



## University of Ottawa, Faculty of Medicine, Resident Wellness Committee

### TERMS OF REFERENCE

#### **Mandate:**

Physician health and wellness are critical components of postgraduate medical education and training that would benefit from further development and integration into the work and learning environment. A commitment to self-care and peer support is also fundamental to the CMA Code of Ethics and Professionalism and CanMEDS role of the Professional Physician.

The Resident Wellness Committee (RWC) is an advisory committee that reports the Vice Dean Postgraduate Medical Education (PGME) and provides strategic wellness direction to the PGME office, Faculty Wellness Program (FWP), and associated administrative support staff at the University of Ottawa Faculty of Medicine.

The RWC will assist in identifying, goals, and implementation strategies to encourage healthy behaviours in the clinical and academic learning and working environment. The RWC will promote the development of physician health awareness and expertise within PGME programs, while advocating for policy changes aimed at bettering resident physician wellness.

#### **Goals and Objectives:**

The objective of the RWC is to support and enhance PGME trainee wellness. The RWC will offer Wellness Leaders the opportunity to:

- Discuss and share resources available for trainees in need.
- Share program innovations.
- Align wellness activities across the Faculty Wellness Program and the PGME Office and programs
- Understand and advocate for best practices to support trainees with health issues.
- Systematically improve resident wellness at the University of Ottawa with an upstream approach beyond individual action.
- Seek advice and support from colleagues.
- Collaborate on research related to physician health in training.
- Advise on resources and processes to assist trainees to receive the Wellness support they need in their local environment.
- Support wellness program development to align with accreditation standards.



- Support communication with the Resident Wellness Leads from across the PGME programs to ensure bidirectional sharing of information on wellness issues and needs.
- Support communication efforts with Program Directors and Program Administrators on PGME trainee wellness.
- Provide input to the FWP on wellness related content for website

### **Membership:**

The RWC is chaired by a Resident Wellness Representative and is comprised of Resident Wellness Ambassadors from the twelve (12) clinical departments and the School of Epidemiology and Public Health (SEPH). While programs may have multiple representatives on the committee in order to provide diverse perspectives, there will be a maximum of one voting member per program. The RWC also includes representation from the PGME Office, FWP, PARO, International Medical Graduate, Program Directors, designated Faculty, Resident Wellness Leads and Program Administrators.

### Voting and terms

<b>Committee Member</b>	<b>Term</b>	<b>Renewable</b>	<b>Voting</b>
Chair, Resident Wellness Representative	Voted from membership		Yes
Assistant Dean, Faculty Wellness Program	Ex-officio		Yes
Director of Learner Wellness, Faculty Wellness Program	Ex-officio		Yes
Assistant Dean, PGME	Ex-officio		Yes
Wellness Counsellors	Ex-officio		Yes
Program Administrator representatives (1-2)	3 year term	Once	No
Resident Wellness Lead from each of the clinical departments and SEPH	Minimum 1 year, Maximum 3 years	No	Yes (one per program)
PARO representatives (1-2)	Ex-officio		Yes
IMG resident	Minimum 1 year, Maximum 3 years	No	Yes
Faculty Wellness Program Support Staff	Ex-officio		No
PGME Office staff	Ex-officio		No
Clinical Faculty Members (2-3)			



### **Quorum:**

Quorum is achieved when the majority of committee members are present / adjudicate on the decision.

### **Appointment Process:**

Representatives from the twelve (12) departments will be selected at the discretion of the chair and take into consideration representation across the program as well as ensuring a diversity of representation belonging to equity-seeking groups. As above, programs may choose to have multiple representatives sit on the committee to ensure adequate representation and provide diverse perspectives, but only one member per program will have voting privileges.

### **Frequency of Meetings:**

The RWC will meet on a quarterly basis and will be responsible for organizing bi-annual meeting with all Resident Wellness Leaders to exchange ideas, new initiatives, address areas of concerns, and maintain an understanding of the wellness landscape of uOttawa PGME trainees.

### **Subcommittee Decisions:**

N/A

### **Reporting:**

The Committee will meet a minimum of four (4) times per year. Guests may be invited to meetings at any time, and specific working groups may be established to work on projects and programming.

### **Minutes / Related Documents:**

The committee will report to the PGEC on an ad hoc basis, and annually in the spring.

### **Conflict of Interest:**

Committee members must state a perceived conflict of interest to the committee, at the beginning of the meeting. The committee will discuss and determine if one exists, and if so, will ask the committee member to recuse themselves from any discussion and / or decision making.



### **Confidentiality:**

All committee members must acknowledge that all discussions, documents and correspondence, regardless of their manner of transmission, are deemed confidential and must remain confidential at all times. All information received and transmitted must be handled in accordance with the University of Ottawa's policy 117. Items may be requested via the University of Ottawa's Access to Information and Privacy Office, in accordance with policy 90.

### **EDI:**

The University of Ottawa aspires to promoting a work environment that fully represents the diversity of Canada's population. As a result, it is committed to applying equity principles to enrich discussion, decisions, and outcomes of committees to support our EDI mandate.

### **Committee**

Postgraduate Medical Education Committee (PGEC)  
Faculty Council

### **Approval Date**

March 20, 2024  
April 2, 2024

*Adapted from the University of Toronto PGMEAC Wellness Subcommittee*