

DRAFT UBC Public Health & Preventive Medicine Resident Wellness Committee – Terms of Reference

Version: November 2022 | Committee Approved: November 22, 2022 | RPC Approved: November 18, 2022

Purpose

The purpose of the Resident Wellness Committee is to promote and help create positive, supportive, and safe social and learning environments that value both residents and resident wellness and model physician wellness as an essential component to thrive in public health practice and sustainably deliver high-quality services. This includes ensuring that learning and social environments are free of harassment, discrimination, or bullying, and that structural mechanisms are in place to support resident safety, health and wellbeing.

Reporting

The Resident Wellness Committee reports to the Residency Program Committee (RPC).

High-level decisions taken by the Wellness Committee should be reviewed and approved by the RPC.

Documents and decisions requiring RPC approval include:

- Annual wellness budget (as a fraction of annual RAF funding)
- Wellness syllabus and/or work plan
- Changes to Wellness Committee Terms of Reference
- Summative findings or reports from resident wellness surveys, focus groups, or retreat sessions
- Wellness Committee action plans responding to resident wellness feedback

Responsibilities

- Support the design, planning, implementation, and evaluation of resident wellness activities that contribute to a resident's wellbeing, longevity, and growth over the course of their 5-year program. This includes a mandatory resident retreat that is organized in collaboration with residents and program operations which includes a combination of educational activities, wellness activities and a resident debrief.
- Ensure that there are a variety of formal and informal evaluation and feedback mechanisms to understand the current state of resident wellness and safety, and accountability processes to ensure concerns and feedback are addressed in a timely and appropriate manner.
- Provide a process for and a forum for discussion of feedback regarding resident wellness and learning environments, and offering, supporting, and leading tangible solutions for improvement and change.
- Approve and/or make recommendations to RPC pertaining to motions, issues and key documents for program use and where appropriate, broader circulation (eg. annual wellness syllabus, annual retreat plan and budget)

Committee Member Responsibilities

- Attend all regularly scheduled and ad hoc Resident Wellness Committee meetings and inform the chair as soon as possible when they are unable to attend
- Actively participate in Resident Wellness Committee discussions and decision making representing the views, perspectives, and best interests of all PHPM residents.

Roles and Responsibilities

Resident Co-Lead

- Serve as the primary resident point of contact on issues related to wellness
- Represent the residents' perspectives at the Wellness Committee, organizing polls, discussions or forums as required to solicit resident input
- Provide operational support and leadership to regular wellness initiatives
- With the Faculty Co-Leads, update the wellness syllabus and action plan at the start of each resident year
- Liaise with the resident physicians to keep them apprised of wellness conversations and activities
- Provide advice and referrals to residents seeking wellness support
- With the Faculty Co-Leads, review and update the Wellness Committee budget
- Serve as meeting co-chair on a rotating basis between co-leads (and in collaboration with the Faculty Co-Leads)
- Lead the planning of the resident retreat (with Chief Resident)

Chief Resident

- Serve as a secondary resident point of contact on issues related to wellness
- Support the resident co-leads to represent the residents' perspectives at the Wellness Committee, organizing polls, discussions or forums as required to solicit resident input
- Assist the resident co-leads to help operationalize support and leadership for regular wellness initiatives
- With the resident co-leads, lead the planning of the resident retreat
- Serve as an alternate at Wellness Committee meetings when resident co-leads are unable to attend

Faculty Co-Lead

- Serve as the faculty point of contact on issues related to wellness
 - Provide confidential coaching and guidance to residents experiencing challenges (e.g. considering an appeal, having difficulty with a supervisor, etc.). Connect residents as needed with other support and resources.
 - Sign an annual confidentiality agreement and ensure residents are aware of situations where confidentiality cannot be maintained
 - Advocate for resident wellness to the program operations team and Program Director
 - Provide advice, referrals, and mentorship to residents seeking wellness support
- Raise recommendations with other PHPM committees related to resident wellness
- Meet individually with residents twice per year, in alignment with the resident bi-annual review (meetings are organized by the Program Manager)
- With the Resident Co-Leads, update the wellness syllabus and action plan at the start of each resident year
- Provide operational support and leadership to regular wellness initiatives
- Serve as meeting co-chair (in collaboration with the Resident Co-Leads)
- With the Resident Co-Leads, review and update the Wellness Committee budget

