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**THE COLLEGE OF  
FAMILY PHYSICIANS  
OF CANADA**



**LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU CANADA**

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**July to September 2020**

**CFPC Board of Directors  
Decisions/Directions and Impacts**

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# GOAL 1: SET STANDARDS TO DEVELOP AND SUSTAIN SKILLED FAMILY PHYSICIANS

## Decisions related to the conduct of examinations impacted by COVID-19

Pandemic conditions demanded that we postpone the complete spring 2020 Certification Examination in Family Medicine, and then prohibited us from delivering the oral component for both the Certification Examination in Family Medicine and the Examination of Added Competence in Emergency Medicine in the fall of 2020. Before considering options the CFPC's Board of Examinations and Certification, responsible for examinations and certification, defined a set of principles to guide examination-related decisions:

- To run examinations in this extraordinary year is important
- The CFPC examination decisions are to be made this year with, as close as possible, the same standards and confidence as in any other year
- What we do must be feasible and safe
- Minimize the negative impact on members/exam candidates as much as possible prioritizing those entering practice or needing licensure
- This is solely a pandemic response and is not a time to address other potential changes to the examination process

A thorough process resulted in difficult decisions to ensure the CFPC exams continue to reflect a high standard of certification as part of the College's responsibility to family physicians and their patients. The effect of the pandemic-related decisions on all examination candidates was considered—first-time candidates and candidates who have previously failed.

Oral components of the CFPC exams remain an integral aspect that assess essential skills and competencies, and will continue for future exams. Anyone who fails this year's exam must take the full exam (SOOs and SAMPs) at their next attempt.

## Investing in our certification and assessment standards

The Board approved using funds from the Certification and Assessment Reserve to support developing an assessment blueprint, including support for a newly formed Assessment Objectives Subcommittee. The blueprint will further strengthen and update our expectations for programmatic assessment and be the foundation of robust, valid, and reliable certification decisions. It will incorporate the Outcomes of Training Project and is a necessary quality assurance measure for the certification examination.

## **CERTIFICATION AND ASSESSMENT RESERVE**

**That** the Board approve the use of \$180,000 per year for four years (totaling \$720,000) from the Certification and Assessment Reserve Fund to support a Project Manager and Project Coordinator for the Certification and Assessment Department.

## GOAL 2: MEET THE EVOLVING HEALTH CARE NEEDS OF OUR COMMUNITIES

### Commitment to equity, diversity, and inclusion

As family physicians working in a privileged profession, it's important to use our voice to enhance equity, diversity, and inclusion. We are reflecting as an organization on how we can strive to do better, including meeting the Truth and Reconciliation recommendations. One initiative is to add a Director to our Board who brings both an exceptional skill set and a perspective that would help us as we develop policies around truth and reconciliation and public health. [See the announcement](#) about Dr. Funnell's appointment to the Board.\* Members attending our virtual Annual Meeting of Members (AMM) November 5, 2020, will be asked to approve a three-year term for Dr. Funnell on the Board.

#### APPOINTMENT OF AN ADDITIONAL BOARD DIRECTOR

**That** in accordance with the *Canada Not-for-Profit Corporations Act* 128(1) and CFPC bylaw section 4.6, the Board appoint Dr. Sarah Funnell of Ottawa, Ontario, as an additional CFPC Board Director;

**Further that** Dr. Funnell's addition to the Board be because of the combination of her skills, knowledge, and experience in the Board's primary competency matrix areas, her talents in equity, diversity, and inclusion issues, and her fit with the current secondary demographic and perspective matrix areas as a family physician of Indigenous descent;

**And further that** this term be effective August 15, 2020, until the time of the November 5, 2020, Annual Meeting of Members, when CFPC members will be asked to ratify this appointment and confirm it as a 3-year term from November 5, 2020, to the time of the AMM in November 2023.

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\* College of Family Physicians of Canada. *The CFPC and its Board of Directors welcome Dr. Sarah Funnell* [news release]. Mississauga, ON: College of Family Physicians of Canada; 2020. Available from: <https://www.cfpc.ca/en/news-and-events/news-events/news-events/news-releases/2020/the-cfpc-and-its-board-of-directors-welcome-dr-sar>.

