



ON CALL TEACHING INVOICE
July 1, 2018 – June 30, 2019

Form with fields: Clinical Faculty Member Name (last name, first name), If payable to a professional firm, name of professional firm AND Business Number (9 digits), Mailing address for cheque, UBC Faculty of Medicine Department, On-Call Location, Contact Name & E-mail Address\* \*PLEASE COMPLETE: WHO CAN WE CONTACT WITH ANY QUESTIONS?

Table with 3 columns: Please tick actual level (with checkmark), Number of on call shifts during which there was educational interaction with a learner (1-12, 13-24, More than 24), Maximum Stipend Amount (\$250, \$500, \$1000)

GST STATUS

Form with fields: Please tick status, Small supplier, Registered for GST, GST number (9 digits), RT (4 digits)

If registered for GST, add 5% GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Form with fields: Signature, Date



**Instructions for completing On Call Invoice Template:**

- The deadline for submission of invoices is December 31, 2019.
- Eligible on call time is generally considered to be between the hours of 1700 – 0800 Monday to Friday, plus weekends and statutory holidays, but does not include:
  - Time spent teaching where the Clinical Faculty member is already being compensated for the teaching;
  - Time spent teaching on a CTU during regular hours on weekends and statutory holidays;
  - Time spent teaching on those units which provide a 24 hours and 7 days a week service, such as the Emergency Room, Obstetrics case room and Intensive Care Unit.
- If payment is to be made to your professional firm or group teaching entity, a business number is required. Please ensure that the name of the professional firm is identical to the business number/GST registration with the Canadian Revenue Agency.

**On Call Teaching Invoice Delivery Instructions:**

Island Medical Program (IMP)	<b>By Mail:</b> ATTN: <b>Ashley Macdonell</b> Royal Jubilee Hospital Room 202 Coronation Annex, 1952 Bay Street, Victoria, BC V8R 1J8 <b>By E-mail:</b> <a href="mailto:ashleymacdonell@uvic.ca">ashleymacdonell@uvic.ca</a> <b>By Fax:</b> ATTN: Ashley Macdonell, On Call Invoice 250-370-8016
Northern Medical Program (NMP)	<b>By Mail:</b> ATTN: <b>Jennifer Young</b> University Hospital of Northern BC 1475 Edmonton Street Prince George, BC V2M 1S2 <b>By E-mail:</b> <a href="mailto:jenyoung@unbc.ca">jenyoung@unbc.ca</a> <b>By Fax:</b> ATTN: Jennifer Young, On Call Invoice 250-649-7105
Southern Medical Program (SMP)	<b>By Mail:</b> ATTN: <b>Jeannie Weiss</b> Reichwald Health Sciences Centre 1088 Discovery Avenue Kelowna, BC V1V 1V7 <b>By E-mail:</b> <a href="mailto:Jeannie.weiss@ubc.ca">Jeannie.weiss@ubc.ca</a> <b>By Fax:</b> ATTN: Jeannie Weiss, On Call Invoice 250-807-9687
Vancouver Fraser Medical Program (VFMP)	<b>By Mail:</b> ATTN: <b>Juliet Ho</b> 5 <sup>th</sup> Floor – TEF3 6190 Agronomy Road Vancouver, BC V6T 1Z3 <b>By E-mail:</b> <a href="mailto:OCFA.MED@ubc.ca">OCFA.MED@ubc.ca</a>