

Patient Education Committee
Terms of Reference
(Updated June 2018)

Purpose

The committee's purpose is to oversee and advise on the development and implementation of patient education initiatives and supports for family physicians in the care of their patients. This work is coordinated and supported by Department of Programs and Practice Support staff and aligns with the strategic plan and priorities of that Department and of the CFPC.

The committee facilitates provision and timely access to quality patient education materials, tools and initiatives to members and their patients/the public. It also plays an advisory role for the CFPC for matters related to patient education.

Responsibilities

The committee is responsible for:

- Supporting family physicians in providing quality health care through patient education and patient-centred shared decision making with consideration for social justice and equity issues.
- Facilitating the production, dissemination, and maintenance of evidence-informed patient education resources to empower patients in their health care decisions.
- Advocating for integrating effective patient education strategies into relevant work of other committees and groups, provincial Chapters, as well as for individual physicians.
- Incorporating new approaches and tools that are tailored to address diverse needs related to health literacy, numeracy skills, and social and cultural perspectives.
- Promoting patient education skill development across the continuum of learning.
- Facilitating the critical appraisal of externally produced patient education resources (using the committee's standardized review criteria) that are brought to the Committee for consideration of CFPC endorsement.
- Promoting and disseminating knowledge about healthy living, self-care and self-management within patient-centred family medicine.
- Developing collaboration with members and other professional communities for scholarship and research in areas related to patient education/engagement relevant to family medicine.
- Promoting or sustaining collaboration or involvement of patients and members of the community in educational and patient-centred healthcare tools.
- Providing the review, on an occasional basis, of documents relevant to comprehensive primary care for possible support or endorsement by the CFPC.

Type of committee

The Patient Education Committee shall be a regional standing committee of the CFPC.

Accountability and authority

The Patient Education Committee is accountable to the Director, Programs and Practice Support. The Programs and Practice Support Department provides the primary support for the PEC.

Committee membership

The Committee will consist of representatives from each of the CFPC's five regions: British Columbia and Alberta; Saskatchewan and Manitoba; Ontario; Quebec; Atlantic Canada (New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland and Labrador).

In addition, there will be one representative from the CFPC's Section of Residents, and one from the First Five Years in Family Practice community.

Individuals with other expertise and perspectives, including from research and other professional disciplines, will be invited at the discretion of the Chair.

Chair

The Chair shall be appointed by the CFPC Board of Directors on the recommendation of the Director, Programs and Practice Support CFPC Board of Directors.

Terms of office

The Committee Chair and members shall each serve a three-year term, renewable once.
The CFPC Section of Residents representative shall serve a two-year term.

Frequency of meetings

The Committee will have one in-person meeting a year, two video/teleconferences (1.5 hours each; held by teleconference or other electronic means), and at other times at the call of the Chair.

Support staff

Coordinator, Programs and Practice Support
Physician Advisor, Division of PDPS
Director, Programs and Practice Support