



ON CALL TEACHING INVOICE
July 1, 2020 – June 30, 2021

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?	

Please tick actual level ✓	Number of on call shifts during which there was educational interaction with a learner	Maximum Stipend Amount
	1-12	\$250
	13-24	\$500
	More than 24	\$1000

GST STATUS

Please tick status		
	Small supplier	
	Registered for GST	GST number (9 digits): _____ RT (4 digits) _____

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

TOTAL \$ _____

Signature	Date



Instructions for completing On Call Invoice Template:

- The deadline for submission of invoices is December 31, 2021.
- 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)	<p>By Mail: ATTN: Ashley Macdonell Royal Jubilee Hospital Room 202 Coronation Annex, 1952 Bay Street, Victoria, BC V8R 1J8 By E-mail: ashleymacdonell@uvic.ca</p>
Northern Medical Program (NMP)	<p>By Mail: ATTN: Jennifer Young University Hospital of Northern BC 1475 Edmonton Street Prince George, BC V2M 1S2 By E-mail: jenyoung@unbc.ca</p>
Southern Medical Program (SMP)	<p>By Mail: ATTN: Candice Young Reichwald Health Sciences Centre 1088 Discovery Avenue Kelowna, BC V1V 1V7 By E-mail: candice.young@ubc.ca By Fax: ATTN: Candice Young, On Call Invoice 250-807-9687</p>
Vancouver Fraser Medical Program (VFMP)	<p><u>For Faculty Appointment Policy & Compensation Terms inquiries</u> By E-mail: OCFA.MED@ubc.ca</p> <p><u>For On Call Invoices Submission</u> By Mail: ATTN: Clinical Education Admin Team (CEAT) Gordon and Leslie Diamond Health Care Centre 2775 Laurel St, Vancouver, BC V5Z 1M9 By E-mail (preferred): vfmp.oncallteaching@ubc.ca</p>