Resident Wellness Advisor

- Provide insights into resident wellness activities on behalf of the PHPM resident physicians
- Participate in Wellness Committee conversations and support regular wellness initiatives
- Contribute to the delivery of AHD sessions related to resident wellness (3-4 times per year)
 - The AHD lead resident delivers the session, following discussion and approval of a wellness activity by the Wellness Committee

Faculty Wellness Advisor

- Participate in Wellness Committee conversations and support regular wellness initiatives
- Provide advice, referrals, and mentorship to residents seeking wellness support
- Maintaining resident confidentiality, provide feedback on resident wellness to the Program Director and Program Manager
- Contribute to the delivery of AHD sessions related to resident wellness (3-4 times per year)

Operations

- Co-chaired by a resident and the Lead Faculty for Resident Wellness or designate, meetings will be held monthly on the third Tuesday of the month with additional meetings called as required by the Chair.
- Meetings will normally be 60 minutes in length but may be extended as required.
- Agenda items are to be submitted one week in advance.
- The agenda will be prepared by the co-chairs and circulated along with related materials a minimum of 72 hours prior to the meeting.
- Quorum for meetings is minimum one-half of members including at least two residents and two faculty.
- Motions will be put forward by the Chair or any voting committee member for formal decisions for discussion.
- Decisions will be made based on consensus or a two-thirds majority of voting members in attendance.
- Both the motion put forward for formal decision and the voting results by number will be recorded in the minutes. Reason for voting member's abstention must be recorded and does not count as a 'no' vote.
- An asynchronous vote by email on a question or motion may be called at the discretion of the Chair.
- Meetings will be recorded for administrative purposes and summarized in minutes by the Program Manager of the residency program within two weeks of the meeting.
- Draft minutes for each meeting will be presented at the subsequent meeting for review and approval by the committee.
- Approved minutes will serve as the official record of the committee's deliberations.
- Regular minutes will be made available to all committee members, current residents, the Associate Director Education SPPH, and the Office of PGME

Evaluation

A full review of the terms of reference, deliberations and effectiveness of the Resident Wellness Committee will be conducted annually by the committee or its designate subcommittee with the results of that review to be presented to the Committee for discussion and action.

Membership

The composition of the Resident Wellness Committee will be reviewed on an annual basis and may be subject to change over the course of a year at the discretion of a health authority or an agency. Faculty members and delegates must hold a UBC faculty appointment and should be PHPM specialists where possible and appropriate.

Committee members are requested to commit to a 3-year term (2-year minimum) and extensions are possible.

Residents should be given the opportunity (via the Chief Resident) to review recommended candidates for the Faculty Co-Lead position and raise feedback or concerns prior to the Co-Lead's appointment.

Role	Name
Voting Members:	
1. Chair of Committee	Rotating (Resident, Faculty)
2. Resident Co-Lead Wellness (Junior)	Dr. Xuan Zhao
3. Resident Co-Lead Wellness (Senior)	Dr. Rohit Vijh
4. Faculty Co- Lead Wellness	Dr. Sue Pollock
5. Faculty Co- Lead Wellness	Dr. Olivia Sampson
6. Resident Wellness Advisor (Chief Resident)	Rotating
7. Resident Wellness Advisor (Senior)	Dr. Abigail Steinberg
8. Resident Wellness Advisor (Junior)	Dr. Curtis May
9. Faculty Wellness Advisor	Dr. Sandra Allison
10. Faculty Wellness Advisor	Dr. Veronic Clair
Non-voting Members:	
11. PHPM Manager (non-voting member)	Rishi Chatterjee
12. Program Director (ex-officio)	Dr. Trevor Corneil