

THE COLLEGE OF
FAMILY PHYSICIANS
OF CANADA



LE COLLÈGE DES
MÉDECINS DE FAMILLE
DU CANADA

CFPC Board of Directors Decisions/Directions and Impacts

JUNE 26-27, 2016

STRATEGIC THEME 1: PRODUCING FAMILY DOCTORS WHO MEET SOCIETAL NEEDS THROUGH A COMMITMENT TO CONTINUING COMPREHENSIVE CARE

Naming keynote address for Family Medicine Innovations in Research and Education Day

Beginning in 2016, the keynote address during the Family Medicine Innovations in Research and Education Day at Family Medicine Forum will be named the **Dr Ian McWhinney Keynote Address**. This will honour Dr Ian McWhinney's tremendous contributions to family medicine.

MOTION THAT to honour Dr Ian McWhinney's tremendous contributions to Family Medicine, the keynote address during the Family Medicine Innovations in Research and Education Day at Family Medicine Forum will be named the "Dr Ian McWhinney Keynote Address".

Recognition of the achievement of enhanced skills training

A certificate of added competence is a certificate that is achieved upon meeting enhanced skills in family medicine competency requirements. Effective immediately, universities will be asked to provide the CFPC with a list of individuals who have successfully completed a Category 1 enhanced skills residency training program. The CFPC will then contact the individuals and offer them an opportunity to apply for a certificate of added competence. It is at this point that the expectations for maintaining the certificate of added competence will be outlined, and individuals will complete a form confirming their acceptance of these parameters, and thereby their wish to be granted a certificate of added competence.

MOTION THAT with the advent of Certificates of Added Competence (CACs), the CFPC discontinue the awarding of attestations.

Family Medicine Specialty Committee

The purpose of the Family Medicine Specialty Committee is to advise the CFPC Board on all matters related to Academic Family Medicine. The Committee will define the educational components of the specialty and will set policies and standards to enhance the effectiveness of medical education within the discipline of family medicine while ensuring a link between education and practice. The Family Medicine Specialty Committee will complete its membership composition by approaching an Enhanced Skills Program Director, and clarifying that either the Chair or a designate from the Board of Examiners, Accreditation Committee and a designate from the Advisory Committee on Family Practice are desired.

MOTION THAT the board approves the terms of reference for the Family Medicine Specialty Committee.

CanMEDS Consortium

The CFPC is part of a national body that serves the medical profession by providing ongoing input related to the CanMEDS 2015 Physician Competency Framework. The CFPC is one of three co-chairs of the CanMEDS Consortium, along with the Royal College of Physicians and Surgeons of Canada and the Association of Faculties of Medicine of Canada.

The CFPC has endorsed CanMEDS 2015 with the recognition from the rest of the consortium that the CFPC will be adapting CanMEDS to CanMEDS-FM for postgraduate curriculum purposes. This additional clarity will help university departments to support undergraduate and postgraduate training while dialoguing with colleagues from other specialties who supervise family medicine residents.

MOTION THAT effective June 2016, the Board support the CFPC's involvement in the CanMEDS Consortium, with the opportunity in the fall of 2016 to review the final details and signal its approval.

STRATEGIC THEME 2: SUPPORTING MEMBERS IN MAINTAINING COMPETENCE THROUGHOUT THEIR PROFESSIONAL CAREERS

Certificate of added competence maintenance plan

The delivery of family medicine services is constantly evolving. Certificates of added competence provide a means to recognize those family physicians who acquire enhanced skills in certain domains related to family medicine/required to meet community needs. Certificate of added competence holders must demonstrate their commitment to maintain competence in those enhanced areas of expertise. Certificate of added competence holders will be required to acquire 75 certified credits over a 5-year cycle per certificate of added competence domain, regardless of the number of certificates of added competence they hold.

MOTION THAT the Board approves an amendment to the previously approved certificate of added competence (CAC) continuing professional development requirements. The new certificate of added competence continuing professional development requirement would be 75 Certified credits per certificate of added competence domain, regardless of the number of certificates of added competence held by a member.

STRATEGIC THEME 3: ENGAGING MEMBERS THROUGHOUT THEIR PROFESSIONAL CAREERS

Inclusion of territories

In an effort to strengthen its national ties, the CFPC is exploring the feasibility of introducing a Chapter for the territories that would include Yukon, Northwest Territories, and Nunavut. The process will include a complete needs assessment of the members within the territories. A business case will be developed and reviewed by June 2017.

