



CPD / Medical Education / Member Wellness Committee

Terms of Reference

1 Authority:

- a) The CPD/Medical Education/Member Wellness Committee is established by the FHA Board of Directors upon recommendation of HAMAC consistent with s. 8.3.1.1 and 9.1.1 of the Medical Staff Bylaws and s. 2.3.3 and 2.3.4 of the Medical Staff Rules.
- b) The CPD/Medical Education/Member Wellness Committee is established by the Board as “Medical Staff Committees” for the purposes of s. 41(1) of the *Hospital Act* and, as such, meet the definition of “committee” for the purposes of s. 51 of the *Evidence Act*.

2 Accountability:

The CPD/Medical Education/Member Wellness Committee is accountable to HAMAC.

3 Purpose:

- a) advise HAMAC on and assists with the development of formally structured ongoing programs in continuing professional development and orientation and refresher training of medical staff
- b) advise HAMAC on and assist with programs in continuing education of other health care providers in the facilities and programs operated by the Health Authority
- c) advise HAMAC on, and make recommendations concerning, the teaching role of the health authority
- d) the HAMAC advises on and assists with the development of formally structured ongoing programs in physician health and wellbeing

4 Functions/Duties:

- a) Make recommendations to HAMAC on the organization, provision and evaluation of Continuing Professional Development programming for Medical Staff.
- b) Identify through Medical Staff quality activities educational opportunities for Medical Staff.

- c) Receive reports from local Wellness Committees or leaders and make recommendations to HAMAC for Wellness activities, programs and resource requirements.
- d) Receive reports from the VP Medicine on teaching activities in FH and make recommendations to HAMAC for Medical Staff involvement in and support of learner programs across all FH sites.

5 Composition:

- 2 or more RDHs
- 1 SMD
- Local Wellness Committee Chairs
- UBC Academic Leads
- VP Medicine (or delegate)
- Members at Large - Voting (HAMAC members only)
- Members at Large – Non-voting (unlimited)
- Others as determined by the committee.

6 Appointment of Chair:

The Chair will be the HAMAC Vice-Chair.

7 Reporting:

The Chair shall provide a report to HAMAC on a regular basis.

8 Frequency of Meetings:

The Committee shall meet at least five (5) times per year in alternating months and at the call of the Chair. Meeting dates and times will be established by the Chair in consultation with the Committee members.

9 Governance/Quorum:

- a) Motions require a vote and 50% of those voting members (or delegates) present in favour to pass.
- b) Voting members may appoint a Delegate who shall have all the privileges of voting, debate and participation in the proceedings to which the member is entitled.
- c) The Delegate shall hold a General Proxy (eg: Delegate has the right to vote as s/he sees fit on all issues and motions).
- d) A quorum will be 50% of the voting members (or Delegates) in attendance.
- e) A Delegate may be appointed for only 1 meeting and the appointment lapses after that meeting.

10 Distribution of Minutes:

- a) Minutes shall be kept of the meetings and deliberations and will be organized to ensure confidentiality.
- b) Minutes will be circulated to all Committee members.

- c) Minutes, with the exception of those recording *In Camera* business, will be made available to Medical Staff members.