

Specialty Care Alliance

Terms of Reference

(Approved May 30, 2023)

Context:

The Alberta Medical Association (AMA) and participating AMA Sections agree to establish a Specialty Care Alliance (SCA). The alliance brings together representative specialists to support strategic discussions of common and professional interest but does not replace any existing formal authority. The purpose of SCA is to coordinate and inform broader strategic topics for system stewardship such as integration of care, improved transitions, quality patient care, and access to services, system innovation and other activities that promote health system improvement for Albertans.

The Specialty Care Forum (SCF) brings together section representatives and focuses on common professional issues to provide a mechanism for AMA and the specialty sections to engage on topics such as income equity, physician supply and other topics of interest. SCA Executive Members are elected at SCF, each September, and represent specialists as a broad group on the SCA. SCF meets twice a year.

Mandate:

The SCA provides the forum for the unified voice of Specialty Care physicians in the consideration of issues within Specialty Care. Representatives from sections of Specialty Care and key stakeholders will form an alliance to advance their common interests and shared goals. The SCA:

- Coordinates activities and provides advice to member constituent bodies when requested;
- Ensures alignment of activities as appropriate and where required;
- Discusses issues and activities related to Specialty Care;
- Oversees specific projects that are mutually beneficial and have been approved by its constituent organizations;
- Is resourced through contributions from constituent organizations, and
- Recognizes the continued independence of AMA Sections.

The SCA will not undertake any actions or communications on behalf of the constituent organizations without clear direction of the collective expectations and sponsorship of those organizations.

Authority:

The SCA is a delegated authority and responsibility from and through its member constituents for specific activities and defined projects, ensuring that each organization retains its individual identity and internal resources and controls.

Principles:

- Enhance quality and value of health care provided to Albertans.
- Improve specialist integration with primary care partners.
- Improve access to specialist care for all Albertans.
- Enhance the well-being of specialist physicians.
- Collaborate in quality and health system improvement.
- Advocate for innovation in health systems and models of care.

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Activities:

- Discuss issues and provide advice to appropriate constituent bodies.
- Align and support joint communication with constituent bodies, when so directed.
- Review and advise, where the constituent bodies deem appropriate and necessary, issues affecting Specialty Care physicians.
- Identify policy needs, broad objectives and seek alignment and coordination among constituent organizations.
- Serve as a forum for external stakeholders to raise awareness of issues or opportunities that may have a broad impact on Specialty Care Physicians.
- Provide, as needed, updates and status reports on SCA related activities to the constituent organizations.
- Perform annual self-review and provide results to the constituent organizations upon request.
- Compile compendium of motions that are put forward at Specialty Care Forum

Composition:

The SCA shall be comprised of the following:

- 8-12 Executive members elected by the specialty sections' membership at their annual Specialty Care Forum in September (SCF)
- The current Executive shall vote in new members when available and appropriate in order to meet the needs of its member constituents.
- Such appointments are temporary appointments for the duration of the year until the next fall SCF, at which time that member can run for a three-year term.
- Executive members shall be voting members
- One Chair and one Deputy Chair shall be elected by the Committee from among the SCA Executive members.
- The Executive may be expanded at the discretion of the Executive members to include external groups in the future, as ex-officio members.
- At the request of the SCA, the AMA Board may designate board member(s) to join as non-voting members.

SCA Chair:

The Chair shall be the facilitator of the meeting process, including:

- Organizing the work and information requirements of the SCA into a structured meeting agenda;
- Keeping the meeting on track with the agenda and process checks to meet objectives;
- Ensuring that adequate participation/discussion is full and equal, and
- Reaching decisions and actions from collaboration and consensus.

The **SCA Deputy Chair** shall support the SCA Chair upon request, including participating in planning for meetings, and chairing SCA meetings when required.

Term:

The Executive members of SCA will serve a three-year term. The Executive members of SCA can serve up to a maximum of two consecutive, three-year terms. The Chair and Deputy Chair will serve a one-year term and may serve up to six consecutive one-year terms.

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Meetings:

- Meetings will be held at the call of the Chair.
- Meetings may be held electronically (i.e., video/teleconference).
- The SCA will meet a minimum of two times per year.
- Quorum for meetings constitutes attendance by 50% of elected Specialty Care Alliance Executive members (voting members).

Decisions Making:

Any decisions required by SCA will involve quorum and group consensus. In the event whereby consensus is not attainable, a decision will either be deferred or based on outreach confirmation after the meeting or at the discretion of the Chair to determine the best approach.

Decisions will be recorded in a Decision Tracker or the meeting minutes.

Resources:

- Administrative support shall be provided through a budgeting and approval process of, and by, the Alberta Medical Association.
- Additional strategic and operational supports for projects and activities will be provided by the Accelerating Change Transformation Team (ACTT).
- Financial support for projects and activities shall be through a budgeting and approval process of, and by, the constituent AMA Sections and member organizations.
- A reference manual (Handbook of Processes and Procedures) and orientation will be provided to all SCA Executive members to support them in fulfilling their mandate.

Evaluation:

The SCA will complete an annual self-evaluation.

Document History:

- Developed September, 2017
- Revised April 18, 2018 and Adopted June 20, 2018
- Revised May 13, 2020 and Adopted July 14, 2020
- Revised November 2022 and Adopted Nov. 29, 2022
- Revised and Adopted May 30, 2023