

# **Call for Applications to License Independent Health Facilities for the Provision of Cataract Surgeries in Ontario**

Application Guidelines

**Ministry of Health**

**January 15, 2020**

# Table of Contents

<b>Application Guidelines</b>	<b>1</b>
<b>Introduction</b>	<b>4</b>
Instructions for Completing the Application Form	5
Assessment of Applications	6
Short-listing	7
Disqualification of Application	8
Contact during the Application Process	8
What happens if an Application is Successful/Unsuccessful?	9
Questions and Answers	10
Updates about the Call for Applications Process	11
<b>Application Cover Sheet</b>	<b>12</b>
<b>1.0 General Information</b>	<b>12</b>
1.1 Minimum Eligibility Requirements	12
1.2 Applicant Contact Information	12
1.3 Applicant, Officers or Directors or Any Person with an Interest Affecting Control of the Corporation Information or Administrator	12
1.4 Governance Model	14
1.5 Management and Administration	14
1.6 Past Service Delivery	15
1.7 Health Facility Location	15
<b>2.0 Service Delivery</b>	<b>15</b>
2.1 Service Delivery	15
2.2 Benefits to Patients and Health System	15
2.3 Description of Services and Fees	16
2.3.1 Uninsured Services	16
2.3.2 Patient Fees	17
2.3.3 CFMA and IHFA Compliance	17
2.4 Patient Referrals	18
2.5 Broad Access to Procedures for Diverse Populations	18
2.6 French Language Services	18

<b>Ministry of Health</b>	<b>Call for Applications</b>	<b>Cataract Surgeries</b>
2.7 Accessibility Standards		18
<b>3.0 Implementation Planning</b>		<b>19</b>
3.1 Staffing Plan		19
3.2 Health System Linkages		19
3.3 Quality Assurance Assessments/Inspections		20
3.4 Risk Assessment		20
3.5 Facility Design Standards and Spatial Requirements		20
3.5.1. Physical Requirements		21
3.5.2. Fire Safety and Emergency Plans		21
3.5.3. Infection Prevention and Control (IPAC)		21
3.6 Data Collection and Reporting		21
<b>4.0 Financial Information</b>		<b>22</b>
4.1 Facility Fees		22
4.2 Financial/Economic Assessment		22
<b>5.0 Declarations</b>		<b>23</b>
5.1 Applicant Declarations		23
5.2 Officers and Directors or Person with an Interest Affecting Control of the Corporation Declarations		23
5.3 Declaration Templates		23
<b>6.0 Signatures</b>		<b>24</b>
6.1 Applicant Signature		24
<b>7.0 Final Checklist</b>		<b>24</b>
<b>Appendix I: Glossary</b>		<b>25</b>

## Introduction

**These “Application Guidelines” are to assist Applicants in completing the “Application Form” (hereafter referred to as the “Application”) to operate Independent Health Facilities (IHF) for the provision of Cataract Surgeries.**

The Director of IHFs has issued this Call for Applications in accordance with s. 5 of the Independent Health Facilities Act (IHFA), to consider the issuance of new IHF licences in accordance with s. 6 of the IHFA to existing Health Facilities for insured cataract surgeries (Cataract Surgeries) in community-based settings in Ontario.

This Call for Applications will accept applications from Health Facilities that meet the minimum eligibility requirements set out at section 1.1 of these Application Guidelines.

Applicants should illustrate their ability to provide Cataract Surgeries above current volumes, to address surgery backlogs and wait times, and to improve patient access to care, patient experience and health system efficiency in the community.

## Funding

The Minister of Health (Minister) will pay Facility Fees to IHFs for Cataract Surgeries in accordance with the IHFA and pursuant to terms of Transfer Payment Agreements (TPAs) executed with the IHF licensee. Facility Fees will be paid on a cost per case basis established by the Ministry of Health (Ministry). The Facility Fee for Cataract Surgeries will be paid at \$605 per service for unilateral Cataract Surgery and \$1,015 for immediately sequential bilateral Cataract Surgery (bilateral Cataract Surgery).

The IHFA defines a Facility Fee as a charge, fee or payment for or in respect of a service or operating cost that supports, assists, or is a necessary adjunct to and Insured Service, and is not part of the Insured Service.

Funding will **not** be provided for:

- the establishment of a new Health Facility;
- renovation or expansion of an existing Health Facility; or
- capital or leasehold improvements.

## Instructions for Completing the Application Form

These documents support the Call for Applications and are intended to be used in conjunction with each other:

1. Application Guidelines for the Call for Applications to (Application Guidelines); and
2. Application to operate IHFs (Application).

