

WORKFORCE COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Workforce Committee (the Committee) is to strategize on opportunities to improve the physician workforce caring for patients with heart failure. The Committee was first confirmed in 2023.

Membership

The Committee is to represent proportionally as much as possible the breadth of CHFS' membership, including:

- Geographic & regional representation
- Gender
- Academic/community

The membership of the Committee shall consist of a minimum of five (5) members to a maximum of seven (7), including:

- One (1) Chairperson, appointed by the CHFS Executive
- At least one (1) Early Career member (determined as first seven years of practice)
- At least one (1) Member-in-Training

The term shall be two years in length and on a staggered basis to ensure continuity.

Selection

- A call for Committee members will be advertised each year in May to replace retiring members.
- The Committee Chair will select new members from the list of candidates prepared by the CHFS Secretariat from the call.
- When required, a new Committee Chair will be identified by the CHFS Executive from the call for members.

Specific Mandates

- Assess current workforce in Canada related to the care of patients with HF using data already available.
- Design survey or data-driven approaches to assess current and future gaps in the workforce as it relates to physicians and HF.
- Assess barriers to practice for physicians interested in HF as part of their practice.
- Provide solutions to workforce gaps, including advocacy, residency and fellowship models, payment schema, and methods to integrate with non-physician models of care.
- Liaise with other interested partners or stakeholders, such as CCS, CCTN, RCPSC, HFSA, ESC
- To carry out other duties as may be assigned by the CHFS Board of Directors.

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Meetings

The Committee will conduct meetings at least twice a year and as often as necessary to accomplish its purposes.

Reporting

The Committee shall provide minutes of its meetings to the CHFS Executive. Matters of substance shall be referred to the CHFS Executive for consideration and final decision. An annual report will be presented at the CHFS Annual General Meeting each year.

Accountability

The Committee is accountable to the CHFS Board of Directors and Executive.

Last Updated: May 13, 2023

Last Approved: May 13, 2023