



## The Alberta Rural Physician Action Plan

Policy & Procedure:	Sale of RPAP Materials
Target Group(s):	RPAP, ARFMN
Goal:	RPAP Administration
Approval Date:	5 December 2001
Revisions:	19 September 2005

### 1.1 PURPOSE

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This policy is intended to establish the conditions and procedures under which the sale of RPAP materials will occur. ("RPAP" includes the Rural Physician Spousal Network, Alberta Rural Family Medicine Network and all other programs under RPAP's mandate). The RPAP encourages the sharing of educational publications or materials with other health agencies or health professionals, provided that the RPAP is identified as the source, and that charges for the material are sufficient to cover the costs.

### 1.2 GUIDELINES & PROCEDURE

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The following guidelines and procedures will be followed concerning requests for RPAP materials:

1. Requests for RPAP material may be authorized at the discretion of the RPAP Executive Director.
2. The RPAP will bill the purchaser for the basic costs of the material purchased within the Province. For out-of-province purchases, an additional management fee will be charged.
3. The RPAP Executive Director will provide the purchaser with the material and information about the cost of the requested items.
4. The cost of items will be charged against the appropriate general ledger item and any revenue will be credited to the same GL item.
5. All materials sold by the RPAP will clearly show the RPAP name, copyright and trademark claims. Also, the following statement may be included in a covering letter as applicable: "This material was developed for the exclusive use of The Alberta Rural Physician Action Plan (RPAP). This material may not be suitable for other agencies. The RPAP makes no warranties or representations regarding this information, and each agency is urged to update and modify this information for its own use."
6. If material is reproduced, or used in publications, it should clearly identify the RPAP as the author of the information, include the © symbol and copyright warning "The Alberta Rural Physician Action Plan. All Rights Reserved." and as applicable the trademark warning, "The Alberta Rural Physician Action Plan, RPAP and the RPAP logo are trademarks of The Alberta Rural Physician Action Plan."