



ON CALL TEACHING INVOICE

Use this form for on call teaching in IMP, NMP, SMP only.
For on call teaching in VFMP, fill in online form on page 2

FOR PERIOD: July 1, _____ to June 30, _____
indicate year indicate year

Form with fields: Clinical Faculty Member Name, If payable to a professional firm, Mailing address for cheque, UBC Faculty of Medicine Department, On-Call Location, Contact Name & E-mail Address*

Table with 3 columns: Please tick actual level, Number of on call shifts during which there was educational interaction with a learner, Maximum Stipend Amount

GST STATUS: Please tick status

Form with fields: 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 to submit invoices is December 31, six months after the July 1 to June 30 period closes.
- 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: Brandy Craveiro Royal Jubilee Hospital Room 202 Coronation Annex, 1952 Bay Street, Victoria, BC V8R 1J8 By E-mail: callscheduler_tippadmin@uvic.ca</p>
Northern Medical Program (NMP)	<p>By Mail: ATTN: Amelia Kaiser University Hospital of Northern BC 1475 Edmonton Street Prince George, BC V2M 1S2 By E-mail: nmp-clerkship@unbc.ca</p>
Southern Medical Program (SMP)	<p>By Mail: ATTN: Debora Garcia Coe Reichwald Health Sciences Centre 1088 Discovery Avenue Kelowna, BC V1V 1V7 By E-mail: fominterior.finance@ubc.ca Phone: 250-807-8898</p>
Vancouver Fraser Medical Program (VFMP)	<p>Via an online form here: https://ubc.ca1.qualtrics.com/jfe/form/SV_9vpomMcwvh8g6vc (mobile, laptop, tablet, and computer friendly)</p> <p>Effective July 1, 2023, VFMP will only accept on call teaching invoices electronically via the above online survey. For VFMP On-Call Invoices Submission/Qualtrics inquiries, please email vfmp.onteaching@ubc.ca.</p>