



## Canadian Society of Palliative Care Physicians

*Terms of Reference:*

### *Staffing Model Working Group*

#### **Purpose**

To support the Board of the CSPCP to refine and validate a recommended staffing model for palliative care.

The CSPCP is frequently asked workforce-related questions such as “How many palliative care physicians do we need, now and in the future?”, “How many people with a Certificate of Added Competence?”, “How many with subspecialist qualifications?”.

The answer is not simple, and it depends on how palliative care service delivery is structured in each area of Canada. However, **we have drafted a model for integrated palliative care delivery that we believe is a good starting point** as a practical tool to plan staffing and to determine the needs for palliative care medical education.

The Working Group will review the draft model and help to validate it and/or refine it with as much supporting evidence as possible. We anticipate future phases to consult with other professions, finalize the model, and disseminate it broadly in collaboration with other partners.

#### **Goal:**

Provide a systematic way for programs to determine the staffing that is required to provide consistent access to high-quality palliative care across Canada.

#### **Role:**

1. Review the CSPCP draft staffing model and either validate it or refine it, with as much supporting evidence as possible.
2. Estimate the physician education required to support the model: e.g., # of physicians with CAC in palliative care; # with subspecialty, # of physicians trained in the palliative approach.
3. As part of the supporting evidence, identify palliative care programs in Canada that are well integrated and reasonably close to what we need. Ask for their current staffing rates, ratios, death rates, and any other information that is helpful for determining appropriate staffing levels

4. Determine which external groups should be involved in the initial validation (e.g., Nursing, Social work) and the recommended process for including them.
5. Provide recommendations to the Board on what changes to make to the draft model.
6. Help the Board ensure that the final CSPCP staffing model is reasonable reflection of CSPCP members' opinions
7. Help the Board ensure that the CSPCP's recommended staffing model is developed through a fair and inclusive process.

Consensus on the staffing model may not be possible; however, all views will be heard and considered. The final model is at the discretion of the Board.

### **Chair**

To be appointed by the Executive Committee of the CSPCP Board.

### **Members**

8 individuals consisting of:

4-6 CSPCP members in good standing who have submitted an Application to Participate and have been selected by the Selection Committee of the Board (Anne Boyle, Stephanie Connidis, David Henderson, Leonie Herx).

2-4 elected members of the CSPCP Board who represent different geographies and work settings: Anne Boyle (ON), Stephanie Connidis (NS), David Henderson (NS), and Leonie Herx (AB) have expressed interest.

The Selection Committee will assign an initial score to the Application to Participate and then select a mix of Board members and CSPCP who represent different geographies and work settings; and who bring a variety of relevant expertise.

### **Term**

March 1 – July 31, 2017.

Probable option to extend for another 6-12 months -- for external validation, consensus building and dissemination.

### **Reporting Structure**

Directly to Board, via the Chair

### **Meetings**

At group discretion – Likely to be every 4 weeks by phone with tasks as needed in between.

## **Administrative Support**

CSPCP staff will provide:

- Access to a telecon line and/or GoTo meetings
- Help with scheduling meetings
- Help to create a Survey Monkey poll for members (if desired by the Working Group)

The work group is responsible for its own internal communications (minutes, planning, document writing, etc.)

## **Deliverables:**

- Revised staffing model including rationale for recommended changes
- Recommendations about how and when to include other professions in validation of the model

## **Due date:**

July 31, 2017

*Approved by A. Boyle, C. Connidis, D. Henderson, L. Herx on behalf of the CSPCP Board  
February 14, 2017*