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Subject: Nurse Practitioner Funds	Date Approved: September 19, 2012
Approved by: Board of Directors	Date Revised:
Specific to: Nurse Practitioner	Next Review Date: September 2020

PRINCIPLE:

From time to time, patients of the North Huron Family Health Team (NHFHT) request services from our Nurse Practitioners (NPs) that fall outside of the OHIP billable services mandated by the Ministry of Health and Long Term Care (MOHLTC). It is our goal to use these funds in a manner that is valuable to the NHFHT while keeping within the guidelines as set out in the MOHLTC Funding Agreement. As such, these funds are not subject to Ministry claw back if not 100% used year over year.

POLICY:

Funding received through NP billable services will be used in such a manner that, either directly or indirectly, will benefit patients of the NHFHT.

The majority of the funds shall be used by the end of each fiscal year.

The funds shall be maintained in a balance sheet account in the liability section and recognized as revenue as the funding is used. In addition, NH FHT Accounting Dept. will track the funds by practitioner and each practitioner may use the funds for their own practice subject to the guidelines under this policy. Should the Nurse Practitioner leave the organization, the balance, if any, would be redirected to general discretionary funds for team-wide priorities.

The balance of the funding shall be reviewed each quarter end by the Executive Director/Business Manager together with the NPs in order to ensure that the funds are used in a timely manner.

Examples of items that the funds can be used for:

- Special professional development opportunities, including the travel portion, when regular professional development funding is unavailable (subject to pre-approval);
- Equipment;
- Library Materials

If the funds are used for Professional Development (PD) and/or travel, then the PD/travel under this policy is subject to all of the rules and guidelines under the Travel Expense Reimbursement Policy. Additionally, all purchases must comply with the Procurement Policy and all other policies and procedures of the NH FHT.

All assets purchased with NP funds are property of the NHFHT and shall be labeled and tracked as per normal procedure.