

# SMA COMMITTEE TERMS OF REFERENCE



## SMA Negotiations Committee Terms of Reference

### 1.0 Role

To prepare for, lead and conclude the SMA negotiation process, on behalf of the SMA Board of Directors, for the Medical Compensation Review Committee (MCRC) – pursuant to section 48.1 of the Saskatchewan Medical Care Insurance Act (MCIA).

### 2.0 Responsibilities

The SMA Negotiations Committee shall:

- Recommend preferred timelines and preferred processes for advancing the work of the MCRC.
- Engage in timely and appropriate training and/or skill development as determined by the committee and/or the Board.
- Compile background documents, environmental scans, and analyses regarding socio-economic and political contexts.
- Consult and/or liaise with relevant stakeholders within and outside the profession on negotiable matters.
- Work in collaboration with SMA Economics Committee and Intersectional Council to ensure consistency of compensation philosophies and strategies.
- Provide reports and/or presentations to the Board and Representative Assembly (RA) as required.
- Present a tentative agreement, between the SMA and Province, to the Board for consideration and possible ratification.

### 3.0 Membership, Attendance & Term

The SMA Board of Directors can appoint up to six (6) members to the SMA Negotiating Committee:

- Chairperson
- Up to five (5) members
  - chairperson and members may consist of any combination of physicians, SMA staff and/or external advisors
  - skills and qualities of successful chairperson and members include: political savviness, health system awareness, persuasion/influence, strong communication and listening skills, ability to establish and maintain effective relationships, thinking clearly and rapidly under pressure and uncertainty, preparation and planning skills, integrity, and credibility within profession.

The chairperson and members of the SMA Negotiations Committee shall be the named members of the MCRC process as outlined in 48.1 in the MCIA

None of the appointees shall have conflicting roles within other agencies.

A committee member who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Board, in consultation with the Chair, to resign from the committee.

A chairperson who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Board to resign from the committee.

#### **4.0 Meetings**

The SMA Negotiations Committee will meet as needed during the preparation phase and MCRC negotiations phase. The meetings may be in-person, by teleconference or videoconference (e.g., MS Teams, 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.

#### **5.0 Chair**

The Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Act as the Co-chair of the MCRC
- Designate another committee member to chair the committee in the Chair's absence
- Prepare reports and or presentations to the Board and/or RA on the work of the committee
- Meet with the SMA Board of Directors upon the invitation of the Board

#### **7.0 Decision Making**

The committee will make decisions by consensus. If consensus cannot be achieved, the committee will seek advice from the SMA Board of Directors.

#### **8.0 Duration of Committee**

The term of the committee, chairperson, or a committee member is from appointment until ratification of a MCRC agreement or dissolution of the committee, unless otherwise determined by the SMA Board of Directors.

#### **9.0 Minutes and Reporting**

SMA staff supporting the SMA Negotiations Committee shall take minutes of committee meetings and shall distribute to the SMA Board of Directors.

Reports and updates from the MCRC process may be distributed to the following:

- a) SMA Board of Directors
- b) Economics Committee
- c) Intersectional Council
- d) Other committees or individuals as required

## **10.0 SMA Support Resources**

The SMA Negotiations Committee is supported by:

- Management:
  - CEO
  - Administrative Director
  - Executive Director, Physician Services & Benefits
  - Director, Economics, Clinical Informatics & Research
- Administrative:
  - Economics Department staff
- Other:
  - Director, Communications
  - SMA legal counsel
  - Other consultants/experts as required

## **11.0 Accountability**

The SMA Negotiations Committee reports to and brings its recommendations to the SMA Board of Directors.

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

The Terms of Reference will be approved by the SMA Board of Directors and reviewed prior to each MCRC negotiations cycle.

**Date of Last Review:** December 1, 2021