

Physician Health Program Committee 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:

- Ten members appointed by the Board of Directors of the SMA
- One representative each appointed by RDoS 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:

- a) Physicians with expertise in varied fields;
- b) Gender;
- c) Geographic location; and
- d) 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 three consecutive Physician Health Program 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.

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 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 cannot 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 will be appointed by the SMA Board via a recommendation from the Appointments and Awards Committee and 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 for the Board on the work of the committee; and
- meet with the Board of Directors upon the invitation of the Board of Directors.

6.0 Quorum

Quorum shall be that the simple majority (more than 50%) of the voting committee members are present for a meeting to proceed. Motions will then be approved by majority vote.

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 (more than 50%) 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 Confidentiality

All Committee materials, documentation, and information shall be considered confidential and shall not be disclosed to any person(s) other than the members of the Committee without the knowledge and agreement of the Committee.

9.0 Conflict of interest

Committee members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities, and responsibility as a Committee member. Committee members must act in a manner that will prevent conflicts of interest from arising.

10.0 Duration of committee

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

11.0 Minutes

SMA staff supporting the committee shall take minutes at the committee meetings, distribute them electronically within two weeks of the meeting. The minutes shall be reviewed and formally adopted at subsequent meetings.

12.0 SMA support Resources

The Physician Health Program Committee is supported by:

- Director, Physician Wellbeing and Support Programs
- Clinical Coordinators, Physician Health Program, Regina
- Clinical Coordinators, Physician Health Program, Saskatoon
- Coordinator, Physician Wellbeing and Support Programs

13.0 Accountability

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

14.0 Amending the Terms of Reference

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

Date of Last Review: June 23, 2026