



Resident Well-being Subcommittee (RWS) Terms of Reference

1. PURPOSE AND MANDATE

- 1.1 **Purpose/Mandate:** The Resident Well-being Subcommittee (“Subcommittee”) of the Residency Program Committee (“RPC”), Department of Family Medicine (“DFM”), Max Rady College of Medicine, Rady Faculty of Health Sciences (“RFHS”) oversees the residency academic wellness curriculum and to provide a venue for supporting resident wellness and resilience, problem solving and developing creative approaches to residency wellness issues.
- 1.2 **Rationale for Subcommittee Formation:** The RPC & DFM seek to maintain and further incorporate concepts of accreditation standards into its learning, working, research and service environments.
- 1.3 **Clarification on Purpose/Mandate:** This Subcommittee is intended to complement existing DFM, Postgraduate Medical Education (“PGME”), Max Rady College of Medicine, RFHS and University resources which address matters of postgraduate medical education and to foster collaboration on such matters relating to the DFM. This Subcommittee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the DFM have specific jurisdiction.

2. REPORTING AND ACCOUNTABILITY

- 2.1. The Subcommittee is advisory to and accountable to the DFM Residency Program Committee (RPC) and the Program Director, Postgraduate Education and the DFM Department Head.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

- 3.1. **Chair:** The Subcommittee Chair (i.e., the “Chair”) shall be appointed by the Program Director, DFM Postgraduate Education and/or the DFM Department Head, and will by default be the DFM Wellness Lead. At the outset of the academic year, resident co-chairs will be elected from the Resident Wellness Representative membership. The Co-chairs will assist in preparing items for the agenda and will determine in advance who will lead the meeting. The Co-Chair leading the meeting is responsible for the following at Subcommittee meetings:
 - a) Calling the meeting to order;



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- b) Establishing an agenda and ensuring agenda items are addressed;
- c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Subcommittee (with or without modification);
- d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- e) Adjourning meetings after business is concluded; and
- f) Acting as the main representative of the Subcommittee.

3.2. Membership:

The Subcommittee membership shall then consist of the following members, including the Chair:

- a) Voting Members:
 - Chair or Co-Chair(s) of RWRS
 - Resident Wellness Representatives from each of the individual streams or grouped sites based on academic programming. Number of representatives per site can vary depending on size of the stream, and a mix PGY1 and 2 residents are welcome to increase diversity and continuity in representation. Should there be interest from a number of residents in a stream, a voting process similar to the Lead Resident process can be employed.
- b) Non-voting Members:
 - Education Managers, DFM & MLPIMG
 - Coordinator, Projects and Program Evaluation, DFM
 - Education Assistant, DFM (recorder)
 - Site specific Faculty member upon request or recommendation
- c) Corresponding Members:
 - Director of Wellness, Max Rady College of Medicine
 - Associate Dean Student Affairs Postgraduate, Max Rady College of Medicine
 - Program Director, DFM Postgraduate Education
 - Education Directors
 - Lead Residents on Residency Program Committee



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- 3.3. **Diversity of Membership:** The Subcommittee ensures diverse membership on its Subcommittee that is reflective of its commitment to diversity and inclusion and this will be considered in the appointment of Subcommittee members. Additional subcommittee members can be recruited and appointed at the discretion of the chair to ensure diverse resident representation.
- 3.4. **Liaisons:** Subcommittee members shall serve as liaison persons with others in the areas from which they are appointed.
- 3.5. **Best Interests:** Subcommittee members shall deal with matters before the Subcommittee in such a way that the best interests of the DFM, PGME, RFHS take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.
- 3.6. **Consultation:** In carrying out its role, the Subcommittee may call upon various resources as it deems required.

4. TERM OF OFFICE

The term of office of each Subcommittee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Subcommittee.

5. FUNCTIONS AND ACTIVITIES OF SUBCOMMITTEE

- 5.1. As part of its Mandate, the Subcommittee will engage in the following activities without limitation:
- a) Develop, implement and maintain a residency academic wellness curriculum with a program-level and site specific approach
 - b) Act to improve on the academic wellness curriculum based on feedback for ongoing quality improvement



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- c) Provide a voice and direct reporting structure for resident wellness representatives from individual and grouped distributed sites.
- d) Receive reports from resident wellness representatives at each site to include the following:
 - Wellness gaps
 - Recommendations for site-specific system changes that impact resident wellness
 - Updates on site-specific wellness activities
- e) Communicate the subcommittee's recommendations to individual sites where applicable.
- f) Report wellness initiatives and recommendations to the Residency Program Committee to ensure consistent approaches to resident wellness and resilience across all sites and streams.
- g) Ensure that the Wellness and Resilience Curriculum meet or exceed the goals and guiding principles identified in the College of Family Physicians of Canada "Standards of Accreditation for Residency Programs in Family Medicine.
- h) Engage in residency program evaluation and gathering of resident wellbeing metrics. Provide program and stream specific feedback to Education Directors and the overall program via the Curriculum Review Subcommittee ("CRS").

