

**TERMS OF REFERENCE
PHYSICIAN WELLNESS ADVISORY COMMITTEE**

Faculty Health Sciences/ Kingston Health Sciences Centre/ Providence Care Hospital / SEAMO

BACKGROUND:

Physician wellness has been identified by physicians, SEAMO, Faculty of Health Sciences, Kingston Health Sciences Centre and Providence Care Hospital as a priority to ensure that there are proactive and reactive approaches to managing and supporting physician wellness, burnout and promoting a healthy work life integration.

PURPOSE & RESPONSIBILITIES:

The Physician Wellness Committee will have representation from SEAMO, Faculty of Health Sciences and Kingston Health Sciences Centre and Providence Care Hospital, that includes both physicians and staff, to identify and make recommendations relating to advancing the overall culture and wellbeing of Physicians.

Following the Canadian Medical Associations (CMA) guiding principles for systems and organizations “Commitment to developing and promoting occupational and system supports” the committee will provide guidance on the following:

- Providing guidance to SEAMO, Queen’s FHS & the hospitals for practical opportunities to enhance culture and wellbeing and prevent burnout among physicians.
- Develop a yearly “Work Plan” on objectives, deliverables and accountabilities.
- Educate Leaders in developing the necessary knowledge and skills to identify, encourage well-being and professional fulfillment in their members
- Creating a supportive and safe environment and identifying barriers to physician healthy work place
- Promoting physician self-care and wellness
- Identifying and providing Resources that are available (Internal and External) for physicians

MEMBERSHIP:

The membership will consist of one (1) representative from each of the sixteen (16) Clinical Departments. The selection will be determined by the respective Department Heads. There will also be one (1) representative from the Council of Clinical Heads (CoCH).

Each member will be responsible for bringing issues and concerns forward from their respective department members/CoCH to the committee. Likewise, they are responsible for communicating initiatives and work from the committee to their respective department members/CoCH.

The term will be three (3) years, renewable once.

Ex-Officio members:

- Chief of Staff/VP Medical Affairs KHSC
- Chief of Medical & Academic Affairs, KHSC
- Director, Medical Administration, PC
- Director, Resident Affairs, Queen's
- Director, Student Affairs, Queen's
- Representative from SEAMO Management

The Director of Medical Affairs, KHSC, and the Director of Medical Administration, PC, will be responsible for communicating to the MAC of their respective organizations.

Ex-Officio members' term will be for the duration of their KHSC, PC, Queen's or SEAMO term.

CHAIR:

The Chair will be selected by the Hospitals' Medical Leadership and Dean of Faculty of Health Sciences/CEO SEAMO

COMMITTEE SUPPORT:

Each respective organization will provide administration and financial support as agreed upon to meet the deliverables of this committee.

FREQUENCY OF MEETINGS:

Meetings will be held monthly or at the discretion of the Chair.

QUORUM:

Greater than 40%

The Chair is included in the quorum count

REPORTING:

The committee will provide recommendations and guidance to the following respective organizations/committees:

- KHSC and Providence Care Medical Advisory Committees
- KHSC Executive & Providence Care Executive
- SEAMO
- Queen's School of Medicine

DECISION MAKING:

General decisions are reached by consensus of the membership present. Decisions supported by motions require that quorum of the voting members is in attendance. The Chair is a non-voting position but will cast the deciding vote in the event of a tie.