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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 Decisions/Directions and Impacts

JUNE 21 to 22, 2018

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

### *Delivery of Emergency Care in Rural Settings*

On June 18, 2018 a joint statement was released by the College of Family Physicians of Canada (CFPC) and the College of Physicians and Surgeons of Ontario (CPSO). It demonstrated a shared commitment to maintaining the highest standards in the practice of medicine. The CPSO amended its expectations document to recognize the experience family medicine residents receive in urban emergency departments as meeting the necessary criteria to include emergency medicine in a rural practice; this includes new graduates of a family medicine residency program. The CPSO believes that this change will support expected standards of care for Ontario patients, while also eliminating hurdles to physician recruitment in rural and remote communities.

This statement and amendment reflect important work by the CFPC, CPSO, the Ontario College of Family Physicians (OCFP), and the Society of Rural Physicians of Canada (SRPC) to address concerns voiced by our members. This is an example of an issue that arose in one province, and relates broadly to the scope of family medicine.

Please see the [revised CPSO document](#) and [FAQs](#).

### *Enhanced Surgical Skills – Special Designation*

In June 2017, the CFPC Board approved a Special Designation to be used by individuals acquiring and maintaining a Certificate of Added Competence (CAC) in Enhanced Surgical Skills: CCFP (ESS) or MCFP (ESS). As the priorities for the assessment of competence have been established, it is apparent that there are two distinct cohorts of family physicians with enhanced surgical skills. This is partially regional and partially related to the presence of two different types of training programs. Adding a second Special Designation, CCFP (OSS) or MCFP (OSS) recognizing individuals with skills in caesarean section, relates to the importance of allowing births close to home and the clear message to the public, licensing bodies, and peer physicians regarding the set of competencies to be expected from holders of these designations. The recommendation is based on consultation with members and other specialists from the Royal College of Physicians and Surgeons of Canada (Royal College).

The opportunity for members to submit online applications for these CACs will open later this year, with details shared at that time.

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

### *Practice Tools*

The CFPC will develop practice tools, educational content and resources based on priorities identified by our members. Two clinical evidence experts (CEEs) will participate—one located at the CFPC and one with PEER at the University of Alberta. The CEEs will work with CFPC’s Physician Advisors and member volunteers, particularly our Communities of Practice in Family Medicine, to strengthen our evidence assessment, medical writing, and knowledge translation capacity. The CFPC will further collaborate with provincial Chapters and universities, ensuring that any new resources are complementary. Watch for interactive online CPD opportunities that will be geared towards a variety of practice types.

#### **DEPARTMENT OF PROGRAMS AND PRACTICE SUPPORT**

**THAT** the Board approve the vision to establish the Department of Programs and Practice Support to include the Knowledge Experts and Tools (KET) Team, to develop a reliable resource of highly valued and relevant clinical resources and educational content for family physicians and their teams, focused on improving the care of Canadians.

#### **FUNDING FOR PHASE I: NEW CAPACITY IN CONTENT CREATION: CLINICAL EVIDENCE EXPERTS**

**THAT** the Board approve the use of \$1.165 million from the Strategic Initiatives Reserve, for a 3-year period beginning July 1, 2018, and ending June 30, 2021, to support **Phase 1** of the work of the Knowledge Experts and Tools (KET) Team;

**FURTHER THAT** Phase 1 will create the human resource pool to generate educational content, practice tools, and to support collaboration with family medicine KT providers, in a strategic partnership with the PEER Group in Alberta.

### *Opioids: CFPC’s commitment to address the opioid crisis*

A number of organizations and institutions, including CFPC’s provincial Chapters, are involved, to varying degrees, in addressing the opioid crisis. Through the involvement, coordination and collaboration of a number of these bodies, the CFPC can contribute its expertise to education and advocacy in this area.

#### **UPDATE OF THE CFPC’S COMMITMENTS TO HEALTH CANADA’S “JOINT STATEMENT OF ACTION TO ADDRESS THE OPIOID CRISIS”**

**THAT** the Board approve a new list (2018) of CFPC’s commitments that focus on current activities that address opioid prescribing and opioid use disorder, for submission to Health Canada;

**FURTHER THAT** the Board approve withdrawing the 2016 list of CFPC commitments previously submitted to Health Canada;

**FURTHER THAT** this initiative be in the context of our work in education and advocacy to address the broader context of this public health crisis.

### *Continuing Professional Development (CPD)*

The International Academy for CPD Accreditation's Consensus Statement has been endorsed by the Royal College and the Accreditation Council for Continuing Medical Education in the United States, as well as a number of European CPD organizations. The CFPC is a member of the International Academy for CPD Accreditation. Our endorsement will be shared.

### **CONSENSUS STATEMENT FOR INDEPENDENCE AND FUNDING OF CONTINUING PROFESSIONAL DEVELOPMENT**

**THAT** the CFPC endorse the International Academy for CPD Accreditation: Consensus Statement for Independence and Funding of Continuing Medical Education (CME)/Continuing Professional Development (CPD).

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

### *Quality Improvement (QI)*

In September 2018, the CFPC is hosting a Quality Improvement (QI) Symposium that will welcome leaders, experts, educators, clinicians, and policymakers from across Canada to participate in and contribute to the promotion of QI in family medicine and primary care. The two-day event is being co-hosted by the CFPC, Health Quality Ontario, the Canadian Foundation for Healthcare Improvement, and Réseau-1-Quebec, and will engage attendees through several facilitated sessions, as well as call upon national leaders for go-forward commitments and strategies. This event is one of the primary activities in actualizing objectives within the CFPC's 2017-2022 Strategic Plan.

