

Call for Members – PGY-1 Resident Family Medicine Summit Planning Committee

The Ontario College of Family Physicians (OCFP) is currently seeking a PGY-1 family medicine resident to serve on the Family Medicine Summit (FMS), formerly the Annual Scientific Assembly (ASA) Planning Committee.

The FMS is the the OCFP's flagship educational event, with a long history of offering practical, high-quality professional development. It is learning developed by family physicians, for family physicians. In addition to its leadership in professional development, the FMS is widely regarded for the opportunities it offers for family physicians to connect with like-minded colleagues from across the province.

Goals of the Committee:

Scientific Planning Committees (SPC) help ensure that the educational needs of all segments of the target audience are identified and appropriately addressed and are required for the certification of a program. The SPC fulfills the requirements of the "Program Planning Committee" as described in the [guidelines for understanding Mainpro+ certification](#). They also ensure the topic and content of continuing professional development (CPD) activities are relevant to the practice needs of the target audience. Scientific Planning Committee members work with the SPC Chairs of the Program and the OCFP to develop and interpret learning needs assessments, choose effective learning and teaching methods, clarify curricular goals and specific learning objectives, select speakers and faculty, and develop evaluation questions or outcome measures. They also help ensure fiscal responsibility and transparency relating to funding and influence or bias.

The purpose of the FMS Planning Committee is to guide the development of a high-quality scientific program and advise OCFP staff on decisions related to the delivery of the Family Medicine Summit (FMS) conference. This conference meets one of the key priorities of the [OCFP's strategic plan](#) "to equip members with education, information, knowledge and skills to provide high-quality patient care; improve family physician well-being in practice; and engage in practice improvement using research, evidence-based tools and practices." The FMS is the flagship event offered by the OCFP, and as such, holds a place of strategic prominence within the portfolio of CPD offerings.

If you are interested in becoming a PGY-1 resident FMS Planning Committee member, you can find more information below about the role and responsibilities, and how to easily apply. We thank you for your consideration in joining this dedicated group of family physicians from across Ontario.

Membership Terms and Guidelines:

- **PGY-1 resident** committee members are appointed for a two-year term.
 - Committee members will be enrolled in a medical program within Ontario.
 - Following the end of their PGY-2 year, if the resident is interested and a vacant position is available, the OCFP and the Planning Committee will consider their continued involvement on the committee as an active member.

Role and Participation:

As a group, members will fulfil the roles of the Planning Committee, including:

- Participating in Scientific Planning Committee meetings and activities, as required;
- Advising on the planning of the conference program to ensure opportunities are provided for a broad range of topics of interest to members and other stakeholders, with consideration for emerging trends and issues;
- Ensuring the vision and goals for the FMS are achieved and delivery is planned in a sustainable and fiscally responsible manner, and in accordance with OCFP policies and procedures;
- Collaborating with the Scientific Chair and OCFP Staff to establish a Scientific Program that aligns with the strategic goals and directions of the OCFP Board of Directors, including recommendations for, conference themes, relevant topics and speakers, financial goals and directions (including sponsorship);
- Providing oversight for certification components to the program and ensuring that Mainpro+ certification guidelines and standards are met and maintained, including reviewing conflict of interest disclosures and mitigation of bias for speakers;
- Informing a comprehensive work plan, with pacing and sequencing of deliverables that will result in successful execution, evaluation and follow-up;
- Guiding the design of the program's evaluation and contributing to the analysis and interpretation of results;
- Reflecting on evaluations, incorporating recommendations into improving the quality of content and delivery of subsequent programs;
- Supporting OCFP staff operational accountabilities, providing input to guide, registration activities, promotional strategies, conference budget, conference exhibit hall, liaison with sponsors;
- Planning business meetings and social events, as applicable;
- Providing onsite or virtual support throughout the duration of the FMS and related events, including, moderating and auditing sessions, participating in daily debrief meetings and mobilizing plans to address issues as they arise;
- Inspiring others to work toward common goals by providing encouragement, clarity, and direction.

Frequency of Meetings:

The Committee will meet approximately four times over a 12-month period, with a mix of in-person and teleconference meetings, pending the COVID-19 context. In-person Committee meetings will be held in Toronto at locations determined by the OCFP, with reasonable notice given in advance to each member. Where members cannot attend in person, the Committee will offer access to video and teleconference facilities to assist members.

Reimbursement:

All costs associated (e.g. teleconference costs) with the functioning of the Planning Committee will be the responsibility of the OCFP. Members will be reimbursed for travel and related expenses as required, according to OCFP policies.

Committee members are remunerated according to OCFP's Physicians Fees for Service Policy. Remuneration is inclusion for the time spent in meetings (in-person and virtual), conference pre-work, and conference support (duties as outlined in committee responsibilities).

Application Process:

To reflect the needs of its 15,500+ members, the OCFP strives for diversity and aims to represent a range of perspectives on its committees. We are seeking candidates with varied skill sets, representing different geographic regions, clinical and academic backgrounds, years in practice and cultural perspectives.

Applicants will be required to submit a letter of application and CV to the Ontario College of Family Physicians, fms@ocfp.on.ca by Friday September 18, 2020 at 11:59 p.m. ET.