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THE COLLEGE OF  
FAMILY PHYSICIANS  
OF CANADA



LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU CANADA

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# CFPC Board of Directors

FEBRUARY 4 to 5, 2018

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# GOAL 1: SET STANDARDS TO DEVELOP AND SUSTAIN SKILLED FAMILY PHYSICIANS

## *Family Medicine Professional Profile*

The Family Medicine Professional Profile communicates the collective and individual capabilities and commitments of family physicians and will help direct national standards and advocacy initiatives for the discipline. Additionally, the Family Medicine Professional Profile aims to:

- Describe how family physicians take responsibility for and provide the medical care of patients, ensuring follow-up when appropriate and facilitating transitions of care and/or referrals
- Emphasize the importance of the doctor-patient relationship and describe how family physicians are the first point of contact for patients.
- Guide national standards for family medicine training, certification, and ongoing professional development
- Reflect a broad skill set to support generalist and “community-adaptive” abilities for a diversity of practice settings and needs
- Certificates of Added Competence (CACs) further enable family physicians to offer high-quality, patient-centred care, that meet the needs of patients and their communities

### **FAMILY MEDICINE PROFESSIONAL PROFILE**

**THAT** the Board approve the Family Medicine Professional Profile (version: December 20, 2017), as reviewed February, 2018.

## GOAL 2: MEET THE EVOLVING HEALTH CARE NEEDS OF OUR COMMUNITIES

### *The Patient's Medical Home*

The [Patient's Medical Home](#) (PMH) model focuses on a vision of care that is seamless, centred on patients' needs within their community, and integrated with other health care services. The CFPC wants to see that, by 2022, more family physicians are working in PMH-type models, and that enhanced skills are well-integrated in family practice within PMH-type models. Continuing with the work plan, vision, and concepts, the PMH will be updated to reflect the newly approved framework. This has been the result of **extensive** consultations to date.

#### **PATIENT'S MEDICAL HOME**

**THAT** the Board approve the revised structure of the concepts comprising the Patient's Medical Home vision of family practice.

**FURTHER THAT** the Board approve maintaining the Patient's Medical Home name for the vision with the intent of stressing the "PMH" initials in marketing and communications materials.

### *The Evolving Role of the Physician*

The CFPC, as a member of the Canadian Medical Forum, is contributing to the 10-year action plan that follows the initial "The Evolving Role of the Physician" project. The project's aim is to develop a vision of how the physician's role should evolve so they can best contribute to high-quality patient-centred care, and a sustainable and high-performing health care system. The CFPC's contribution will align with the work outlined in the 2017–2022 strategic plan, in particular as it relates to the Patient's Medical Home, the Family Medicine Professional Profile, the introduction of Personal Learning Plans, and the Practice Improvement Initiative.

#### **CANADIAN MEDICAL FORUM'S "THE EVOLVING ROLE OF THE PHYSICIAN"**

**THAT** the Board support the submission to the Canadian Medical Forum Secretariat, outlining the CFPC's contribution to the actions outlined in "The Evolving Role of the Physician."

## GOAL 3: PROMOTE THE VALUE OF PATIENT CARE PROVIDED BY FAMILY PHYSICIANS

### *Working toward establishing a Primary Care Research Institute*

The Canadian Institutes of Health Research (CIHR) is the main funder of health care-related research in Canada, and is comprised of [13 Institutes](#) that set research priorities and support a broad spectrum of research. Family medicine is not represented as one of the 13 Institutes.

The CFPC has advocated for a primary care institute since the CIHR was established in 2000. The Section of Researchers' Advocacy Group and the Health Policy and Government Relations department will lead the advocacy to establish a Primary Care Research Institute within the CIHR.

### **ADVOCACY FOR A PRIMARY CARE RESEARCH INSTITUTE WITHIN THE CANADIAN INSTITUTES OF HEALTH RESEARCH**

**THAT** the CFPC Board support advocating for the establishment of a Primary Care Research Institute within the Canadian Institutes of Health Research (CIHR).

# ENTERPRISE FUNCTIONS: STRENGTHENING COLLEGE-WIDE FUNCTIONS NECESSARY FOR ORGANIZATIONAL HEALTH

## *The 2018 Board Director nominations and election process*

Effective February 2018, the CFPC Board has approved a two-year pilot for 2018 and 2019 that will allow the Governance Advisory Committee and Nominating Committee to lead the introduction of additional opportunities for members to be involved in selecting the leaders of the CFPC.

The Nominating Committee will strive to provide members with options, but will forward only those candidates it feels are strong and suitable.

The pilot will be assessed after two iterations of the process to ensure the Board maintains a balanced set of skills.

Details about the 2018 Board nominations and election key dates are available on the [CFPC website](#).

### **BOARD DIRECTOR NOMINATION AND ELECTION**

**THAT** the Board approve a pilot for 2018 and 2019 in which the Governance Advisory Committee and Nominating Committee will lead the introduction of additional opportunities for members to be involved in selecting the leaders of the CFPC, while ensuring strong governance is retained;

**FURTHER THAT** the pilot will be assessed and member feedback sought on the proposed go-forward direction, prior to amending any processes in our by-laws;

**FURTHER THAT** the Nominating Committee will:

- Identify the attributes/skills/experiences that are needed in new Board Directors to support a strong skills-based Board
- Enlist member assistance in encouraging peers with the identified attributes, to apply for a Board Director position
- Review all applicants and forward information that has taken into account the needed attributes and the potential contribution the applicants would make to the skills-based Board
- Share comparable information about candidates with CFPC members electronically and provide an opportunity for members to review the recommendations and if dissatisfied, request that they or another member willing to stand for election, be included in the final ballot
- Share additional comparable information about all candidates with members and provide an opportunity for members to interact (electronically) with all candidates prior to voting electronically

## *Call for Interest—2018 Board Director vacancies*

The CFPC is taking applications to fill two Director-at-Large vacancies. The Nominating Committee is seeking members who possess the skills, experience, and values the organization needs to continue to grow and succeed.

