

Council of Ontario Medical Officers of Health

Maintenance of Certification (MainCert) Committee Terms of Reference

Context and Mandate

In 2003, the Maintenance of Certification Committee was established to plan and evaluate continuing professional development activities that meet the Royal College of Physicians and Surgeons of Canada's requirements for accredited study hours. The committee fulfilled this role well. With the creation of the Ontario Agency for Health Protection and Promotion (OAHPP), the mandate of this committee is changing. The OAHPP has offered to assist with running these events. Hence the Committee's new role is more strategic, providing advice on the educational needs of COMOH members¹, and other public health physicians in Ontario as well as serving as the planning committee for accredited events. The terms of reference have been revised to reflect this change in role.

Functions of Maintenance of Certification Committee

Specific functions include:

- Assist in identifying priorities (both content areas and format methods) for professional development and educational activities for COMOH members, and other public health physicians in Ontario.
- Provide advice on the educational methods that will best meet the needs of COMOH members, and other public health physicians in Ontario.
- Serve as the planning committee for accredited continuing educational events.
- Promote attendance at accredited events.
- Identify potential partnerships that would strengthen the continuing professional development offerings for COMOH members, and other public health physicians in Ontario
- Receive and comment on evaluation reports on accredited educational events.

Membership

- A combination of 3 Medical Officers of Health or Associate Medical Officers of Health
- One of the Ontario Community Medicine Residency Program Directors
- One community medicine resident (to be selected by the committee from volunteers)
- Scientific Advisor, Professional Education, Ontario Agency for Health Protection and Promotion (ex-officio)

¹ The membership of the Council of Ontario Medical Officers of Health (COMOH) is defined in their Terms of Reference, and includes MOH / AMOHs, community medicine residents and community medicine residency program directors.

- Representative of the Ministry of Health and Long-Term Care (ex-officio)
- Executive Director of alpha (ex-officio)
- Manager, Public Health Issues (ex-officio)

Ex-officio members are not voting members. All other members are voting members.

Reporting

The Maintenance of Certification Committee reports to the COMOH Executive via the Chair of COMOH. One member of the Committee should also sit on the ALPHA Professional Development Committee so there are strong connections across these two committees.

Frequency/Timing of Meetings:

The Committee will meet at least 3 times a year, usually occurring 4 weeks after an COMOH meeting. The Committee may meet on other occasions at the call of the Committee Chair.

Role of the Committee Chair:

The Chair shall be elected from one of the MOHs/ AMOH members. The term shall last for 2 years (renewable).

The Chair is responsible for:

- establishing Committee agendas
- conducting the meetings
- approving the draft agenda, minutes, notices and correspondence prepared by the secretarial support.
- presenting Committee recommendations and reports to the COMOH Executive

Role of Members

Members may be appointed to this committee by virtue of their representation of public health physicians working in public health units or elsewhere in Ontario. Ex-officio members are present to represent the views of their agency or to assist the committee. Members are responsible for:

- Identifying and facilitating resolution of issues
- Participating in the decision-making processes of the committee (all)
- Supporting the implementation of organizational decisions
- Identifying and bringing forward issues to the attention of the Committee.

Duration/Sunset Review:

This is a standing committee of COMOH.

Quorum:

Quorum for Committee meetings is a majority of the members of the Committee

Decisions:

Decisions will be reached by consensus whenever possible. If necessary, a vote may be called and the decision will be based on the wishes of the majority of voting members. .

Procedures:

The Committee shall operate in accordance with relevant alpha policies.

Minutes:

The Committee will keep brief decision minutes of its meetings in which shall be recorded all matters considered at each meeting. These minutes will be posted to the alpha website once approved by the committee. Administrative support for the Committee will be provided by alpha.

Approved April 12, 2011

Appendix 1 Background of Maintenance of Certification Program from the RCPSC

Background

The Royal College of Physicians and Surgeons of Canada has established a Maintenance of Certification program for its members. Participation in the Maintenance of Certification program is mandatory for admission to and renewal of Fellowship in the College, and for use of the designations FRCPC and FRCSC (Bylaw No. 13, Article 5.1.3).