The Application Guidelines will assist Applicants in completing the Application, which consists of a cover sheet and seven sections, all of which must be completed in their entirety:

1. General Information
2. Service Delivery
3. Implementation Planning
4. Financial Information
5. Declarations
6. Signatures
7. Final Check List

A glossary of common terms used through the Application Guidelines and Application is provided as Appendix I of the Application Guidelines.

## Submission of Application

Completed Applications must be submitted electronically, via email, to the Ministry at [IHF.Applications@ontario.ca](mailto:IHF.Applications@ontario.ca) by the **Application Submission Deadline**.

**The Application Submission Deadline is February 16, 2021, 11:59 PM (Eastern Standard Time).**

Applications received by the Ministry after the Application Submission Deadline will **not** be accepted.

Please note that the documentation required must be submitted in its entirety by the Application Submission Deadline. An Application consists of the completed Application and the required accompanying documentation as specified in the Application. Only electronic submissions will be accepted. A hard copy of the Application, or any part of it, will **not** be accepted.

Documents that are not part of the Application or are not required may not be reviewed by the Director.

Any costs associated with preparing and/or submitting the Application are solely the responsibility of the Applicant. The Ministry is not responsible under any circumstances whatsoever for any expenses incurred by the Applicant related to the Application process.

The Ministry will send an acknowledgement by e-mail, confirming receipt of the Application and the date and time of receipt, within one business day of receipt of the Application.

The Applicant cannot make any changes to the Application once it is submitted to the Ministry.

**Applicants should:**

1. Fully review the Application Guidelines and the Application.
2. Obtain copies of and carefully review all relevant legislation and regulations, including the Independent Health Facilities Act (IHFA) and Commitment to the Future of Medicare Act (CFMA).
3. Complete the Application, referring to the Application Guidelines where necessary. Applicants should use the Final Checklist provided in Section 7 of the Application to guide the format of the Application and as a final confirmation that all necessary requirements have been met. All pages of the Application submission must be consecutively numbered for ease of reference and include the total number of pages in the submission (i.e. page 1 of 50, page 2 of 50, etc.).
4. Email the completed Application and all attachments to [IHF.Applications@ontario.ca](mailto:IHF.Applications@ontario.ca) with "Application for Independent Health Facility" in the subject line. Include 1 of 2 and 2 of 2, as applicable, in the subject line if more than one e-mail is required due to the size of the Application and attachments.

## Assessment of Applications

All Applications received by the Application Submission Deadline will be reviewed by the Director based on such factors as the Director, in her sole discretion, determines to be relevant and appropriate, using the Application Guidelines as a non-exclusive guide.

The Director may reject any or all Applications by written letter, offer to consider part of any Application, request clarification or modification of any Application, or request additional information, site visit and/or interview regarding any Application.

The Director, in her sole discretion, may deem the Application incomplete and discontinue consideration of the Application if the information provided in the Application is incomplete or unclear.

The Call for Applications, the Application Guidelines, and the submission of the Application (and/or other material in connection with the Call for Applications, Application Guidelines and Application) do not create any contractual or other legally enforceable obligation on the Ministry, the Applicant, or anyone.

An Application submitted in response to the Call for Applications shall be considered for evaluation when **all** the following criteria have been met:

- it has been received by the Ministry on or before the Application Submission Deadline;
- it has met all requirements;
- it is completed and signed in relevant sections;
- it includes all items listed on the Final Checklist of the Application Form; and
- it has not been disqualified based on the items listed in the “Disqualification of Application” section or other sections below.

Only Applications that meet all the above criteria will be scored by a Ministry Evaluation Team (MET). The MET may consult with other health sector partners about the application content and feasibility.

The MET will make recommendations to the Director on whether an Applicant has met the minimum requirements to be considered for licensing. Under the IHFA, the Director may issue a licence for the establishment and operation of an IHF where the requirements have been met; however, that decision is discretionary. The Director is not required to issue a licence to any person and may prefer any application over other applications. Should the Director issue multiple licences, the issuance of licenses may occur over a period of time and there is no requirement that all licenses be issued on the same date.

## Short-listing

The Director reserves the right, in her sole discretion, to identify a short list of Applicants following the Application Submission Deadline, and to request such further or other information from those Applicants, or to request interviews, as the Director, in her sole discretion, determines to be necessary or appropriate. The Director reserves the right, in her sole discretion, to consider short-listed Applicants and to make such licensing decisions as she sees fit, in accordance with the IHFA.