## GOAL 3: PROMOTE THE VALUE OF PATIENT CARE PROVIDED BY FAMILY PHYSICIANS

### Exploring a primary care research centre for Canada

We need to tell the story of family medicine and family physicians. To do this, data and evidence are critical. Strong advocacy for family physicians and for patients requires evidence of the role of family medicine in society, situated within and beyond the traditional boundaries of primary care. An exploratory phase will be undertaken to determine what a primary care research centre would look like, what it would require and offer, and how it would engage broad research partners to advance the most relevant and cost efficient health care system for the people of Canada. Broad consultations will occur and resulting recommendations will be shared with the Board for approval.

#### PRIMARY CARE RESEARCH CENTRE FOR CANADA

**That** the Board support an exploratory phase related to the establishment of a primary care research centre in Canada, aimed at improving health care through research and evidence that brings a family medicine perspective to health policy deliberations.

### Developing a family medicine data warehouse

As noted above, to strengthen the CFPC's advocacy role in Canada's health care system, data-driven evidence is needed to tell the story of family medicine and family physicians. This starts with having the ability and capacity to mine the CFPC's own data, and explore and resolve privacy and ethical considerations in linking with other data sources.

#### CFPC DATA WAREHOUSE SCOPING AND DEVELOPMENT INITIATIVE

**That** the Board approve a Data Warehouse feasibility initiative to enhance the type of data collected for the purposes of research and advocacy, identify the privacy policy requirements needed to enable linkage with data from jurisdictions and other national organizations, and strengthen its role as a valuable partner providing evidence of the importance of family physicians in Canada's health care system;

**Further that** up to \$100K be used from the Strategic Initiatives Reserve fund to support the time-limited roles of Data Warehouse Architect Consultant and Project Manager.

## Honours and Awards

Our Honours and Awards Program (H&A Program) offers grants, scholarships, and awards to family physicians, family medicine residents, and medical students. The H&A Program also celebrates the achievements of CFPC members and recognizes their commitment to education, research, and excellence in the practice of family medicine.

### **HONOURS AND AWARDS 2020**

**That** the Board approve motions #1 and #2 regarding honour and award recipients for 2020.

(The Board approves all honour and award recipients; they are finalized at different times.)

## GOAL 4: STRENGTHEN OUR MEMBER-BASED ORGANIZATION

### Refreshing our strategic direction

The Board and senior management are committed to reflecting on the major societal disruptions, including the pandemic, that are affecting society, family medicine as a discipline, family practice, and the CFPC as an organization. We are prioritizing what we need to do over the next 18 months (to mid-2022).

#### **FACILITATION SERVICES**

**That** the Board and Executive Team engage in a facilitated process of refining the CFPC's strategic direction, in light of being mid-Strategic Plan cycle, and facing a major disruption, the COVID-19 pandemic, and other societal issues;

**Further that** the process include engagement of Chapter leaders; as outlined in the August 31, 2020, proposal submitted by Deanna Heroux.

### The 2020–2021 draft micro budget

Going forward, the CFPC will shift to full cost budgeting (direct and shared services costs allocated to cost centres), which will be reflected in our annual audited financial statements. This change provides a clear picture of the total cost of any one program.

The micro budget spans June 1, 2020, to May 31, 2021. It is a conservative budget appreciating the uncertainties that COVID-19 may continue to have on operations.

#### **2020-2021 MICRO BUDGET**

**That** the 2020–2021 Draft Micro Budget, including all assumptions as discussed, be approved.

### Examination fees

One of the places where we anticipate that full cost budgeting and reporting will be the most helpful relates to the Certification Examination in Family Medicine (FM exam) and Examination of Added Competence in Emergency Medicine (EM exam) fees.

