

ONTARIO MEDICAL ASSOCIATION

OMA PHYSICIAN HUMAN RESOURCES COMMITTEE CHARTER

1. Composition

- a) The OMA Human Resources Committee (the “Committee”) of the Ontario Medical Association (“OMA”) a CEO advisory committee that reports to the CEO with a ‘dotted line reporting responsibility’ to the OMA Board. The Committee shall endeavor to report to the Board on a quarterly basis. The Committee shall be comprised of the following members approved by the Board.
- 4 non-board OMA Members
- b) The following skill set is normally looked for in the selection of Committee members:
- In-depth knowledge and experience in physician human resources matters;
 - broad health system knowledge for content and continuity purposes.
 - The following types of experience are desirable, and considered an asset:
 - Committee experience especially in physician/health human resources or health policy
 - Service as an OMA Committee Member
 - Administrative or committee experience in a hospital or LHIN or university

It is not necessary for any one member of the Committee to possess all of the skills. However, each skill should be present in the Committee’s composition.

- c) The term a member shall sit on the Committee shall be in accordance with the OMA Board Committee Appointment Policy, or a policy that replaces it.

2. Operating Principles and Procedures

The Committee shall fulfill its responsibilities within the context of the following principles and procedures:

a) Committee Values

The Committee will act in a manner that values the contribution of the staff and Management of the OMA. It expects its Committee members and its nominees for election or appointment by the Board to operate in compliance with the OMA's Code of Conduct and policies and with all applicable laws and regulations governing OMA.

b) Communications

The Chair and members of the Committee expect to have direct, open and frank communications throughout the year with the CEO, the Board, and other key Committee advisors as applicable.

c) Annual Committee Work Plan

The Committee shall develop a work plan which, amongst other things, will describe the activities in which the Committee will engage for the purpose of carrying out the Committee's responsibilities as set out in this Charter.

d) Meeting Agenda

Committee meeting agendas shall be the responsibility of the Chair of the Committee in consultation with Committee members and the CEO.

e) Committee Expectations and Information Needs

The Committee shall communicate its expectations to the CEO and/or the Board with respect to the nature, timing and extent of its information needs. The Committee expects that all reasonably required and available information (including accepted Committee minutes) relating to each matter to be dealt with by the Committee at its meetings will be received from the CEO and/or the Board within a reasonable time frame in advance of each Committee meeting (e.g. 5 days).

f) Reliance on Experts

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be entitled to rely in good faith upon:

- i. any report or advice of an officer or employee of the OMA, if it is reasonable in the circumstances to rely on the report or advice; or
- ii. any report of a lawyer, accountant, engineer, appraiser or other person whose profession lends credibility to a statement made by them.

g) **Committee Self Assessment**

The Committee shall periodically review, discuss and assess its own performance, role, responsibilities and terms of reference as specified in the Charter.

- a) The Committee shall meet at least once annually, or more frequently as circumstances dictate. Meetings shall be held at the call of the Chair or upon the request of two (2) members of the Committee;
- b) to accommodate the planned and unplanned absences of the Committee Chair, another member on the committee shall be Chair as decided by the members attending that meeting;
- c) a quorum shall be a majority of the members;
- d) the staff lead to the Committee shall act as secretary of all meetings of the Committee; and
- e) a copy of the minutes of each meeting of the Committee shall be provided to each member of the Committee routinely and, when requested, to any Director of OMA in a timely fashion.

4. Terms of Reference

I. Purpose

To consider and make recommendations on existing and emerging physician resource issues in Ontario.

II. Duties and Responsibilities

In particular, the Committee shall have the following duties and responsibilities:

- a) The OMA Physician Human Resources Committee (OHRC) is to provide advice to the OMA Board of Directors on physician resource issues. Examples include: physician supply and distribution; attrition and turnover; barriers to practice; physician un-/under-employment; and the impact of inter-professional health providers on the work of physicians.
- b) The OHRC will consult with Sections as needed. The OHRC will also consult various Subject Matter Experts (SMEs) as required. Examples might include:

Academic Medicine Forum (AMF)

Rural Medicine Forum

Section of Interns and Residents

Section of Medical Students

Academic Health Science Centre (AHSC) Chairs

Council of Ontario Faculties of Medicine (COFM) Deans

In conjunction with the development of its work plan, the Committee shall determine what physician human resources issues will be significant in the incoming year and create an annual plan on how these topics will be addressed.

5. Limitations on Committee's Duties

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be obliged only to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Nothing in this Charter is intended, or may be construed, to impose on any member of the Committee a standard of care or diligence that is in any way more onerous or extensive than the standard to which all Board members are subject. The essence of the Committee's duties is to gain reasonable assurance (but not to ensure) that the nominating policies, procedures and practices of OMA (i) are being conducted effectively and in compliance with all



applicable laws, statutes and regulations; (ii) are reasonable and appropriate in the circumstances given the nature of the organization and its strategy; and (iii) are sufficiently and accurately reported upon to the OMA Board.

Approved March 2018 by OMA Board