

## ONTARIO MEDICAL ASSOCIATION

### OMA FORMS COMMITTEE CHARTER

#### 1. Composition

- a) The OMA Forms Committee (the “Committee”) of the Ontario Medical Association (“OMA”) a CEO advisory committee that reports to the CEO with a ‘dotted line reporting responsibility’ to the OMA Board. The Committee shall be comprised of four members approved by the Board, all of whom must be physicians who are not board members, and supported by the appropriate staff lead:
- Chair selected from and by Committee members
  - 4 Members, including the Chair
    - Four members of the OMA Forms Committee will attend the Joint Forms Committee meetings.
    - At least three members should be from primary care given the makeup of the forms reviewed.
    - One member with Occupational Medicine background would be beneficial.
- b) The following skill set is normally looked for in the selection of Committee members:
- Organizational skills for collecting information and data management
  - Familiarity with forms, form design and ability to objectively review all aspects of forms, including paper, online and electronic versions
  - At minimum, some understanding of form costing methodologies and fee setting processes
  - Negotiation/ form fee setting skills
  - Understanding of administrative burden associated with form completion by physicians
  - Experience in working with the Ministry of Health and Long-Term Care (MOHLTC) and/or having related background
  - Knowledge and experience in health policy would be an asset
  - Ability to commit to a meeting schedule

It is not necessary for any one member of the Committee to possess all of the skills. However, each skill should be present in the Committee’s composition.

- c) The term a member shall sit on the Committee shall be in accordance with the OMA Board Committee Appointment Policy, or a policy that replaces it.

## 2. Operating Principles and Procedures

The Committee shall fulfill its responsibilities within the context of the following principles and procedures:

a) Committee Values

The Committee will act in a manner that values the contribution of the staff and Management of the OMA. It expects its Committee members and its nominees for election or appointment by the Board to operate in compliance with the OMA's Code of Conduct and policies and with all applicable laws and regulations governing OMA.

b) Communications

The Chair and members of the Committee expect to have direct, open and frank communications throughout the year with the CEO, the Board, and other key Committee advisors as applicable.

c) Annual Committee Work Plan

The Committee shall develop a work plan which, amongst other things, will describe the activities in which the Committee will engage for the purpose of carrying out the Committee's responsibilities as set out in this Charter.

d) Meeting Agenda

- Committee meeting agendas shall be the responsibility of the Chair of the Committee in consultation with Committee members and the CEO.
- Committee work is occasionally accomplished by teleconference and by corresponding via electronic mail.

e) Committee Expectations and Information Needs

The Committee shall communicate its expectations to the CEO and/or the Board with respect to the nature, timing and extent of its information needs. The Committee expects that all reasonably required and available information (including accepted Committee minutes) relating to each matter to be dealt with by the Committee at its meetings will be received from the CEO and/or the Board within a reasonable time frame in advance of each Committee meeting (e.g. 5 days).

f) **Reliance on Experts**

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be entitled to rely in good faith upon:

- i) any report or advice of an officer or employee of the OMA, if it is reasonable in the circumstances to rely on the report or advice; or
- ii) any report of a lawyer, accountant, engineer, appraiser or other person whose profession lends credibility to a statement made by them;
- iii) Health Policy and Legal Department support.

g) **Committee Self-Assessment**

The Committee shall periodically review, discuss and assess its own performance, role, responsibilities and terms of reference as specified in the Charter.

- a) The Committee shall meet, 4-6 half days per year, or more frequently as circumstances dictate. Meetings shall be held at the call of the Chair or upon the request of two (2) members of the Committee;
- b) to accommodate the planned and unplanned absences of the Committee Chair, another member on the committee shall be Chair for the duration of that meeting only, as decided by the members attending that meeting;
- c) a quorum shall be a majority of the members;
- d) the staff lead to the Committee shall act as secretary of all meetings of the Committee; and
- e) a copy of the minutes of each meeting of the Committee shall be provided to each member of the Committee routinely and, when requested, to any Director of OMA in a timely fashion

### **3. Terms of Reference**

#### **I. Purpose**

- To develop a list of criteria that will enable the committee to evaluate forms in an objective and consistent manner.
- To develop a user-friendly “generic” form.
- To support the Joint OMA/MOHLTC Forms Committee in the review and development of forms required by all branches of the Government of Ontario. The Joint Committee will forward its recommendations to the Physician Services

Committee (PSC) for information. In the event that the Joint Committee has not been able to reach consensus, the OMA Committee will submit a report to the OMA members of the PSC for information.

- To consider any other forms which require completion by physicians.

## **II. Duties and Responsibilities**

In particular, the Committee shall have the following duties and responsibilities:

- To review the present list of forms to determine their appropriateness in relation to defined criteria, physician medical practice and government needs.
- To review all new and proposed forms that will have an impact on physicians and their practice of medicine.
- To determine an appropriate fee for each approved form and make recommendations to identify the payor.
- To develop a strategy to assist Ontario physicians to deal with the multiple demands of insurance companies.
- To communicate with OMA membership on a regular basis to update them on the Committee's progress, and obtain necessary feedback.

### **4. Limitations on Committee's Duties**

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be obliged only to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Nothing in this Charter is intended, or may be construed, to impose on any member of the Committee a standard of care or diligence that is in any way more onerous or extensive than the standard to which all Board members are subject. The essence of the Committee's duties is to gain reasonable assurance (but not to ensure) that the nominating policies, procedures and practices of OMA (i) are being conducted effectively and in compliance with all applicable laws, statutes and regulations; (ii) are reasonable and appropriate in the circumstances given the nature of the organization and its strategy; and (iii) are sufficiently and accurately reported upon to the OMA Board.