

**SASKATCHEWAN MEDICAL ASSOCIATION**  
**PHYSICIAN HEALTH PROGRAM**  
**COMMITTEE**

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**Terms of Reference**

**1.0 Role**

To provide oversight and make recommendations on policies and activities that support physician health and wellbeing. To provide referral, assessment and therapeutic interventions to physicians, physicians in training and their family members.

**2.0 Responsibilities**

The Physician Health Program Committee is responsible for:

- Assisting physicians whose circumstances constitute a concern for the wellbeing of their patients, their family and/or themselves.
- Serving as a resource to physicians and their family members who are facing challenges due to physical or mental health issues, addictions, aging, family/marital issues, relationships, medical practise, financial or legal matters by providing assessment, on-going support, monitoring, treatment and referral as needed.
- Contributing to the ongoing education of the profession with respect to physician wellness.

**3.0 Membership, Attendance & Term**

The Physician Health Program Committee will consist of:

- Eight members appointed by the Board of Directors of the SMA
- One representative each appointed by PAIRS and the SMSS.
- The Committee may recruit physicians to act in a consultant capacity providing courtesy assessments as needed, without being members of the Committee itself.

In making such appointments, consideration shall be given to achieving a balanced representation of:

- (i) Physicians with expertise in varied fields,
- (ii) Gender,
- (iii) Geographic location,
- (iv) Cultural identity

It is understood that due to the expertise required of committee members on the PHP, terms of membership may extend beyond the existing policy which states the term of office for members shall be a maximum of three terms of two years.

The members of the Committee shall select a chairperson for a two year term, renewable upon consensus of Committee members.

A committee member who does not uphold their responsibilities or misses Physician Health Program consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

#### **4.0 Meetings**

The Physician Health Program Committee will meet at minimum quarterly, or more as required. The meetings may be in-person, by teleconference or videoconference (e.g., Skype, WebEx, etc.).

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that is made after said meeting will not be considered for decision making.

#### **5.0 Chair**

The Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Designate another committee member to chair the committee in the Chair's absence
- Prepare a report to the Board on the work of the committee
- Meet with the Board of Directors upon their invitation

#### **6.0 Quorum**

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

#### **7.0 Decision Making**

The committee will strive for consensus when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e., vote, continue discussion, table the issue to another meeting or take the issue to the appropriate group (i.e., Board of Directors)

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

## **8.0 Duration of Committee**

The committee will remain in place until such time as the Board of Directors authorizes an alternative governance structure.

## **9.0 Minutes**

SMA staff supporting the committee shall take minutes at the committee meetings; distribute them electronically to members within two weeks of the meeting. The minutes shall be approved by the Chair of the committee and formally adopted at the subsequent meetings. The minutes shall be forwarded to the Board of Directors once approved.

## **10.0 SMA Support Resources**

The Physician Health Program Committee is supported by:

Management: Brenda Senger

Administrative: Ravneet Kaur

## **11.0 Accountability**

The Physician Health Program Committee reports to and brings its recommendations to the Board of Directors.

## **12.0 Amending the Terms of Reference**

The Terms of Reference will be approved by Physician Health Program Committee, and reviewed annually.

**Date of Last Review:** March 2016