## Disqualification of Application

The Director may, in her sole discretion, discontinue assessment of an Application and/or disqualify an Applicant at any time without penalty or liability if:

- The Application contains false or misleading information (including supporting documentation such as the Certificate of Professional Conduct (CPC)) or the Applicant, or officers or directors or any person with an interest affecting control of the corporation, if applicable, misrepresents any information provided in, or in connection with, the Application;
- The Applicant, fails to submit, complete or fully execute the Application;
- The Applicant fails to cooperate with the Ministry in its attempt to verify or clarify any information provided in the Application;
- The Application reveals, in the opinion of the Director, a conflict of interest;
- The Applicant is known to have prior knowledge or information related to the assessment evaluation and scoring system for the Application;
- The conduct of the Applicant, or officers or directors or any person with an interest affecting control of the corporation, if applicable, affords the Director reasonable grounds for belief that:
  - The Health Facility will not be operated in accordance with the law and with honesty and integrity;
  - The Health Facility will be operated in a manner that is prejudicial to the health, safety or welfare of any person;
  - The Health Facility will not be operated competently and in a responsible manner and in accordance with the IHFA and regulations; or
  - The services specified in the Call for Applications will not be provided; or
- The Applicant, or officers or directors or any person with an interest affecting control of the corporation, attempts to influence the outcome of the Director's decision outside the parameters of the Call for Applications, including contacting parties noted in the following section.

## Contact during the Application Process

Any communications regarding the Call for Applications or application process may be sent to the Ministry by email to [IHF.Applications@ontario.ca](mailto:IHF.Applications@ontario.ca).

Applicants may communicate with each other for the purpose of submitting a joint Application. Applicants may not collude with each other to lessen competition between Applicants and deprive the Ministry of the benefit of a competitive and open process.



Applicants, or any individuals assisting the Applicants are not permitted to contact the following individuals to discuss this Application process:

- Any staff of the Premier of Ontario's office or the Ontario Cabinet Office;
- Any Member of Provincial Parliament or their staff; or
- Any member of Cabinet, including the Minister of Health, or their staff or advisors.

## What happens if an Application is Successful/Unsuccessful?

The issuance of a licence to any person in accordance with section 6 of the IHFA is discretionary and despite this Call for Applications or any communication or negotiation in respect of an Application, the Director is not required to issue a licence to any person and may prefer any application over other applications.

Note: Being identified as a successful Applicant under this Application process, and any correspondence and/or agreements in connection with this process, shall not constitute a licence under the IHFA.

Note: A licence may be subject to such limitations and conditions as may be prescribed or as may be specified by the Director and set out in the licence.

## Successful Applications

The Application may be conditionally approved by the Director if she has determined, in her sole discretion, that a successful Applicant may be eligible to be issued an IHF licence based on certain conditions.

The Director will advise the Applicant in writing that the Application was conditionally approved, subject to completion of certain specified requirements, which may include:

- If not already submitted in the Application, submission of the required CPC within 30 calendar days following the date of the conditional approval, otherwise the Director may, without penalty or liability, withdraw her conditional approval of the Application or extend the period of time (see section 1.3 for more information on CPC requirements).
- Execution of a TPA with the Ministry (Note: if terms of funding cannot be agreed upon by the parties within a specified number of calendar days following the date of the conditional approval, the Director may, without penalty or liability, withdraw her conditional approval of the Application).

- Confirmation of the date when the Health Facility will be prepared to commence providing Cataract Surgeries to Insured Persons, if licensed as an IHF.
- Full cooperation with a pre-licensing inspection of the Health Facility, which includes the payment of relevant fees at the Applicant's expense, to be conducted by the College of Physicians and Surgeons of Ontario (CPSO) to ensure that:
  - the quality and standards of the Health Facility, and of the services to be provided in therein, will conform to generally accepted quality and standards and the Clinical Practice Parameters and Facility Standards: Ophthalmology (CPPs), which are available on the CPSO website;
  - the Health Facility meets the criteria specified by the Ministry in this Application process;
  - the Applicant will operate the Health Facility competently and with honesty and integrity; and
  - the Applicant has established and will maintain a records management system to ensure monitoring and documentation including, but not limited to, clinical management, appropriateness for surgery, complications, and patient outcomes related to all patient services provided in the Health Facility.
- Completion of the IHF Registration Package (to be provided to the successful Applicant by the Ministry) and payment of the \$100 licence fee prescribed under the IHFA, payable immediately upon notice to the Applicant that a licence is to be issued.

## Unsuccessful Applications

The Director will advise the Applicant in writing regarding an unsuccessful Application.

## Questions and Answers

Questions about the Call for Applications process, the Application Guidelines, and/or the Application must be emailed to [IHF.Applications@ontario.ca](mailto:IHF.Applications@ontario.ca) and be received by the Questions Submission Deadline.