Here are the 2021 exam fees:

#### **2021 EXAM FEES: FAMILY MEDICINE AND EMERGENCY MEDICINE EXAMS**

**That** the Board approve the 2021 Spring and Fall FM and Fall EM Exam fees be held at the 2019/20 budget levels of \$3,270 for each.



We are a unique professional organization where members financially support reducing exam fees through a subsidy because the direct and shared costs of administering the exam is greater than the revenue generated from fees paid by candidates. Recognizing that the average subsidy for the FM exam over the past three years has been approximately 20 per cent, and that the average subsidy for the EM exam over the past three years has been approximately 40 per cent, the following decisions and principles were established:

The subsidy from members will support physicians early in their career in achieving the must-have core credential required to practise family medicine in Canada, the FM exam. The EM exam leads to a Certificate of Added Competence, which reflects advanced practice in this clinical area. It is an important but is not a core credential to practise family medicine. We will be phasing out the subsidy for the EM exam.

### **Regarding the Certification Examination in Family Medicine fee**

We want the FM exam fee to be predictable, year over year, for future candidates. The subsidy will help us maintain this consistency.

#### **FM EXAM SUBSIDY**

Historically the FM exam fee has been subsidized by the CFPC.

**That** the FM exam fee will be subsidized to ensure that the annual fee increase following the 2020–2021 fiscal year does not exceed two per cent or the level of inflation, whichever is higher per year.

#### **FM EXAM FEE FOR ALL CANDIDATES**

**That** the Board approve one FM Exam fee regardless if the candidate is a resident or practice eligible candidate.

### **Regarding the Examination in Added Competence in Emergency Medicine fee**

We also want to provide future EM exam candidates with information regarding fees over the next five years, as we phase out the subsidy.

#### **EM EXAM**

**That** the Board approve that Certificate of Added Competence exam fees cover all direct and shared expenses;

**Further that** the EM Exam fee over the next five years following the 2021–2022 fiscal year increase by an amount no greater than 10 per cent per year.

## Family Medicine Forum 2020

Adapting to current restrictions of large live gatherings because of COVID-19, FMF 2020 (November 4th to 7th <https://fmf.cfpc.ca/>) will be a fantastic virtual event. Take a moment to register.

We hope to host FMF live in Manitoba in the future.

### **DEFERRAL OF LIVE EVENT – FMF 2020**

**That** the Board agree to defer all contractual obligations of the live FMF 2020 event until 2022 or 2025.

### **REGISTRATION FEE – FMF 2020**

**That** the Board approve the virtual FMF 2020 registration fees.

## Our governance structure related to our standard-setting roles

The Board delegates responsibility for the certification of individual family physicians to the Board of Examinations and Certification, and the accreditation of university family medicine and enhanced skills residency training programs to the Residency Accreditation Committee.

### **REVIEW BYLAW REGARDING CFPC'S STANDARD-SETTING ROLES**

Given that the College of Family Physicians of Canada, as a member-based organization formed in accordance with the *Canada Not-for-Profit Corporations Act*, also sets national standards for certification deemed necessary by most medical regulatory authorities in Canada to obtain an unrestricted license to practice family medicine:

**That** the Board approve reviewing the by-laws, with legal input as needed, to determine if any additions and/or changes, are needed with respect to our standard-setting and/or certification roles.

## CFPC bylaw updates

Members attending the November 5, 2020 AMM will be asked to confirm the following amendments, which were approved by the Board so that the 2020 AMM could be held virtually during the pandemic.

### **AMENDMENTS TO BY-LAW NO. 1 TO PERMIT VIRTUAL MEETINGS OF MEMBERS**

**That** By-Law No. 1, with the amendments as follows:

- i. The change of the heading of paragraph 11.4 to “Place of Meetings or Virtual Meetings” and the addition of the following to the end of that paragraph:

- ii. “If the Directors call a Meeting of Members under the Act, those Directors may determine that the meeting shall be held, in accordance with the Act, entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.”;
- iii. The removal of the words “present in person” in the first sentence of paragraph 11.10; and
- iv. The amendment of paragraph 13.1 to add wording to confirm that the amendments are effective when made by the Board in accordance with the Act but shall not be in force going forward unless they are confirmed by the Members at the Meeting of Members;

is hereby approved as the By-law No. 1 of the Corporation and effective until the next Meeting of Members where it may be confirmed, rejected, or amended by the Members by ordinary resolution.

