

***GUIDELINES FOR BOARDS OF HEALTH REGARDING MINISTRY OF
HEALTH AND LONG-TERM CARE SUPPORT FOR THE MEDICAL
OFFICER OF HEALTH IN TRAINING BURSARY PROGRAM***

(MOH Bursary Program)

October 29, 2007

Objective

The MOH Bursary program is designed to increase the supply of Medical Officers of Health (MOHs) and Associate MOHs by employing physicians in acting MOH or Physician-Consultant roles working in a health unit while they attend part-time masters programs to complete the educational requirements for a MOH or Associate MOH.

Eligibility Requirements:

To be eligible for the MOH Bursary Program, a physician must:

- Be employed by a local board of health (e.g. Acting MOH, Physician-Consultant).
- Hold a current *Certificate of Registration for Independent Practice* with the College of Physician and Surgeons of Ontario (CPSO).
- Demonstrate good standing with the CPSO.
- Receive an offer for a position in a masters of public health (MPH) or equivalent program that meets the requirements for qualification as a MOH or Associate MOH under the *Health Protection and Promotion Act*.
- Submit an application to the board of health for Bursary funding which includes information about the candidate's proposed academic plan, estimated tuition, travel and accommodation costs over the period of time required to complete the masters.
- Receive approval from the board of health and the Chief Medical Officer of Health
- Sign a Return-of-Service (ROS) Agreement with the board of health committing himself/herself to return service in the sponsoring health unit upon completion of his/her education.

It is important to note that should the MOH Bursary Program physician fail to complete the course successfully or return service, he/she will be required the repay costs, plus interest, to the board of health for MOH Bursary Program related expenses and that funding provided by the ministry will be subsequently recovered from the board of health.

Board of Health Role

- A board of health willing to support a MOH Bursary Program candidate will continue to cost-share its portion (25%) of salary and benefits at the physician's current health unit compensation level, while the candidate is completing part-time studies. Compensation for the MOH Bursary Program candidate will be derived from the health units' operating budget allocation for MOH and Associate MOH services.
- The specific financial details will be negotiated between the board of health and the MOH Bursary Program candidate.
- A sponsoring board of health will be required to enter into a written agreement with the candidate. The agreement will include provisions for a pro-rated return of service for part-time graduate studies that align with other MOHLTC ROS contract obligations and provisions for repayment if obligations are not met.

- A sponsoring board of health will require a copy of the university's offer and the candidate's acceptance in a public health program at the masters level, as well as original receipts for tuition, travel and accommodation expenses.
- Boards of health will submit invoices related to the MOH Bursary Program physicians' tuition and education related travel and accommodation expenses to the ministry for reimbursement on a quarterly basis.

Ministry of Health and Long-Term Care Role

- The ministry will cost-share 75% of the MOH Bursary Program candidate's salary and benefits within the health units' current budget allocation for MOH and Associate MOH services.
- In addition, the ministry will contribute up to \$50,000 or 75%, *whichever is less*, for the combined cost of travel and tuition over the period of time necessary to complete the masters course (four to six years). Costs above the stated amount are not cost-shareable with the province.
- Requests for exceptions may be submitted to the Chief Medical Officer of Health (CMOH) on a case-by-case basis.
- All funding is in Canadian currency.
- The ministry will reimburse boards of health upon receipt and review of invoices related to the MOH Bursary Program physicians' tuition and education related travel and accommodation expenses and reserves the right to hold back 10% of the invoiced amount which will be reconciled upon the MOH Bursary Program physicians' completion of the program.
- The ministry will provide boards of health with a template for a ROS Agreement that boards of health can use to negotiate return of service for physicians being sponsored to undertake part-time graduate studies.
- The ministry will also provide boards of health with a Bursary Request Form which requests information about the MOH Bursary Program physician's academic plan and provide a template for a Bursary Funding Agreement between the ministry/CMOH and the Board of Health that specifies the ministry's commitment to reimburse the board of health for expenses related to the MOH Bursary Program Physician's, travel and accommodation costs and the board of health's obligation to report those costs.

Application and Funding Process

- The board of health must approve the physician's plan to complete part-time graduate studies prior to submitting its request for MOH Bursary Program funding to the CMOH.
- Boards of health requesting MOH Bursary Program funds from the ministry must complete the Bursary Request Form, provide letters of support from the board or the board minute and provide a copy of the ROS Agreement between the MOH Bursary Program Physician candidate and board of health and be willing to sign a Bursary Funding Agreement/Letter with the ministry.
- The Bursary Request Form which contains a description of the physician's education plans will be reviewed by the ministry to ensure that the candidate's proposed course of study will meet *Health Protection and Promotion Act (HPPA)* requirements for Medical Officers of

Health in Ontario. Interpretation of the *HPPA* requirements is at the discretion of the Minister of Health and Long-Term Care.

- If approved, the ministry will provide the sponsoring board of health with a written Bursary Funding Agreement/Letter for sign back.
- Application deadline is **December 31, 2007** for MOH Bursary Program funding in 2008.

Public Health Division

Ministry of Health and Long-Term Care