

 <b>Saskatchewan Health Authority</b>	<b>Standard #:</b>	
	<b>Title:</b>	<b>Physician Resource Planning &amp; Incremental Funding – DCMO/VP Dyads and PDHs</b>
	<b>Role performing Activity:</b>	<b>DCMO/VP Dyads, Provincial Department Heads (PDHs)</b>
<h1>WORK STANDARD</h1>	<b>Location:</b> Provincial	<b>Department/Unit:</b> PSA
	<b>Document Owner:</b> Strategic Support	<b>Date Prepared:</b> April 08, 2026
	<b>Last Revision:</b> May 15, 2026	<b>Date Approved:</b> May 15, 2026
	<b>Related Policies/Documentation:</b>	

### Work Standard Summary:

This work standard outlines the roles and responsibilities of DCMO/VP dyads and PDHs in supporting **annual physician resource planning (PRP)** and **incremental physician funding requests**, including prioritization, review, and submission of requests for Ministry of Health consideration. The [Incremental Funding Requests SharePoint list](#) serves as the system of record for tracking and managing incremental funding and FFS conversion requests, and can be accessed at any time to review and update information.

<b>Essential Tasks:</b>	
<b>1.</b>	<p><b>May – PRP Update &amp; Planning Meeting</b></p> <p>PSA’s Strategic Support Team schedules a meeting with PDHs to review and update their <b>Physician Resource Plan (PRP)</b> and identify high-level requests for incremental funding or FFS conversions. PDHs determine who is best to complete the request form (e.g., ACOS, ADL, ADivL, operational leader, CoM leader).</p>
<b>2.</b>	<p><b>June – Launch of Annual Funding Cycle</b></p> <p>DCMO/VP dyads and PDHs receive an email from PSA, CMO, and CoM Dean’s offices announcing the start of the funding cycle. DCMO/VP dyads and PDHs are responsible for distributing request forms to their teams using the PRP as a guide, and for scheduling a <b>September meeting</b> with ACOSs, ADLs, and CoM leaders to review requests.</p>
<b>3.</b>	<p><b>July–August – Monitoring Requests</b></p> <p>DCMO/VP dyads and PDHs monitor incoming requests in the <a href="#">Incremental Funding Requests SharePoint list</a> to ensure all submissions are captured. PDHs, VPs and DCMOs receive an email notification when a new request is added to the <a href="#">Incremental Funding Requests SharePoint list</a>.</p>
<b>4.</b>	<p><b>September – Review &amp; Ranking</b></p> <ul style="list-style-type: none"> <li>• Host a meeting with applicable ACOSs, ADLs, and CoM leaders to review submitted requests.</li> <li>• Rank requests in <b>priority order (1 = highest)</b> within the <a href="#">Incremental Funding Requests SharePoint list</a>, ensuring no duplicate ranks.</li> <li>• Assign a priority level: High, Medium, or Low.</li> <li>• <b>Deadline:</b> Last workday in September.</li> </ul>
<b>5.</b>	<p><b>September – Cross-Departmental Alignment</b></p>

Essential Tasks:	
	<ul style="list-style-type: none"> <li>Attend a <b>special Physician Executive Team (PET) meeting</b> (PDHs invited as special guests) to review requests affecting multiple departments or portfolios.</li> </ul>
6.	<b>September – PRP Check-In</b> <ul style="list-style-type: none"> <li>Participate in a PRP check-in meeting with PSA’s Strategic Support Team, with updates reflected in the PRP.</li> </ul>
7.	<b>October – Preliminary Costing</b>  PSA’s Contracts and Financial Management team prepares costing and FFS conversion estimates. DCMO/VP dyads and PDHs may review these within the <a href="#">Incremental Funding Requests SharePoint list</a> .
8.	<b>November–December – Prioritization Team Meetings</b> <ul style="list-style-type: none"> <li>Attend meetings to prioritize approximately <b>27 FTE requests</b>:               <ul style="list-style-type: none"> <li>15 FTE specialty service requests (Medical Services Branch)</li> <li>12 FTE community-based primary care service requests (Primary Care Branch)</li> </ul> </li> <li>Specialty and community-based care requests are prioritized in separate meetings.</li> <li>Only the PDH, Family Medicine attends the primary care prioritization meetings.</li> </ul>
9.	<b>January – PPAC Review</b> <ul style="list-style-type: none"> <li>Requests are reviewed at <b>PPAC</b> for information.</li> </ul>
10.	<b>January – PRP Check-In</b> <ul style="list-style-type: none"> <li>Participate in a PRP check-in meeting with PSA’s Strategic Support Team, with updates reflected in the PRP.</li> </ul>
11.	<b>February – Final Approval &amp; Submission</b> <ul style="list-style-type: none"> <li>Attend Senior Executive Team (SET) with special invite to CoM Dean’s Executive, reviews and approves requests for submission to the Ministry of Health.</li> <li>PSA submits approved requests to the Ministry.</li> </ul>
12.	<b>March – Funding Confirmation</b> <ul style="list-style-type: none"> <li>The Ministry of Health confirms funding decisions.</li> <li>PSA communicates the results to SHA and CoM.</li> <li>PSA and stakeholders implement approved requests.</li> <li>DCMO/VP dyads and PDHs may review the <a href="#">Incremental Funding Requests SharePoint list</a> to confirm the status and utilization of previously approved funding.</li> </ul>

**Supplies:**

- N/A