

SASKATCHEWAN MEDICAL ASSOCIATION

TARIFF COMMITTEE

Terms of Reference

1.0 Role

To provide oversight and make recommendations on Payment Schedule items.

2.0 Responsibilities

- The Committee shall study and make recommendations concerning:
 - (a) the addition of new items to the Payment Schedule,
 - (b) the amendments to existing items in the Schedule, and
- The Committee shall periodically review its additions and amendments as to their continuing appropriateness.
- With regard to individual items, where the Committee reaches agreement with all interested Sections, that decision shall be forwarded to the Economics Committee and the Payment Schedule Review Committee as the recommendation of the Committee.
- Individual physicians shall normally submit requests to the Tariff Committee via their Section representative on the Intersectional Council. If an individual physician does submit a request directly to the Tariff Committee, the Tariff Committee shall so inform the Section representative before determining a fee and forwarding its recommendation(s).

3.0 Membership, Attendance & Term

The Tariff Committee is appointed by the SMA Board on the nomination of the Economics Committee and will consist of:

- the chairperson, and
- up to five members
 - suggested membership may include representation from Internal Medicine, Surgery, Anaesthesia, and Family Practice

None of the appointees shall act as Section representatives to the Intersectional Council.

None of the appointees shall be members of the Economics Committee.

The Committee may invite for liaison purposes:

- Section representatives and/or individual physicians,
- a medical consultant from the Ministry of Health's Medical Services Branch, and
- members of the Payment Schedule Review Committee and the Economics Committee

A committee member who does not uphold their responsibilities or misses two 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.

The term of a committee member is two consecutive, three year terms unless otherwise approved by the SMA Board of Directors.

In addition to the term of a committee member, the term of the chair is two consecutive, three year terms unless otherwise approved by the SMA Board of Directors.

In the event the committee does not meet within a calendar year, that year does not count towards the term of membership.

4.0 Meetings

The Tariff Committee will meet at minimum twice a year, 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 are made after that 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
- Act as an appointee of the Payment Schedule Review Committee

6.0 Quorum

Quorum shall be simple majority (50%+1) of the voting committee members. Voting cannot take place without having quorum.

7.0 Decision Making

The committee will make decisions by consensus. If consensus cannot be achieved, a vote will be taken with the decision being a majority (50%+1) vote of 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 SMA 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 three weeks of the meeting. The minutes shall be approved by the Chair of the committee and formally adopted at the subsequent meetings.

The minutes of the Committee's meetings shall be distributed to members of

- a) Economics Committee
- b) Intersectional Council
- c) Medical Compensation Review Committee
- d) Uninsured Services Committee
- e) SMA Board of Directors
- f) Payment Schedule Review Committee

The Committee shall receive the minutes of the meetings of the Committees listed in (a), (b), (c), (d) and (f).

10.0 SMA Support Resources

The Tariff Committee is supported by:

Management: Economics Director
Administrative: Senior Compensation Analyst

11.0 Accountability

The Tariff Committee reports to the Economics Committee and shares information with the Intersectional Council, and with the approval of the Economics Committee brings its recommendations to the Payment Schedule Review Committee.

12.0 Amending the Terms of Reference

The Terms of Reference will be approved by the SMA Board of Directors, and reviewed every three years.

Date of Last Review: July 2016