Generic Terms of Reference for Special Interest or Focused Practice (SIFP) Program Committees

(Approved by the Board of Directors April 2011)

Purpose

(i) To represent the interests of all CFPC members providing (given area of care), including those for whom this is part of their broad scope family practice and those with a special interest or focused practice,
(ii) To ensure discussion and communication within the CFPC and its Section of Family Physicians with Special Interests or Focused Practices of the issues relevant to these members, and
(iii) To advocate for the highest quality of medical care provided by family physicians in (the given area of care).

Responsibilities

1. To carry out discussions and make recommendations to the SIFP Council with respect to the following areas of CFPC activity:

   (i) Communications and networking among members involved in (given area of care)
   (ii) Development of CFPC policies and/or positions related to patient care and the practice needs/environment of members involved in (given area of care)
   (iii) Advocacy on behalf of the members involved in the (given area of care)
   (iv) Identification of areas in need of accredited CME/CPD programs related to (the given area of care)

2. (i) To be a resource to faculty, medical students and residents in (the given area of care),
   (ii) To review and consider applications for activities related to the establishment of training/education programs and the assessment and recognition of family physicians with a special interest or focused practice in (the given area).

3. To ensure that all of the above are deliberated and recommendations made with consideration of the impacts on patients seeking comprehensive continuing care and the family physicians providing such.

4. To ensure ongoing communication and liaison with other relevant CFPC Programs and Committees appropriate to the issues being deliberated (e.g. Section of Teachers, Accreditation Committee, Board of Examiners, Health Policy, CME/CPD Committee, etc.)
5. To establish communications links between CFPC and its Chapters and among Chapters to ensure coordination, input and feedback regarding issues and activities related to (given area of special interest or focused practice).

6. To contribute to the planning of the Annual Scientific Assembly program at Family Medicine Forum for program content relevant to all members who include (given area) as part of their broad scope practices as well as those with special interests or focused practices in (given area).

7. To provide opportunities for participation and collaboration with other medical organizations whose members are involved in providing patient care, teaching, and research in the (the given area of care).

Accountability
   (i) Special Interest or Focused Practice Program Committees will report to the CFPC Executive and Board through the Section of Family Physicians with Special Interests or Focused Practices Council.

   (ii) Special Interest or Focused Practice Program Committees that originated from CFPC Patient Care Committees with conjoint/collaborative membership and accountabilities to the CFPC and one or more other organizations may maintain these relationships as SIFP Program Committees (“grandparenting” provision). All Special Interest or Focused Practice Program Committees may however establish subcommittees or working groups that are conjoint or collaborative with a sister organization whose mandate, membership and practice focus link to or overlap with the Special Interest or Focused Practice Program. Bi or multi lateral accountability for the subcommittee may be required, including the CFPC and one or more other organization. Such conjoint subcommittees or working groups must be approved by the Section of Family Physicians with Special Interests or Focused Practices Council and the CFPC Executive and Board.

Chair
   (i) The Chair of a Special Interest or Focused Practice Program Committee will be appointed by CFPC Executive Committee/Board following recommendation by the Section of Family Physicians with SIFP Council.

   (ii) The Chair of each SIFP Program Committee will have a voting seat on the SIFP Council.

   (iii) The Chair will serve a 3 year term, renewable once.

Committee Membership
Each Special Interest or Focused Practice Program Committee will be a Regional Committee with a Chair and one member from each of the CFPC’s 5 regions - BC/Alta; Sask/Man; Ont; Que; and Atlantic Canada (NB/PEI/NS/Nfld-Lab).

When nationally accredited enhanced skills residency training programs (PGY3s) exist in the given area of care, an Enhanced Skills Program Director/Coordinator will be a voting member of the SIFP Program Cmte.

The Committee may also appoint up to 3 other members representing key areas of expertise (e.g. CME, Teaching, etc.) as needed.

There must be at least one member on each Special Interest or Focused Practice Program Committee representing family physicians with a broad scope comprehensive continuing care practice.

There may be observer members on a Program Committee representing outside medical organizations whose members are involved in the same area of special interest or focused practice (e.g. Royal College of Physicians and Surgeons, Specialty Societies, etc.) (see (ii) under Accountability for Conjoint Subcommittees).

**General Members linked to each Special Interest or Focused Practice Program**

Each Special Interest or Focused Practice Program will maintain a list of all CFPC/Section of Family Physicians with SIFP members in good standing who have indicated their interest in the given area of care. As part of their memberships in the CFPC and the SIFP, these individuals will also be considered members of the Special Interest or Focused Practice Program with which they are aligned.

Members of an SIFP Program may be CFPC members with part or full time commitments to, or an interest in, a given area of care.

CFPC members may belong to any number of Special Interest or Focused Practice Programs.