

 Saskatchewan Health Authority	Standard #:	
	Title:	Physician Resource Planning & Incremental Funding – Requester
	Role performing Activity:	Requesters
<h1>WORK STANDARD</h1>	Location: Provincial	Department/Unit: Practitioner Staff Affairs
	Document Owner: Strategic Support	Date Prepared: April 08, 2026
	Last Revision: May 15, 2026	Date Approved: May 15, 2026
	Related Policies/Documentation:	

Work Standard Summary:

This work standard outlines the responsibilities of requesters (ACOS, ADLs, ADivLs, operational leaders, CoM leaders) in submitting requests for incremental physician funding or FFS conversions. Requests are submitted annually in alignment with the Ministry of Health’s budget cycle, with funding approvals announced on Budget Day in March.

Essential Tasks:	
1.	<p>June – Request Launch</p> <ul style="list-style-type: none"> Receive an email from your DCMO/VP dyad or PDH requesting submission of incremental funding or FFS conversion requests for the upcoming cycle. Requests must be aligned with your portfolio or department Physician Resource Plan (PRP).
2.	<p>June – August Review Guidance & Prepare Submission</p> <ul style="list-style-type: none"> If unfamiliar with the process, review the Physician Resource Planning & Incremental Funding FAQs and Process documents before starting. Pay attention to the types of requests that are excluded from this process. Identify if your request requires additional resources (capital equipment, space, operational dollars, clinical/non-clinical staffing). If so, complete a signed Impact Analysis before submitting. Forms must be fully completed at submission; they cannot be saved and finished later. If you submitted a request in a previous year that was not approved and wish to re-submit it: email psa.strategicsupport@saskhealthauthority.ca. Strategic Support will provide a copy of your previous submission for review and updates and will update the request on your behalf.
3.	<p>June - August – Complete Submission</p> <ul style="list-style-type: none"> Complete the Incremental Physician Contract Funding Request form. You will receive a copy of your request via email upon completion of the form.
4.	<p>September – Request Review</p> <ul style="list-style-type: none"> Your requests will be reviewed during meetings hosted by DCMO/VP dyads and PDHs. If you have not received a meeting invitation, contact your DCMO/VP dyad or PDH to join.

Essential Tasks:

5.	March – Funding Outcome <ul style="list-style-type: none">• DCMO/VP dyads and PDHs collaborate to prioritize the SHA and CoM’s top 27 FTE requests for submission to the Ministry of Health.• Ministry funding decisions are confirmed after Budget Day in March.• PSA communicates funding approvals to SHA and CoM, including all primary contacts listed on the request form (including the requester).
6.	Ongoing – Questions & Follow-Up <ul style="list-style-type: none">• For questions about the status of your request, email psa.strategicsupport@saskhealthauthority.ca or contact your DCMO/VP dyad or PDH.

Supplies:

- N/A