**The Questions Submission Deadline is January 25, 2021, 11:59 PM (Eastern Standard Time).**

All questions received by the Questions Submission Deadline and the responses will be posted on the Ministry's IHF web page so that all potential Applicants may benefit from the response. Note that the posted material will not identify who submitted the question.

## Updates about the Call for Applications Process

In addition to the responses to any questions that may be received by the Questions Submission Deadline, additional information, clarification, and/or updates about the Call for Applications process, the Application Guidelines, and/or the Application may be posted on the Ministry's IHF web page. Applicants are responsible for checking the site regularly up to and including the Application Submission Deadline.

### **Summary: General Steps in the Application Process and What Happens if Application Conditionally Approved**

1. Applicants submit completed Applications (including all required supporting documentation) to the Ministry by the Application Submission Deadline.
2. All Applications received by the Application Submission Deadline will be reviewed by the Ministry.
3. Applications that are complete and that have not been disqualified will be evaluated by the MET, who may consult with health sector partners about a de-identified Application in relation to content and feasibility.
4. If the Application is successful, the Director will advise the Applicant in writing that the Application is conditionally approved, subject to completion of certain specified requirements.
5. The Applicant must complete all requirements set out in the conditional approval for the Director to consider issuing the successful Applicant a licence under the IHFA.

For more information on each of these steps, please see the appropriate sections of the Guidelines.

# Application Cover Sheet

Applicants must complete the “Application Cover Sheet” and include it as the first page of the Application.

## 1.0 General Information

### 1.1 Minimum Eligibility Requirements

Applicants shall meet all of the following minimum eligibility requirements to be considered under this Call for Applications:

- be currently operating a Health Facility that:
  - is located in Ontario;
  - has provided Cataract Surgeries for at least one year prior to the Application Submission Deadline; and
  - will meet the requirements of the Clinical Practice Parameters and Facility Standards (CPPs) for ophthalmology, should the Health Facility be licensed as an IHF.
- fully understand the requirements of the CPPs for ophthalmology, as established by the CPSO; and
- be prepared to provide IHF services (Cataract Surgeries) immediately upon the issuance of an IHF licence, if approved, including the proposed increase in service volumes outlined in the Application.

### 1.2 Applicant Contact Information

This section provides the Ministry with information about the Applicant. The Applicant’s contact information, name, legal business name(s), Health Facility name, address, telephone number, fax number, e-mail address, must be provided and will be used by the Ministry for contact purposes.

### 1.3 Applicant, Officers or Directors or Any Person with an Interest Affecting Control of the Corporation Information or Administrator

In section 1.3.1 (Business and Criminal Offence History) it must be disclosed whether the Applicant, or officers or directors, or any person with an interest affecting control of the corporation or administrator (individual who will oversee day-to-day operations) has:

- a) an unpardoned criminal conviction (section 1.3.1a);
- b) made an assignment, proposal, compromise, or arrangement for the benefit of creditors, or has been petitioned into bankruptcy, or filed for the appointment of a receiver in the last five years (section 1.3.1b);
- c) previously operated or provided services in an IHF or other Health Facility in Ontario or any other jurisdiction (section 1.3.1c);
- d) previously had an IHF licence or a licence for another Health Facility in Ontario or any other jurisdiction suspended, revoked or not renewed (section 1.3.1d);
- e) been subject to professional discipline (section 1.3.1.e).

Per section 1.3.2, the Applicant should initiate an institutional request for a CPC to be issued by the CPSO to the Director of the Independent Health Facilities, Ontario Ministry of Health for:

- a) the Applicant, if registered with the CPSO; and
- b) any officer or director or administrator of the corporation who is registered with the CPSO.

The institution address for the CPSO to issue the CPC is:

Ministry of Health  
Health Services Branch  
Independent Health Facilities Program  
49 Place d'Armes, 2<sup>nd</sup> Floor  
Kingston, ON K7L 5J3  
Attention: Director, Health Services Branch

The Applicant should provide confirmation that the request has been initiated with the CPSO.

## 1.4 Governance Model

The Applicant should:

- a) complete the legal status and attach proof of legal status with Application (1.4.1);
- b) complete the requested information for a Sole Proprietor (1.4.1.a.) or Corporate Ownership (1.4.1.b.);
- c) complete the requested information for shareholdings (1.4.1.c.)
- d) briefly set out the business and professional experience of the Applicant, the officers or directors or any person with an interest affecting control of the Corporation (if applicable) in overseeing the Health Facility;(1.4.2); and
- e) outline the decision-making processes of the officers or directors or any person with an interest affecting control of the corporation in financial and non-financial matters, the role of officers and directors (as applicable) and policies in place to address conflict of interest situations (1.4.3).