#### **QUALITY IMPROVEMENT SYMPOSIUM/PROGRAM DIRECTOR'S RETREAT**

**THAT** the Board approve \$80,000 from the Strategic Initiatives Reserve Fund to supplement expenses for the QI Symposium/Program Directors Retreat.

## GOAL 4: STRENGTHEN OUR MEMBER-BASED ORGANIZATION

### *Updates to the CFPC's 2017–2022 Strategic Plan*

The CFPC's five-year Strategic Plan requires regular review of content and progress to ensure relevance. The importance of member engagement and a member value proposition continues to be a focus for the CFPC and needs to be explicit in the 2017-2022 Strategic Plan. In addition, the notion of "Enterprise Functions," which covered the operational functions of the CFPC (e.g., human resources, finance), was required to be drawn out and made discernable and measurable in a separate goal. These essential organizational functions are required to deliver on the Plan's objectives.

The CFPC's four goals are:

- Set standards to develop and sustain skilled family physicians
- Meet the evolving health care needs of our communities
- Promote the value of patient care provided by family physicians
- Strengthen our member-based organization

The updated Strategic Plan will be made available on the CFPC website.

#### **2017-2022 STRATEGIC PLAN**

**THAT** the Board approve revisions to the 2017-2022 Strategic Plan, effective July 1, 2018, that explicitly embed member value proposition and member engagement, and add a fourth goal focused on strengthening our member-based organization.

### *The CFPC's Conflict of Interest Policy*

An updated policy and annual declaration form broadens the CFPC's policy to focus beyond health care/pharmaceutical industry relationships. It focuses on the declaration process being permissive and encouraging people to share areas of real or perceived concern. It includes content that relates to Board Director applicants.

The updated policy and annual declaration will be shared with all members involved in CFPC boards/committees/sections/working groups.

A copy of the CFPC's Conflict of Interest Policy is available on the website at [www.cfpc.ca/cfpc-conflict-of-interest-policy](http://www.cfpc.ca/cfpc-conflict-of-interest-policy).

#### **CONFLICT OF INTEREST**

**THAT** the Board approve the *Conflict of Interest Policy: Disclosure of potential, perceived or real Conflicts of Interest among CFPC Members involved in (or wishing to be involved in) College leadership activities* dated April 2018 and the related annual Conflict of Interest Declaration form;

**FURTHER THAT** the Board Directors agree to review and sign the declaration form upon approval of these documents;

**FURTHER THAT** these documents be shared with Board Director applicants for review and completion as part of the Board Director application process.

## *The CFPC's Board Director Code of Conduct*

The introduction of a CFPC Board Director Code of Conduct is intended to address the following:

- a) Clarify Board Director duties and expectations.
- b) Outline behaviours that are unacceptable for a Board Director. Signing the annual agreement includes an understanding that if a Board Director is found to have breached the Code, they agree to resign from the Board of Directors.
- c) Outline the consequences of a breach of the Code of Conduct.

The Code is effective immediately with current Board Directors and will be shared with the 2018-2019 Board Director candidates.

A copy of the Board Director Code of Conduct can be accessed on the CFPC website at [www.cfpc.ca/cfpc-board-director-code-of-conduct](http://www.cfpc.ca/cfpc-board-director-code-of-conduct).

### **CFPC BOARD DIRECTOR CODE OF CONDUCT**

**THAT** the Board approve the CFPC Board Director Code of Conduct dated April 2018 and the related annual CFPC Board Director Professional Conduct Declaration form;

**FURTHER THAT** the Board Directors agree to review and sign the declaration form upon approval of these documents;

**FURTHER THAT** these documents be shared with Board Director candidates before the election.

## *2018–2019 Board Director Nominations and Elections*

1. The Board approved the Nominating Committee's recommendations for the two Director-at-Large vacancies. The CFPC and its Nominating Committee are providing CFPC members with the option to vote on more than one candidate for Director-at-Large vacancies. This two-year pilot for 2018 and 2019 responds to requests from some members to have more options in determining Board leadership.

The Nominating Committee received a total of 16 applications for the two Director-at-Large positions, and the committee would like to emphasize the strength of all 16 applicants. Five candidates have been confirmed and will be put forward for members to vote on. Members will receive the names and information on the five candidates on September 5, 2018.

2. The Board also approved updates to the *Process for Nominating the Secretary-Treasurer and any Directors-at-Large to Sit a Second Term*.

## *Follow-up from CFPC's May 2018 Annual Forum*

The Board reviewed feedback from Annual Forum participants as well as an evaluation of the two-day event. The Board supports participant recommendations to raise the profile of family

physicians in the health care system and support CFPC members. A follow-up communication was shared with participants.

## *Committees*

The Board has approved the updated terms of reference for the Family Medicine Forum Committee and the Patient Education Committee.

### **FAMILY MEDICINE FORUM COMMITTEE TERMS OF REFERENCE**

**THAT** the Board approve the terms of reference for the Family Medicine Forum Committee, in particular, the updated references to CPD standards.

### **PATIENT EDUCATION COMMITTEE TERMS OF REFERENCE**

**THAT** the Board approve the terms of reference for the Patient Education Committee, in particular, the changes in Responsibilities and in Accountability and authority shifting this committee to reporting to the Director, Programs and Practice Support.

## *Finances*

The Board approved the 2018–19 draft micro budget.

- **Member fees:** The Board amended a February 2018 motion timeline. Member renewal cycles are shifting from annual member birth month, to a single annual fixed billing date of July 1st for all members, effective July 1, 2020.
- **Staff pension plan:** The CFPC will be conducting an environmental scan focused on compensation review to include staff salaries and pension compensation.

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 June 2018 Board meeting

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