## Chapter bylaw updates

The Ontario Chapter will present the proposed bylaw amendments to their members for consideration.

### **BY-LAW AMENDMENTS – ONTARIO COLLEGE OF FAMILY PHYSICIANS**

**That** the Board approve the proposed amendments to the Ontario College of Family Physicians By-laws.

## Committee leadership

The Board approved the following Committee chair succession:

The following members will be recognized at the November 5, 2020, AMM:

### **Outgoing Chairs**

- Dr. Joel Andersen (ON) – Occupational Medicine Member Interest Group
- Dr. Marie-Dominique Beaulieu (QC) – CFPC’s Foundation for Advancing Family Medicine Board of Directors
- Dr. Marc Bilodeau (QC) – Patient’s Medical Home Steering Committee
- Dr. Robert Boulay (NB) – Nominating Committee
- Dr. Jeanette Boyd (BC) – Honours and Awards Committee
- Dr. Sarah de Leeuw (BC) – Co-chair, History and Humanities in Family Medicine Committee
- Dr. Anne DuVall (ON) – Governance Advisory Committee
- Dr. John Foote (ON) – Emergency Medicine Member Interest Group
- Dr. Christie Freeman (ON) – Dermatology Member Interest Group
- Dr. Pierre Frémont (QC) – Sport and Exercise Medicine Member Interest Group

- Dr. Brian Geller (SK) – Enhanced Skills Surgery Member Interest Group
- Dr. James Goertzen (ON) – Section of Teachers
- Dr. Curtis Handford (ON) – Editorial Advisory Board, *Canadian Family Physician*
- Dr. David Henderson (NS) – Palliative Care Member Interest Group
- Kerry Howell (AB) – Co-chair, Section of Medical Students
- Dr. Fiona Kouyoumdjian (ON) – Prison Health Member Interest Group
- Dr. Frank Martino (ON) – Member Interest Groups Section
- Dr. Patricia Mirwaldt (BC) – Mental Health Member Interest Group; Co-chair, Collaborative Working Group on Shared Mental Health Care
- Dr. Benjamin Schiff (QC) – Hospital Medicine Interest Group
- Dr. Mark Woo (ON) – Section of Residents
- Dr. Keith Wycliffe-Jones (AB) – Residency Accreditation Committee
- Dr. Joyce Zazulak (ON) – Co-chair, History and Humanities in Family Medicine Committee

#### **New Chairs:**

- Dr. Vanessa Brcic (BC) – Editorial Advisory Board, *Canadian Family Physician*
- Dr. Paul Sawchuk (MB) – Honours and Awards Committee
- Dr. Benjamin Schiff (QC) – Member Interest Groups Section
- Dr. David White (ON) – Governance Advisory Committee
- Dr. Yan Yu (AB) – Patient’s Medical Home Steering Committee

#### **Chair Renewals or Extensions:**

- Dr. Michael Rondilla (ON) – Self Learning™ Committee
- Dr. Ross Upshur (ON) – Ethics Committee

## **Annual Board assessment**

One element of our governance evaluation strategy is for Board Directors to reflect annually on their performance and have a one-on-one discussion with the Board Chair.

#### **ANNUAL BOARD DIRECTOR ASSESSMENT**

**That** the Board approve the June 2020 revision to the Annual Board Director Assessment process that reflects CFPC’s role as both a member-based organization and a standard-setting organization.

Please contact us at [sschipper@cfpc.ca](mailto:sschipper@cfpc.ca) or [flemire@cfpc.ca](mailto:flemire@cfpc.ca), or Sarah Scott, Director of Governance and Strategic Planning at [sscott@cfpc.ca](mailto:sscott@cfpc.ca), if you have any questions.

Shirley Schipper, MD, CCFP, FCFP  
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