6. MEETINGS

- 6.1. **Number of Meetings:** The Subcommittee shall meet at least every 2 blocks per academic year, or subject to the call of the Chair. Special meetings may be called by:
 - The Chair with at least 1 week notice; OR
 - Special request of a majority of the members of the committee with at least 1 week notice
- 6.2. **Notice of Meetings:** Notice of a Subcommittee meeting must be provided to Subcommittee members, at least five (5) business days advance of the meeting, unless waived by the Subcommittee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Subcommittee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Subcommittee prior to the meeting.



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- 6.4. **Quorum:** In order to conduct the business of the Subcommittee quorum shall consist of the chair and the 50 % of the voting members.
- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- 6.6. **Committee Meeting Guests:** All Subcommittee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Telephone Meetings and Email Discussion:** The Chair may consult with Subcommittee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Subcommittee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Subcommittee meeting or privy to Subcommittee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Subcommittee, unless such information is otherwise approved for public information. Non-voting members may be asked to leave the meeting at the discretion of the Resident Wellness Representatives.
- 6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Subcommittee meetings.
- 7. COMMITTEE ADMINISTRATIVE SUPPORT**
- The Subcommittee shall receive administrative support from the DFM. The administrative support shall be provided through an individual whose duties shall include:
- a) Assisting the Chair with preparation of Subcommittee meeting agendas and distributing notification of meetings;
 - b) Ensuring follow-up of Subcommittee action items;
 - c) Information gathering;
 - d) Preparation and distribution of meeting material;
 - e) Minute-taking; and



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- f) Maintaining Subcommittee records.

8. **WORKING GROUPS**

- 8.1. **Referral to Working Groups:** The Subcommittee may refer issues of priority, confirmed by the DFM as requiring review, collaboration and analysis, to one or more Working Groups, which may be Department-specific, as the circumstances require.
- 8.2. **Working Group Leads:** Each Working Group shall have one or more Leads, as appointed by the Subcommittee Chair, in consultation with the Subcommittee. The Lead need not necessarily be a Subcommittee member. The Lead shall provide the Subcommittee Chair with periodic updates of the Working Group work and progress and shall provide a final report to the Subcommittee Chair at the completion of the Working Group's project.
- 8.3. **Working Group Reporting:** Subcommittee Working Groups shall report to the Subcommittee Chair through their identified leads ("Leads"), who will then consult with the Subcommittee and report to the DFM RPC.
- 8.4. **Working Group Mandate:** Each Lead (or Co-Leads) shall consult with the Subcommittee Chair in clarifying the parameters and timelines associated with the assigned issue/project.
- 8.5. **Working Group Membership:** The Lead(s) of each Working Group shall recruit the membership they deem necessary to carry out the work on their assigned issue/project.
- 8.6. **Working Group Terms of Reference:** In addition to the above provisions on Working Groups:
- a) The Leads shall bear in mind the DFM commitment to diversity when recruiting Working Group members;
 - b) The terms of office for each Working Group member shall be for the duration of the assigned project, unless the Lead determines otherwise; and
 - c) The above provisions dealing with Subcommittee Meetings shall apply as the circumstances permit (except that minute-taking is not a requirement at Working Group meetings, given that administrative support may not be available).

9. **AMENDMENTS TO TERMS OF REFERENCE**



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Amendments to these Terms of Reference may be proposed by the Subcommittee to the DFM RPC for approval.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. Date approved:

- June 1, 2025: DFM Executive Management Committee
- April 9, 2025: DFM Residency Program Committee (RPC)
- May 25, 2025: DFM Resident Well-Being Subcommittee (RWS)

10.2. Review: Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the Subcommittee Chair or the DFM RPC deems necessary. All revisions must be approved by the DFM RPC and the DFM Executive Management Committee.

10.3. Supersedes: Previous Terms of Reference versions

10.4. Committee Administrative Support: DFM Administrative Staff (i.e. secretary, program administrator, coordinator or other personnel as assigned)

10.5. Effect on Previous Statements: These terms shall supersede all previous DFM terms on the subject matter herein.