

OMA-MOH Working Group on Walk-in Clinics

Terms of Reference

Working Group Name	<i>OMA-MOH Working Group on Walk-in Clinics</i>
Context	<ul style="list-style-type: none"> In a new physician agreement—effective April 1, 2021 to March 31, 2024— both parties recognized the need for improvement in communications between walk-in clinics and patients’ enrolled physicians and agreed upon creating a working group that would provide recommendations within the scope of the PSA.
Mandate	<p>The Working Group’s mandate, as prescribed in the PSA, is:</p> <ul style="list-style-type: none"> a) <i>The Ontario Medical Association (hereafter “OMA”) and the Ministry of Health (hereafter “MOH”) will work together to develop a framework that will enable and ultimately require walk-in clinics to communicate back to the patient’s primary physician concerning the reason for the visit, as well as the diagnosis and treatment, if any. This applies to both in-person and virtual services.</i> b) <i>The OMA and Ministry will develop a process for communication with patients who regularly use walk-in clinics to understand why they do so, and how they could be best encouraged to engage in a continuity of care environment, through enrolment with a comprehensive primary care provider, or where they are already enrolled with their own rostered practice. This applies to both in-person and virtual services.</i>
Duration	The Working Group will endeavor to complete all work planned by March 31, 2024.
Governance and Decision Making	<ul style="list-style-type: none"> The Working Group will be composed of an equal number of OMA and MOH members. The Working Group will be co-led by Dr. Joshua Stern (representing the OMA) and Dr. David Price (representing the MOH). At the discretion of the co-leads and upon consensus of all members, smaller (focused) working groups can be established to deliver on specific tasks associated with the Working Group’s mandate. At the discretion of the co-leads, the Working Group may engage key informants, including patients and front-line providers and other relevant sections of OMA, to inform the development of recommendations within the Working Group’s mandate. The Working Group will report to the Physician Services Committee (PSC) through the co-leads.
Scope	<p>In-scope:</p> <ul style="list-style-type: none"> See the mandate section. <p>Out-of-scope:</p> <ul style="list-style-type: none"> Any topics concerning other aspects of payments, fee increases, and physician services budget.
Working Group Chair(s)	<ul style="list-style-type: none"> Dr. David Price (MOH) Dr. Joshua Stern (OMA)
Working Group Secretariat	<ul style="list-style-type: none"> A joint OMA -MOH team will provide secretarial support, including arranging invitations to meetings, coordinating agendas, recording meeting minutes and key decisions, distributing relevant documentation, and retaining any appropriate records of business activities.

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Working Group Members	<p>Representing the OMA: Dr. Joshua Stern (Co-Chair) and Dr. Rosemarie Lall</p> <p>Representing the MOH: Dr. David Price (Co-Chair) and Dr. Danielle Brown-Shreves</p>
Roles and Responsibilities	<p>Co-chairs:</p> <ul style="list-style-type: none"> • Chairing the meetings of the Working Group. • Working with the Secretariat to set the meeting agendas, meeting schedule and plan of work. • Facilitating dialogue and consensus among Working Group members. • Ensuring that meetings/Workplan remain within the mandate of the Working Group. • The co-chairs will report to the PSC as requested. <p>Working Group Members:</p> <ul style="list-style-type: none"> • Attending meetings. • Reviewing materials that will be presented at meetings and arising from the Working Group's work plan and activities. • Participating in the Working Group meetings and activities and contributing to discussions and recommendations. • Providing advice to the Chair on matters relating to the Working Group's mandate <p>Secretariat:</p> <ul style="list-style-type: none"> • Scheduling, coordinating, and sending meeting invites. • Working with co-chairs in developing the agenda and approval of materials. • Recording meeting minutes, developing, and distributing the meeting materials in advance of scheduled meetings, and sending email updates between meetings.
Meeting Schedule and Protocol	<ul style="list-style-type: none"> • The Working Group will meet every month or other Frequency to be determined by the co-chairs, and complete the above mandate. • The co-chairs will finalize the agenda before scheduled Working Group meetings and circulate the meeting materials to the members. • Some work may take place between set meetings via different communication tools. • Most meetings will be virtual (e.g. Teams, Zoom) but may on occasion be in-person at the call of the co-chairs.
Remuneration	<ul style="list-style-type: none"> • Each Party will fund its members and related expenses.
Confidentiality	<ul style="list-style-type: none"> • No working group member shall disclose or publicize any information related to the working group's work, including the content of any of its discussions, advice, or recommendations unless the member has received prior authorization from the ministry to make a specific disclosure. • All information related to this working group, including notes written by individual members in connection with their work on behalf of the working group, is subject to the provisions of Ontario's Freedom of Information and Protection of Privacy Act, RSO. 1990, c.F.31 and may be subject to disclosure under the Act. • All participants on the Table will be required to sign a conflict of interest and confidentiality declaration.
Date approved by PSC	April 20, 2023