments. Requests for reimbursement along with backup documentation are to be submitted by August 31, 2023, to pamc.fammed@mcgill.ca.

Proof of payment between the establishment/teaching site and their supplier is required to be eligible for reimbursement.

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ADDITIONAL INFORMATION

For more information you may contact the us at pamc.fammed@mcgill.ca

SUMMARY OF KEY DEADLINE DATES & EVENTS

Key Dates	Activities
November 2023	Call for applications released.
February 2024	Deadline of online application form & submission of signed requests to pamc@mcgill.ca
February 2024	Deadline for establishments to rank submissions
April 2024	Faculty announcement of approved projects & issuance of service agreements
September 15, 2024	Deadline for reimbursement requests with invoices & proof of payments