



PHPM Resident Wellness

Syllabus for 2022-2023 resident year

Approved by Wellness Committee: January 24, 2023

OVERVIEW

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.

The Wellness Committee Syllabus outlines activities and responsibilities of the committee over the course of the 2022-2023 academic year.

WELLNESS COMMITTEE MEETINGS

Committee Meeting Sample Agenda

No	Item	Outcome	Lead	Time
1	Welcome, Land Acknowledgement & Introductions	Introduction	Co-Chair	5 minutes
2	Review/Approve A. Today's agenda B. Previous Minutes	Decision	Co-Chair	5 minutes
3	Recurring Business A. Committee Check-in B. Resident Wellness C. Program Manager Update D. Program Director Update	Discussion	Co-Chair	
4	Ongoing Business	Discussion	Co-Chair	
5	New Business	Discussion	Co-Chair	
6	Next Steps/Action Items	Discussion	Co-Chair	
7	Adjourn	Adjourn	Co-Chair	

Committee Member Expectations

- Attend all regularly scheduled and ad hoc Resident Wellness Committee meetings.
- Review materials distributed ahead of each meeting in preparation for discussion.
- Actively participate in Wellness Committee discussions
- Make decisions that best represent the views and perspectives of all PHPM residents.

Terms of Reference

Resident Wellness Committee Terms of Reference [\[link\]](#)

WELLNESS COMMITTEE ANNUAL CALENDAR 2022-2023

Timeline	Activity
July	Resident Retreat (<i>note that the retreat took place in July 2022 but should typically take place in August</i>), including a qualitative feedback session for residents to discuss and compile wellness recommendations for the program
October	Review and adjust (as needed) the Wellness Budget for the current resident year, taking into account any changes to estimated RAF amounts based on latest updates from PGME
December	December 1: Deadline to release any Wellness funds to individual RAF (if applicable) Support a Wellness activity at the Dec. 23 AHD session
February	Support a Wellness activity at the Feb. 24 AHD session
March	Begin planning for the Resident Retreat
April	Review, update, and approve Wellness Budget for the upcoming resident year
May	Support the delivery of a Program Director pulse check survey, alternating years with PGME Resident Training Experience survey (review results at August committee meeting) Review and update the Wellness Committee Terms of Reference for the upcoming year Facilitate recruitment of new committee member volunteers, as needed Discuss and finalize dates for Wellness AHDs for the following resident year with the AHD Planning Committee
June	Support the delivery of an overall resident experience Qualtrics survey (review results at August committee meeting) Support a Wellness activity at the June 23 AHD session Review Wellness Budget and adjust as needed for the new resident year Review, update, and approve the Wellness Syllabus for the upcoming resident year

Ongoing Wellness Activities

- One-on-one meetings between residents and a Faculty Co-Lead at least twice per year (in alignment with bi-annual review meetings). Key discussion points should include, at minimum:
 - Resident wellness during rotations over the past 6 months and relationships with rotation supervisors and co-workers
 - Impact of the program operations team (Program Director, Program Manager) on resident wellness
 - Resident concerns related to upcoming rotations (if applicable)
 - Overall resident wellness (including work/life balance, challenges outside of residency that may be impacting work)



- Whether there is anything the resident would like to be brought up to the Wellness Committee, Resident co-leads, or Program Director, or be supported to bring up (anonymously or identified)
- Social events and activities, led by the resident social representative and supported by the Wellness Committee
- Collaborative event(s) with the PGME Resident Wellness Office
- Academic Half Day sessions dedicated to Resident Wellness (3 AHD sessions per year and summer resident retreat)
 - Two Academic Half Day sessions per year will be allocated to individual resident check-ins with Faculty Co-Leads (typically in February and June, to align with resident bi-annual reviews)
 - One Academic Half Day session will focus on a public health topic that potentially impacts resident wellness
 - Suggested topics include eco-anxiety/grief, promoting wellness as a team leader
 - A section of each Academic Half Day session should also gather residents in an unstructured way, such as participating in an activity, sharing a meal together, or facilitating ice cream rounds
 - Academic Half Day sessions and the resident retreat are protected time for all PHPM residents (including those in Family Medicine or BCY)

WELLNESS BUDGET

The annual wellness budget is made up of a portion of the PHPM program's Resident Activity Fund allocation. The Wellness Committee has oversight over how the wellness budget is allocated (within PGME's [RAF funding guidelines](#)).

Wellness funding is typically allocated to the following activities:

- Resident Retreat
 - The Wellness budget covers wellness-related activities at the resident retreat, such as team-building activities and meals
- Resident social activities (organized by the PHPM resident social rep)
 - For dinner events, the Wellness budget typically covers up to \$30 per resident
 - The Wellness budget may also cover team-building activities (e.g. snowshoeing, axe-throwing)
- Wellness workshops or other group activities (typically taking place during Academic Half Day)
 - These activities could include bringing in an external speaker or consultant to support resident wellness
- Individual resident wellness supports (such as fitness classes, mindfulness apps, or books) -- to be implemented in the 2023-2024 academic year
 - The committee sets a maximum amount per resident to spend on individual wellness
 - The committee determines what types of expenses are eligible for individual resident wellness reimbursement

When the Wellness Committee does not intend to spend the entirety of its RAF allocation, remaining funds are channeled back to individual resident RAF allocations. The Wellness Committee must determine by December 1 each year whether they will be releasing any RAF funding back to individual resident allocations.

Any remaining unspent funds will be absorbed back into the program budget on May 1.

REFERENCE MATERIALS

- Wellness Summary Materials [\[link\]](#)