## 1.5 Management and Administration

Strong governance, business, human resources, financial, and clinical experience are required to establish a successful IHF. The Application will be scored based on the demonstration that the management team can perform the functions required of an IHF.

An organization chart/table (including officers or directors of the corporation, management team, and staff) for the Health Facility must be provided with the Application (1.5.1).

The Applicant must provide the names and ministry issued solo billing numbers of all physicians who will provide Cataract Surgeries at the Health Facility (1.5.2).

The Applicant must also provide information required in the Application form for the proposed quality advisor (1.5.3) and administrator (1.5.4) for the Health Facility should it be licensed under the IHFA.

The Applicant must complete the table for each officer or director of the Health Facility as applicable (1.5.5)

The Applicant must describe how the officers or directors and management team identified in the organizational chart will meet all governance and management responsibilities of the IHF including, but not limited to, financial accountability, clinical, educational, operational (including Health Facility development and management, quality assurance) and human resources (1.5.6) requirements. Applicants must describe a continuity plan for Health Facility operations to ensure that the clinical and

business expertise that has been proposed in the Application will be maintained should there be changes to the membership of the management team or the officers or directors of the corporation (1.5.7).

## 1.6 Past Service Delivery

Identify the number of Cataract Surgeries provided annually at the Health Facility for up to 3 years prior to the Application Submission Deadline, as well as information regarding any other Insured Services provided during that time period.

## 1.7 Health Facility Location

Provide a map showing the catchment area and location of the Health Facility, as well as the receiving hospitals for emergency transfer. Provide a distance scale and north arrow on the map.

# 2.0 Service Delivery

Provide the following information describing activities should the Health Facility be licensed as an IHF.

## 2.1 Service Delivery

Applicants shall provide information that outlines:

- the number of Cataract Surgeries that will be provided annually, including existing vs. projected service volumes; and
- how the Applicant plans to increase Insured Service volumes at the Health Facility, to meet projected service volumes (timelines, HR considerations, patient population needs, etc.).

## 2.2 Benefits to Patients and Health System

Applicants must describe how the Health Facility will benefit patients including plans to:

- address surgical procedure backlogs and patient wait times;
- improve patient experiences and access to care for all patients; and
- improve health system efficiency in the community.

## 2.3 Description of Services and Fees

IHF's will be expected to primarily focus on providing Cataract Surgeries. Applicants may propose to offer Uninsured Services to patients receiving the Cataract Surgeries, however these charges must be voluntary and cannot be used to affect access to Cataract Surgeries. Patients do not have to pay any optional fees to access Cataract Surgeries. IHFs who offer Uninsured Services in addition to Cataract Surgeries will be required to inform patients that any Uninsured Services and related fees are optional and must ensure that patients understand their options and are given enough information to make an informed choice about receiving and paying for such services prior to receiving them. In addition, if a patient chooses to purchase upgraded lenses, the Ministry requires that the patient receive a credit for the cost of the medically necessary lens.

Medically necessary Cataract Surgeries are insured under the Ontario Health Insurance Plan (OHIP) when provided by any method. This includes, but is not limited to, phacoemulsification, laser surgery and the services or technologies necessary to remove the cataract and insert and/or position the lens.

It is a violation of the *Commitment to the Future of Medicare Act, 2004* (CFMA) for a person or entity to charge an Insured Person for an Insured Service or a component of an Insured Service (known as "extra billing"); receive a fee or benefit from an Insured Person for providing preferred access to an Insured Service (known as "queue-jumping"); and/or make the provision of an Insured Service conditional upon an Insured Person paying a block fee for Uninsured Services. It is a violation of the IHFA to charge or accept payment from anyone other than the Minister or a prescribed person for or in respect of a service or operating cost that supports, assists or is a necessary adjunct to an Insured Service ("illegal facility fee").

To further clarify, any recipient of IHF funding for Cataract Surgeries cannot make decisions regarding access to the Insured Service based on whether patients will consent to pay for any Uninsured Services.

### 2.3.1 Uninsured Services

Provide a description of the Uninsured Services that are being provided, or will be provided at the Health Facility, including:

- service type and existing service volumes (identify if any services are provided concurrently with Cataract Surgeries);
- plans to change or increase service type/service volumes (if applicable);
- rationale and benefit to patients;



- promotional materials used to inform patients of Uninsured Services;
- frequency with which these services will be offered (proportional time for Cataract Surgeries and other surgeries); and,
- the process by which the Health Facility will determine how priority will be given to the provision of Cataract Surgeries.