The [Call for Interest](#) is now open and closes March 31st. The Call for Interest is an important first step in the election process, and it is an opportunity for members to influence the future Board composition. Please encourage colleagues who possess the priority attributes and who you think would make great Board Directors to apply. The Nominating Committee will share information about candidates with CFPC members by early September.

### **2018 DIRECTOR-AT-LARGE VACANCIES**

**THAT** the Board approve the following recruitment priorities for the two Director-at-Large vacancies in the 2018 election:

The skills needing to be covered collectively by the new Board Directors, and in the priority order listed here, are:

1. Research experience
2. Legal knowledge
3. Governance experience
4. Political experience
5. Financial experience
6. Experience serving on the Board of a Chapter, including as an Officer
7. Experience as a family physician with added competency (including a Certificate of Added Competence) in one of the CFPC's seven acknowledged areas

In addition to the above competencies, the Nominating Committee takes seriously its responsibility to provide candidates that represent a diversity of gender, geography, community of practice, fee structure, and career cycle.

Specifically for the 2018 Board Election, the Nominating Committee is encouraging applicants that represent some or all of the following attributes:

- Cis and transgendered females
- From Atlantic Canada
- Mid-career
- Francophone
- Frontline care providers with direct patient interaction
- Community-based
- Fee-for-service practice structure
- Providing Emergency Department care

## *Social Media Policy*

The CFPC has revised its Social Media Policy. The Board passed the following motion:

## **SOCIAL MEDIA POLICY**

**THAT** the Board approve the revised Social Media Policy reviewed February 2018, clarifying how board and committee members can participate in social media when they are not specifically representing a CFPC position.

### *Membership renewal*

Membership renewals will be shifting from a renewal date based on a member's birth month, to a fixed annual renewal date of July 1st starting in July 2019. Some of the benefits to members include alignment with Mainpro+® CPD credit cycles, a predictable payment schedule, no more bills on their birthdays, and the potential for enhanced member services throughout the year. Members will receive targeted, detailed information about the new cycle dates starting later this year. We want all members to be well aware of what's happening and why.

#### **ANNUAL FIXED BILLING DATE**

**THAT** the Board approve shifting the member renewal cycle from annual member birth month to July 1st single, annual fixed billing date for all members;

**FURTHER THAT** this be effective July 1, 2019.

### *Review of policies*

The policy on Board function addresses principles to guide the function, specific roles, and meetings of the Board. No revisions are required at this time.

#### **POLICY: BOARD OF DIRECTORS – FUNCTION**

**THAT** the Board approve the existing content of Policy: Board of Directors – Function, as effective from February 2017 until reviewed again in three years, or sooner if need arises.

### *Committees*

The Social Accountability Working Group Terms of Reference have been updated, to reflect ongoing efforts to establish optimal reporting relationships for the CFPC's working groups and committees.

#### **SOCIAL ACCOUNTABILITY WORKING GROUP**

**THAT** the Board approve the January 2018 revisions to the terms of reference for the Social Accountability Working Group, in particular the change in governance and accountability, shifting this group to reporting to the Executive Director, Member and External Relations.

### *Finances*

The Board accepted:

- The Financial Report for the six months ended November 30, 2017
- Changes to the approved June 1st 2017 to May 31st 2018 micro budget, based on needs and priorities
  - Looking toward the end of our fiscal year (May 31, 2018), we anticipate a balanced budget; this prediction is based on:

- Receiving less revenue—particularly pharmaceutical advertising—than budgeted related to *Canadian Family Physician*
- Reducing spending on committee meetings as we adopt more tele/videoconference options; this also has environmental benefits due to reduced travel
- Drawing on the strategic priorities budget within the Office of the CEO operating budget and reserves should unbudgeted needs arise

## *Investments in communications technology*

For the CFPC's ongoing effort to increase member engagement, we will use funding from the Strategic Initiative Reserve Fund to purchase live streaming equipment. The CFPC will conduct more business and engage more members using live streaming services (e.g., CPD, presentations, more opportunities to connect with the CFPC in real time without travelling, etc.), and aim to reduce the need for external vendors.

### **FUNDING FOR LIVE STREAMING EQUIPMENT**

**THAT** the Board support drawing \$31,000 in funding from the Strategic Initiatives Reserve Fund to pay for the equipment necessary to enable livestreaming.

The CFPC is transitioning from the BlueJeans platform to Skype for business. Meeting rooms at the CFPC head office will be fitted with appropriate audio/video capacity.

### **AUDIO/VIDEO EQUIPMENT IN MEETING ROOMS**

**THAT** existing meeting rooms and audio/video equipment be upgraded using existing capital budget within the IT Department.

Please contact us at [gcharbonneau@cfpc.ca](mailto:gcharbonneau@cfpc.ca) or [flemire@cfpc.ca](mailto:flemire@cfpc.ca), or Sarah Scott, Director of Governance and Strategic Planning at [sscott@cfpc.ca](mailto:sscott@cfpc.ca), if you have any questions.

Guillaume Charbonneau, MD, CCFP, FCFP  
President and Chair of the February 2018 Board meeting

Francine Lemire, MD CM, CCFP, FCFP, CAE  
Executive Director and Chief Executive Officer