MOTION THAT the Board approves the creation of a Territorial Task Force (TTF) to explore the establishment of a territorial Chapter, which would cover Yukon, Northwest Territories, and Nunavut, and prepare a business case to determine if a Chapter is feasible and would benefit and better serve College members within the three territories.

New award

The Honours and Awards Development department will be creating a new award category for 2017. The award will address health disparities and support research on the needs of vulnerable populations, the working poor, and access to quality health care by these populations. One award will be open to residents and a second grant will be open to CFPC members.

MOTION THAT the introduction of two awards related to health disparities (name to be finalized), be approved for the 2017 awards cycle.

STRATEGIC THEME 4: PROVIDING THE ORGANIZATIONAL CAPACITY TO MEET OUR STRATEGIC GOALS AND OBJECTIVES

Unaudited statement of revenues and expenses

Reliable financial forecasting is required for strong financial management and the financial sustainability of the College. The unaudited statement of revenues will enable understanding of where revenue and expenses are at, nine months into the budget cycle, and make the necessary adjustments.

MOTION THAT the Board approves the unaudited financial statements for the 9 months ending 29 February 2016 and the report on investments be accepted as presented.

Statement of Investment Policies and Procedures

The CFPC will submit the updated Statement of Investment Policies and Procedures to the Financial Services Commission of Ontario.

MOTION THAT the Board accept the revisions to the Statement of Investment Policies and Procedures for the CFPC Pension Plans.

Employee pension portability

MOTION THAT the CFPC amend its pension plan to no longer offer transfers (pension portability) for staff retiring after the normal age of retirement (65 years of age) is attained, to comply with the Financial Services Commission of Ontario legislation;

AND THAT the option to transfer will continue to be available for staff that retire between the ages of 55 and the day before their 65th birthday

Retiree benefits for employees

A shift to 100% of the retiree benefits for employees being paid by the retired employee premiums will contribute to financial sustainability for the CFPC while still offering an enhanced benefit. This policy change will apply to CFPC staff and Chapter staff enrolled in the CFPC benefits plan.

MOTION THAT the Board approve that the policy regarding eligibility for retiree status benefits (non-pension) through the CFPC employees group plan be revised, effective January 1st, 2017, to 100% retiree paid premium for future retirees;

AND FURTHER THAT any current retiree who is receiving retiree status benefits (non-pension) will be grandfathered to the policy regarding non-pension retiree benefits that was in effect at the time of the individual's retirement.

Investment Report

Appropriate financial management is critical for the sustainability of the organization. As such, the CFPC will continue to monitor investments with the help of Scotia Private Client Advisors.

MOTION THAT the Investment Report for the Nine Months ending 29 Feb 2016 be accepted.

2016/17 Micro budget

All new fee increases will be communicated with affected members, exam candidates, vendors, Family Medicine Forum registrants.

MOTION THAT the 2016/17 Draft Micro Budget, including all assumptions, be approved:

- Cost of living adjustment increase for all expenses be set at 2%
- Increase for Self Learning subscription fees be set at 2%
- Increase for all exam related fees for the 2017 Spring and Fall Family Medicine Exam and the 2017 Fall Emergency Exam be set at 2%
- Family Medicine Forum 2016 registration fees be approved as presented
- The fee for the certification examination in emergency medicine be set and confirmed at least one full year prior to the conduct of the examination to tie in with the timing of the increase for the family medicine examination
- Budget deficit of \$168,424 be funded out of 2015-16 surplus

THAT the organizational structure established with the 2016/17 budget be capped to ensure no net new full-time employees will be hired to be funded out of membership fees;

FURTHER THAT new positions be hired only if there is net new additional funds outside of membership fees.

Family Medicine Forum 2016 fees

Family Medicine Forum is budgeted to break even each year. Registration fees are carefully considered to balance the budget requirements and ensure value for money. Family Medicine Forum 2016 fees will be communicated as part of Family Medicine Forum promotions and the opening of registration in July.

MOTION THAT the Board approve the following 2016 Family Medicine Forum fees in order for Family Medicine Forum 2016 to have a balanced budget:

- Top of Scope registration
- Exhibitor and Ancillary session
- Administration for workshops
- Speakers

Family Medicine Forum 2017 fees for exhibitors and ancillary sessions

Family Medicine Forum 2017 fees for exhibitors and ancillary sessions will be communicated with 2016 exhibitors and ancillary session leads to promote and get early commitment to involvement for Family Medicine Forum 2017.