### 2.3.2 Patient Fees

Provide a list and description of Uninsured Services that are or will be provided at the Health Facility, and related fees, if applicable (e.g. cataract lens upgrade, refraction, block fees). If not applicable, please indicate so in the application.

### 2.3.3 CFMA and IHFA Compliance

Insured Persons do not have to pay any fees to access Cataract Surgeries. IHFs are required to inform patients that any Uninsured Services and related fees are optional and subject to the provisions of the CFMA.

Describe how the Health Facility will comply with the statutory provisions prohibiting:

- a) under the CFMA, extra-billing, queue-jumping, and making access to an Insured Service conditional on paying a block fee; and
- b) under the IHFA, charges related to Facility Fees.

Please note that it will be a further requirement that Applicants ensure Insured Persons have access to Cataract Surgeries at no cost, without being required to pay any fee or fees related to any Uninsured Services, and that access to Cataract Surgery cannot be made conditional on a patient's choice to pay or not pay for any Uninsured Services.

The Applicant should include:

- a description of how Insured Persons will be made aware of what Cataract Surgeries are available and any fees planned for Uninsured Services;
- a description of how Insured Persons will be made aware that Uninsured Services and related fees are optional and not required in order to access Cataract Surgery;
- plans for posting information about optional fees, including the Ministry CFMA hotline for inquiries; and,
- plans for how to obtain Insured Persons' consent to any fees associated with an Uninsured Service, if applicable.

## 2.4 Patient Referrals

Describe the Health Facility's current links to the health care system in relation to patient referrals for Cataract Surgeries. Provide details on how these links will prioritize patient needs, improve access to specialty care for Cataract Surgeries, decrease wait times and improve the overall patient and provider experience.

Provide information about the use of any digital tools, e.g. eServices (eReferral and/or eConsult) that will be leveraged to support the patient care pathway for Cataract Surgery and medical eye care from providers to optometrist and general ophthalmologists. Describe how they will be integrated with electronic medical records (EMRs) as part of clinical workflows, if applicable.

Include details on any existing or planned collaboration with health sector providers such as the Ministry of Health, Ontario Health and others to:

- enable smoother transitions of care;
- identify and assist priority patient populations. (longest wait times or poorest access);
- allow for seamless information sharing;
- improve patient experience by replacing paper-based processes; and
- improve efficiency, timeliness and accuracy.

## 2.5 Broad Access to Procedures for Diverse Populations

Indicate how the Health Facility will address the health equity needs of diverse, vulnerable, priority and underserved populations specific to the catchment area.

## 2.6 French Language Services

Applicants who propose to establish and operate an IHF located in an area of Ontario designated in the Schedule of the *French Language Services Act* should demonstrate how the need for French language services will be met.

## 2.7 Accessibility Standards

Applicants must confirm that the Health Facility complies and will continue to comply with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), as applicable.

The Applicant must answer "Yes" or "No" to the question in section 2.7.

## 3.0 Implementation Planning

An Applicant must demonstrate that it meets the requirements outlined in this section.

### 3.1 Staffing Plan

Applicants should have a detailed staffing plan that illustrates:

- human resource and physical capacity to support service delivery; and
- how its team of qualified health care professionals, ancillary and administrative staff will provide services at the Health Facility.

The staffing plan should ensure that health care staff are able to practice to their full scope of practice, in a safe and healthy workplace. An Applicant is required to demonstrate, through the staffing plan, how the Health Facility will efficiently and effectively maintain operations as well as foster and build an inter-professional care team. The Applicant should also outline how relationships with health sector partners will be built and maintained.

The Applicant shall provide the following information to illustrate how it meets these objectives:

- Functions:** A description of each of the staff member's functions (i.e.; clinical, administrative, educational/research) in the Health Facility. Identify anticipated use of non-physician staff (i.e. RN, RNA, anesthesia assistants, ophthalmology technicians) in a team-oriented, inter-professional model for delivery of care. Please ensure staff members/functions are captured in the organizational chart in section 1.5.1.
- Caseload:** Proposed time commitment of physicians and other staff at the Health Facility; information on the average caseload for physician(s) and other health care providers.
- Continuity of Services:** How continuity of services will be managed at the Health Facility.
- Anaesthesia Delivery:** Please ensure anaesthesia related human resource considerations (e.g. recruitment and retention) are included in the staffing plan.

### 3.2 Health System Linkages

Provide a description of how the Health Facility will maintain health system linkages with health sector partners, where applicable (e.g. Ontario Health, Ontario Health Teams, local hospitals, primary care providers etc).

