

# PHYSICIAN QUALITY IMPROVEMENT

## ALUMNI Facilitator Opportunity FAQ



**northern health**  
*the northern way of caring*

## FREQUENTLY ASKED QUESTIONS (FAQ)

This is a Frequently Asked Questions (FAQ) to support physicians facilitating educational events in partnership with PQI, SQI and Alumni opportunities.

### What will I be asked to facilitate?

You will be asked to HELP facilitate education opportunities such as VALS (Virtual Action Learning Series), QI Fundamentals, or other virtual and in-person events.

### Will I have to present the entire session?

We are not expecting you to present an entire session, simply to be part of a team of facilitators.

### How much time will I need to commit?

The actual time will depend on the session you are facilitating. Facilitators often spend an average of 3-4 hours preparing for their session. This preparation includes at least one practice run through and meeting with co-facilitators. Coaches will provide you with as many practice sessions as YOU NEED so that you feel comfortable with your portion of the content and are confident in your delivery. We would prefer that you stay for the entire session to support learners.

### Will I be responsible for developing the PowerPoint slides for my session?

No, but you may work with the coach to adjust the PowerPoint content such as adding speaker notes or hiding certain slides. The presentation PowerPoint will be sent to you by the co-facilitating coach for the session.

### Will I be reimbursed for my time?

Yes, you will be reimbursed for all time spent preparing and facilitating sessions.

### What is the reimbursement process?

Your time preparing and facilitating will be reimbursed via sessional payment form which your PQI/SQI/Alumni Coach will provide to you.

If you are travelling to facilitate at an in-person event, that travel, hotel, and meals (not provided during the session) will be reimbursed via sessional payment form. Guidelines for reimbursement will be provided.

It is recommended that [sessional payment forms](#) be completed and submitted within 30 days of the expense being incurred so that you are reimbursed in a timely manner.

### Do you have any tips for facilitators?

If you have personal experience applying content matter, it would be helpful to share that with our learners. And most important of all, have fun!

### Who should I contact if I have questions?

You can reach out to our coordinators at [physicianqi@northernhealth.ca](mailto:physicianqi@northernhealth.ca) who can answer questions or direct them to the most appropriate team member.