The objectives of the program are two fold:

- To ensure that Fellows are engaged in professional development endeavours that are directed at enhancing the quality of specialty care; and
- To provide standard documentation for Fellows to demonstrate their participation in professional development activities for purposes such as licensure or privileges to practice.

Fellows are required to design their own program of professional development based on practice needs using their preferred learning methods. Continuing professional development (CPD) extends beyond traditional continuing medical education (CME), which is perceived to focus on updating medical knowledge. In CPD, practitioners define competencies that they see as relevant to their present practice profiles, which may change over the years. As well as traditional medical themes, CPD offerings cover subject matter not often discussed at typical CME conferences, such as doctor-patient communication, interdisciplinary team skills and risk management, as well as other competencies defined by the Royal College's CanMEDS 2000 project - Skills for the New Millennium. These are:

Domain	Description
Medical Expert	Demonstrate diagnostic and therapeutic skills for ethical and effective patient care
Communicator	Establish a therapeutic relationship with patients/families
Collaborator	Consult effectively with other physicians and health care professionals
Manager	Utilize resources effectively to balance patient care, learning needs and outside activities
Health Advocate	Identify the important determinants of health that affect patients
Scholar	Develop, implement and monitor a personal continuing education strategy Contribute to development of new knowledge
Professional	Deliver the highest quality care with integrity, honesty and compassion

The framework of CPD options includes six components:

1. Accredited group learning activities
2. Other learning activities
3. Accredited self assessment programs
4. Structured learning projects
5. Practice review and appraisal
6. Educational development, teaching and research.

Fellows have an individual responsibility to record CPD activities undertaken, and to submit the hours of activities undertaken to the Royal College.

Implications to the Council of Medical Officers of Health of Ontario

The Council of Medical Officers of Health of Ontario (COMOH) is composed of all MOHs and AMOHs employed in local boards of health. Many (but not all) MOHs and AMOHs hold a fellowship from the

Royal College. Most fellows are specialists in Community Medicine, but a variety of other specialties are also represented.

As a community-based specialty, fellows working in public health settings are generally unable to participate in accredited group learning activities sponsored by hospital departments (e.g., grand rounds, hospital departmental rounds). Further, COMOH does not directly fulfill the criteria for authorization of approval of grand rounds or journal clubs as it does not have a relationship to a "head of the department or chief of staff" of an institution as is required by the Royal College. For this reason, the Royal College has advised that COMOH should utilize the process of self-accreditation of small group learning activities (Personal communication).

Small Group Learning Activities

Commencing on January 1, 2000, Fellows will receive one credit per hour under section 1 of the framework of educational options for attending small group learning activities (not planned or sponsored by a hospital or institution) that meet the following criteria:

- A designated individual (who is a Fellow) is responsible for keeping records of attendance and providing confirmation of attendance upon request.
- Participating Fellows (named on the self-accreditation form) plan the content and format of the sessions, based on defined objectives.
- A series of regularly occurring events (e.g., monthly) are planned and advertised in advance. Meeting notices must include the following statement: *"this event is an accredited group learning activity as defined by the Maintenance of Certification Program of The Royal College of Physicians and Surgeons of Canada."*
- At least 25% of each CPD event should be allocated for interactive learning.
- The individual events and the series should be evaluated on a regular basis.

The College's self-accreditation form must also have been completed. The responsible Fellow must retain records of attendance, the topics discussed at these small group sessions, and evaluation records. These materials will be requested by the College's Validation and Evaluation program should a Fellow be required to validate his or her attendance at an accredited group learning activity (section 1).

Community Medicine Residency Rounds may be accredited as group learning activities ("Maintenance of Certification Accreditation of Grand Rounds and other group learning activities"). Therefore when such rounds are initiated by the COMOH Maintenance of Certification Committee they will be accredited **under this designation by the University affiliated with the Community Medicine Residency in question.**