### 3.3 Quality Assurance Assessments/Inspections

Under the IHFA, licensed IHFs are required to comply with the generally accepted quality and standards for the facility and services provided in the Health Facility. The CPSO has developed Clinical Practice Parameters and Facility Standards (CPPs) for ophthalmology. Successful Applicants are required to adhere to the published CPPs for ophthalmology.

Under the IHFA, the CPSO has the primary responsibility for carrying out quality assessments and inspections in IHFs, including the pre-licensing inspection and ongoing quality assessment. A pre-licensing inspection will be required if the Application has been conditionally approved by the Ministry. The Applicant will be responsible for paying any fees associated with quality assessments or inspections conducted by the CPSO within the timeframe set out in the CPSO invoice. Note that the CPSO assesses and charges fees for any quality assessments or inspections it carries out under the IHFA in accordance with the *Regulated Health Professions Act* (RHPA) and the CPSO by-laws.

The Applicant must attach the most recent quality assessment/inspection undertaken at the Health Facility by the CPSO as part of the Out-of-Hospital Premises Inspection Program, if applicable.

The Applicant must answer “Yes” or “No” to questions in sections 3.3.2, 3.3.3 and 3.3.4 of the Application.

### 3.4 Risk Assessment

How will the Applicant determine whether patients are appropriate to receive services in the IHF? Provide details on post-surgical patient pathway (including follow up and managing complications etc). Also provide a description of how the Health Facility will be assessing anesthesia risk and providing anesthesia services to patients.

### 3.5 Facility Design Standards and Spatial Requirements

The following sets out the physical planning and design standards that are mandatory to ensure the safe delivery of care provided in accordance with generally accepted quality standards. The Applicant must consider the CPPs for ophthalmology when responding to this section.

**Note: The Ministry will not be providing any capital or leasehold improvement funding.**

### 3.5.1. Physical Requirements

The Applicant shall confirm that the Health Facility conforms with planning and design requirements of the CPPs and the CSA Z8000 for Canadian health care facilities. The Applicant should also attach a floor plan of the Health Facility, if available.

It is the responsibility of the Applicant to obtain and comply with all current versions of applicable required codes, acts, regulations and standards.

The Applicant must answer Yes or No to the question in 3.5.1. of the Application.

### 3.5.2. Fire Safety and Emergency Plans

The Applicant must provide a copy of a fire safety plan that describes the fire and life safety features of the building (e.g. smoke alarms, sprinklers, access to exits and elevators) and describe how the building's features support the operation of the Health Facility in the case of an emergency (3.5.2). The fire safety plan should also include the Health Facility's policies and procedures for evacuation in accordance with the CPPs and applicable legislation (e.g. Ontario Fire Code).

### 3.5.3. Infection Prevention and Control (IPAC)

The Applicant must confirm that the Health Facility complies and will continue to comply with public health directives, the CPSO IPAC checklist and any future public health requirements (3.5.3.). The Applicant must attach the current IPAC clinic policy for the Health Facility.

## 3.6 Data Collection and Reporting

Please note that the provisions of the *Personal Health Information Protection Act* (PHIPA) apply to the Health Facility's collection, use, and disclosure of personal health information.

The Applicant must indicate "Yes" in the box in section 3.6 of the Application to confirm agreement and understanding of the data collection and reporting requirements.

## 4.0 Financial Information

### 4.1 Facility Fees

Applicants must acknowledge their understanding agree that the Facility Fee (cost per case rate) for Cataract Surgeries payable to Applicants who are issued an IHF licence is \$605 per service for unilateral Cataract Surgery and \$1,015 for bilateral Cataract Surgery.

#### **Transfer Payment Agreement**

If successful Applicants are issued a licence under the IHFA, a TPA must be executed by both the IHF licensee and Ministry.

The TPA will set out annual Ministry funding, cost per case rates and approved Cataract Surgery volumes to be funded, in addition to other terms and conditions governing accountability and reflecting the requirements of the IHFA.

### 4.2 Financial/Economic Assessment

The Application should explain the sustainability and feasibility of the Health Facility based on the cost per case rate and proposed volumes for at least the next five years, should it be licensed as an IHF.

## 5.0 Declarations

Section 5.0 of the Application contains declarations that are to be completed by the Applicant. Consult the table below to identify who should complete each declaration and attach as part of your Application.

### 5.1 Applicant Declarations

Applicant must complete Declarations 1, 2 and 3.

<b>Applicant's Declarations</b>
<b>Declaration #1:</b> Applicant Declaration
<b>Declaration #2:</b> Applicant Conflict of Interest Declaration
<b>Declaration #3:</b> Applicant Tax Compliance Declaration

### 5.2 Officers and Directors or Person with an Interest Affecting Control of the Corporation Declarations

Each officer or director or person with an interest affecting control of the corporation must complete Declarations 4 and 5.