MOTION THAT the Board approve the 2017 Family Medicine Forum fees for Exhibitors and Ancillary sessions.

FMF 2016 surplus allocation

Effective 2016, all Chapters participate in planning Family Medicine Forum with the CFPC. The Family Medicine Forum is budgeted to break even each year. Surpluses are not anticipated, but if they occur the monies will be put back into defined College and Chapter initiatives.

MOTION THAT the Board approve the 2016 Family Medicine Forum Surplus Allocation Policy.

Policies regarding awards

Effective and efficient policies are required for the Honours and Awards Program to be transparent to members applying for awards and grants. New policies will be introduced as part of the 2016 awards cycle (November 2016).

MOTION THAT the Board approves the following policies:

- **Policy for Award Eligibility**
- **Policy for Introduction, Modification, and Sunsetting of Awards**
- **Policy for Awards where No Applications are Submitted**
- **Policy for the handling of Award Write-Offs**

Emergency succession planning

Having an up-to-date Emergency Succession Plan helps ensure there is sufficient organizational capacity for the competent operation of the organization to continue in the event of the sudden loss of a Chief Executive Officer or other key position services.

MOTION THAT the policy on emergency succession planning for the Executive Director/ Chief Executive Officer as well as for Executive Directors, be approved by the Board.

British Columbia College of Family Physicians bylaws

Amendments to the British Columbia Chapter's bylaws are necessary to comply with legislative requirements in British Columbia for all not-for-profit corporations. The British Columbia Chapter will circulate the proposed amendments to its members in advance of its November 2016 Annual General Meeting. The amendments do not introduce significant changes to the way the Chapter operates.

MOTION THAT the amendments to the British Columbia College of Family Physicians By-laws, to meet the requirements of the British Columbia Society Act, be approved.

Equity and Diversity Committee

We continue to explore the best way to have all Committees address equity and diversity issues. The Social Accountability Working Group will discuss integrating equity and diversity in its mandate when it next meets. The Equity and Diversity Committee has been sunsetted.

MOTION THAT the Equity and Diversity Committee be asked for a one-page document that can be included as part of the agenda of each committee meeting, related to the areas that committees should be considering related to equity and diversity within their work;

FURTHER THAT the Social Accountability Working Group terms of reference be amended to include responsibility for equity and diversity;

FURTHER THAT the Equity and Diversity Committee be sunset effective June 1, 2016.

Environmental Health Committee

We will continue to draw attention to environmental health issues by engaging content experts who are CFPC members, and seeking advice and assistance electronically. This will permit the Board of Directors to remain involved on environmental topics as needed.

MOTION THAT the Environmental Health Committee be sunset effective June 1, 2016;

FURTHER THAT a Resource Group related to environmental health topics be defined according to the following concept: a group of members from across the country willing to assist and provide advice electronically as environmental topics arise that the CFPC Board must consider.

STRATEGIC THEME 5: BECOMING THE PROFESSIONAL ORGANIZATION THAT ASSISTS MEMBERS IN THEIR EVERYDAY PRACTICES

CPD Program Development Fund

Exploration is under way to enhance family physician access to continuing professional development programming that meets members' learning needs and preferences. The objective is continuing professional development programming developed by family physicians for family physicians. Member input will be sought to confirm that the proposed approach resonates with their needs.

MOTION THAT the CFPC Board of Directors approve up to \$75,000 from the continuing professional development Program Development Fund reserve to support the next phase of planning for a Tiered Subscription Model for continuing professional development program development.

Funds to support Prevention in Hand

Prevention in Hand is a user-friendly website and mobile app that can be used by health professionals and the public to easily access current and clinically reviewed information about the prevention of chronic diseases. CFPC staff supporting Prevention in Hand will proceed in ensuring that the Prevention in Hand website and mobile app are maintained.

The following motion was approved by the Chief Executive Officer:

MOTION THAT the Chief Executive Officer approves a total unbudgeted Prevention in Hand cost for the 2016-17 budget cycle of \$64,000: \$49,000 to be covered by the anticipated College-wide 2015-16 budget surplus and \$15,000 to be covered by the Strategic Priorities line item in the 2016-17 operating budget.

Please feel free to contact us at JenniferHall@cfpc.ca or flemire@cfpc.ca, or contact Sarah Scott, Director of Governance and Strategic Planning, at sscott@cfpc.ca if you have any questions.

Jennifer Hall, MD, CCFP, FCFP
President and Chair of the June 2016 Board meeting

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

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