

**PHYSICIAN HEALTH PROGRAM
ADVISORY PANEL
TERMS OF REFERENCE
Last updated February 2023**

Purpose of these Terms of Reference

These Terms of Reference:

1. Sets out the mandate of the panel
2. Outlines the composition of the panel
3. Outlines the terms and attendance requirements
4. Outlines the required knowledge and skills
5. Outlines the operating principles and procedures
6. Reviews the reporting and communications process
7. Outlines the panel's right for information and independent advice

1. MANDATE

The Physician Health Program Advisory Panel will:

- Provide advice and input on Physician Health Program (PHP) objectives and policies on a biannual basis, including on the development and evaluation of program objectives and how to best raise awareness of the work and services of PHP.
- To support effective, cooperative working relationships between the Ontario Medical Association (OMA) and the designated professional regulatory authorities and other agencies or institutions concerned with the health of physicians and other health care professionals.
- To provide advice and support to the Medical Director, Senior Director of Administration and Associate Medical Directors on program strategy and operations as required.

2. COMPOSITION

The Physician Health Program Advisory Panel is accountable to the Medical Director and Senior Director of Administration of the PHP with reporting responsibility to the OMA board. The panel shall be comprised of the following members approved by the OMA board.

The PHP Advisory Panel will be comprised of thirteen (13) members as follow:

- Four (4) physicians from the following specialties (Addiction Medicine, Psychiatry, Primary Care Mental Health; with a minimum of one from each)

- Three (3) physicians from other areas of practice based on PHP priorities
- One (1) allied health professional (who serves physicians via referral from the PHP)
- Two (2) medical learners (medical student/resident/fellow)
- One (1) medical school faculty representative
- One (1) Canadian Medical Protective Association (CMPA) appointed representative – appointed by the CMPA
- One (1) College of Physicians and Surgeons of Ontario (CPSO) appointed representative – appointed by the CPSO

Observer(s)

- PHP staff
- One (1) OMA board representative – appointed by the OMA board
- One (1) PHP Medical Director Emeritus
- Staff from OMSA (1) and PARO (1)

The panel will select its own chair and vice-chair from OMA appointed members listed above.

In making appointments, OMA will strive to achieve a balanced representation of: (i) Physicians with expertise in varied fields, (ii) Gender/gender identity, (iii) Geographic location, (iv) lived experience, (v) mix of community based and academic physicians, (vi) various career stages, (vii) equity seeking groups, and (viii) other priorities areas identified by the OMA.

3. MEMBERSHIP TERM & ATTENDANCE

Members terms will be three (3) years, renewable twice for a total of nine (9) years.

Learners serve for 3-years or until they no longer hold a position as a medical student, resident, or fellow (whichever comes first)

CPSO and CMPA representative terms will be set by each respective organization.

The chair and vice-chair of the PHP Advisory Panel shall be an appointed OMA member. The chair and vice-chair shall not be staff members or a Council member of the College of Physicians and Surgeons of Ontario.

Panel members input and guidance is of great value to the PHP and as such having as close to full representation of the panel at each meeting is essential to the Program's ongoing evolution.

Meetings occur two (2) times per year in Spring/Summer and Fall/Winter. The PHP Advisory Panel meeting will generally be a half day meeting or as agreed upon by the chair, Medical Director and senior PHP staff.

Two unexcused absences will result in the removal on a member from the panel.

4. KNOWLEDGE AND SKILLS

The following skill set is normally looked for in the selection of panel members:

1. Knowledge of the OMA's Physician Health Program, including direct experience with the program
2. Experience in physician health and wellness
3. Demonstrated leadership skills
4. Well-developed interpersonal, collaboration and conflict resolution skills
5. Experience in developing and maintaining professional, collaborative and productive working relationships
6. Excellent listening, verbal and written communication skills

It is not necessary for any one member of the panel to possess all of the skill set items. However, each skill set item (and parts thereof) should be present in the panel's composition.

5. OPERATING PRINCIPLES AND PROCEDURES

The Physician Health Program Advisory Panel shall fulfill its responsibilities within the context of the following principles and procedures:

a) Committee Values

The panel will act in a manner that values the contribution of the staff and Management of the OMA. It expects its panel members to operate in compliance with the OMA's policies and procedures and with all applicable laws and regulations governing OMA.

b) Meeting Agenda

Panel meeting agendas shall be the responsibility of the chair of the panel in consultation with PHP staff and the committee members.

c) Panel Expectations and Information Needs

The panel shall communicate its expectations to staff with respect to the nature, timing and extent of its information needs. The panel expects that all reasonably required and available information relating to each matter to be dealt with at its meetings will be received within a reasonable time frame in advance of each meeting.

d) Panel Meeting Logistics

- The panel shall meet biannually. Meetings shall be held at the call of the PHP staff in consultation with the chair;
- A quorum shall be a majority of the members (50% +1);
- PHP staff shall act as secretary of all meetings of the panel; and
- In the absence of the chair and vice-chair, the panel members present shall appoint an acting chair.

6. REPORTING AND COMMUNICATIONS

The chair, and where warranted the other members of the panels, are expected to have direct,

open and candid communications throughout the year with PHP staff, OMA board and other key advisors as applicable. The PHP Advisory Panel will be accountable to the Medical Director and Senior Director of Administration of the PHP. Through its chair, the PHP Advisory Panel will provide biannual updates to the OMA Board of Directors.

7. INFORMATION AND INDEPENDENT ADVICE

The panel will have access to OMA information, documents, and records necessary to carry out its duties and responsibilities. In contributing to the panel fulfilling its duties under these terms of reference, each member of the panel 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.

Committee Originally Struck: October 1995

Terms of Reference First Approved by Board: June 25, 1997

Terms of Reference Re-Approved by Board: March 5-6, 2003

Terms of Reference Re-Approved by Board: June 16-17, 2009

Terms of Reference Approved by MSBC: September 4, 2013

Terms of Reference Approved by MSBC: November 17, 2014

Terms of Reference Approved by MSBC: *November 5, 2015*

Terms of Reference Discussed and Adopted: *December 1, 2021*

Terms of Reference Approved by Board: March 22, 2023