<b>Officer and Director Declarations</b>
<b>Declaration #4:</b> Officer or Director or Person with an Interest Affecting Control of the Corporation Declaration
<b>Declaration #5:</b> Officer or Director or Person with an Interest Affecting Control of the Corporation Conflict of Interest Declaration

### 5.3 Declaration Templates

The templates for the Declarations referenced in sections 5.1 and 5.2 above are provided in the Application Form.

## 6.0 Signatures

The Signatures page must be signed by the Applicant and a scanned copy included with the Application. The Applicant must retain the copy bearing the original signature(s) and produce it upon request by the Ministry.

### 6.1 Applicant Signature

The Applicant must sign and date the Application to certify and confirm the correctness and completeness of the information submitted and provide consent for the Ministry to review, share, and verify the information with such individuals or other parties, as required, to administer the Application process.

## 7.0 Final Checklist

A “Final Checklist” is provided in Section 7.0 of the Application as a guide to ensure that the Applicant has included all necessary information and documentation to support the Application. The completed “Final Checklist” must be included with the Application.



## Appendix I: Glossary

**AODA:** means the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

**Applicant:** means the person who submits an Application, including any officer or director of a corporation.

**Application:** means an Application Form and attachments that are submitted by an Applicant per the Call for Applications and Application Guidelines.

**Application Submission Deadline:** means the date and time that an Application must be received by the Ministry as specified in the Call for Applications and Application Guidelines.

**Call for Applications:** means the notice issued by the Director, and authorized by the Minister, to request Applications for the establishment and operation of health facilities as IHFs under the IHFA.

**Cataract Surgery:** Means an insured cataract surgery captured under the following fee service codes, as prescribed in the OHIP Schedule of Benefits - Physician Services:

- FSC E138 Fixation of intraocular lens
- FSC E140 Lens extraction
- FSC E143 Fixation of intraocular lens with excision of secondary membrane following cataract extraction
- FSC E144 Removal of intraocular lens
- FSC E145 Repositioning surgical of dislocated intraocular lens
- FSC E146 Insertion of secondary intraocular lens
- FSC E950 Insertion of intraocular lens

**CFMA:** means the Commitment to the Future of Medicare Act, 2004, S.O. 2004, c.5

**Clinical Practice Parameters and Facility Standards (CPPs):** means the generally accepted quality and standards for the facility and services, as articulated by the CPSO and published on the CPSO website.

**CPC:** means the Certificate of Professional Conduct issued by the CPSO to verify that a physician is registered with the CPSO and to confirm his or her standing with the CPSO.

**CPSO:** means the College of Physicians and Surgeons of Ontario.

**Director:** means the Director of Independent Health Facilities as appointed by the Minister per the IHFA.

**eServices:** means digital services to support clinical workflows that enable smoother transitions in care and improve the patient experience (e.g. eReferral, eConsult, eOrdering, ePrescription)

**Facility Fee:** has the meaning ascribed to it in the IHFA

**Health Facility:** has the meaning ascribed to it in the IHFA

**HIA:** means the Health Insurance Act, R.S.O. 1990, c. H.6

**IHF:** means an independent health facility and has the meaning ascribed to it in the IHFA

**IHFA:** means the Independent Health Facilities Act, R.S.O. 1990, c. I.3

**Insured Persons:** has the meaning ascribed to it in the HIA

**Insured Services:** has the meaning ascribed to it in the HIA

**MET:** means the Ministry Evaluation Team comprised of representatives who will review, assess and evaluate Applications.

**Minister:** means the Ontario Minister of Health.

**Ministry:** means the Ontario Ministry of Health, its employees, servants, officers, directors, and agents.

**OHIP:** means the Ontario Health Insurance Plan and has the meaning ascribed to it in the HIA.

**Out-of-Hospital Premises Inspection Program:** means the continuous quality improvement program administered by the CPSO that develops and maintains standards for the provision of medical care/procedures in Ontario out-of-hospital premises and inspects and assesses these premises for safety and quality of care.

**Personal Health Information Protection Act, 2004:** means the Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Schedule A

**Questions Submission Deadline:** means the date and time that questions will be accepted by the Ministry as specified in the Call for Applications and is prior to the Application Submission Deadline.

**TPA:** means Transfer Payment Agreement, the contract between the Ministry and the licensee to govern the terms of funding for an IHF.

**Uninsured Services:** means services that are not insured under OHIP (e.g. services provided to uninsured patients, services that are not medically necessary, etc.). Patients may pay fees for these services directly.