



Wellness Program Committee

Terms of Reference

Mandate

To assist individual members, their spouses and immediate family members with health-related issues. Such issues may include, but are not restricted to depression, substance abuse, and/or dependency, coping problems, unmanageable stress, burnout, eating disorders, work holism, financial problems and relationship problems.

Assistance Eligibility

The Wellness Program is available to dentists who are currently or have been in the past, members of the CDSA and their spouses or interdependent partners and immediate family members. This includes retired dentists and dentistry students. Through the CDSPI Member Assistance Program (MAP), it is extended to the office staff and their families.

Duties

- 1) To assist individual dentists and their families in a non- judgemental and non- punitive manners, while maintaining confidentiality and anonymity. Such assistance may include:
 - Motivating the individual to seek professional assistance.
 - Directing the individual to a preventative/interceptive program.
 - Assuming an advocacy role on the individual's behalf.
 - Assisting with an intervention.
 - Providing on-going support.
- 2) Make the individual aware of the consequences of no treatment, incomplete treatment, or failure of treatment in keeping with the profession's need to provide protection to the public and to report to the appropriate authorities as, and if, required by law.
- 3) To develop and maintain a Wellness Program provided by external experts.
- 4) To promote awareness of the Wellness Program and its committee through appropriate mechanisms
(Website, newsletter, annual conventions presentations, brochures, online tools, etc.)
- 5) To develop strategies for prevention and awareness.
- 6) To develop protocols for providing assistance to members.
- 7) To provide assistance to families and staff in special circumstances. (i.e. sudden death of a practitioner)
- 8) To maintain statistics and report to the Council through the liaison on an on-going basis.
- 9) To periodically review the Terms of Reference and recommend changes to the Council.



Decisions

All committee members (except Ad Hoc) have voting privileges. The chairperson only votes in event of a tie.

Composition

All committee members are appointed by the President of the CDSA with Council approval. Each committee member to serve a five (5) year term. Multiple terms can be approved.

- 1) Chairperson- chosen annually by the committee for a one- year term. Subject to CDSA Council (Council) approval.
- 2) Vice- Chairperson- chosen by the committee for a one-year term. Subject to Council approval.
- 3) Recruitment to this committee will attempt to identify members who represent various geographic areas of the province and most importantly have a personal interest in dentist health and wellbeing related issues.
- 4) One committee member to be appointed annually from the Faculty of Medicine & Dentistry at the University of Alberta. Subject to Council approval.
- 5) All committee members noted in #1-4 will be dentists currently licensed or retired by the College of Dental Surgeons of Alberta.
- 6) One or more Ad Hoc committee members (e.g. spouse representatives, students, etc.) can temporarily be part of the committee as recommended and needed by the committee for input and assistance. Ad Hoc members are non-voting members. Subject to Council approval.
- 7) There shall be one liaison from CDSA Council

Service Term

The Committee member once appointed will serve for a five (5) year term unless the member resigns in writing prior to completing the term. A member of the Committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

Meetings

The Committee will meet at as required. One-half of the voting committee membership are required for quorum. Ideally, meetings will be in-person meetings, although teleconference and video-conference meetings may be held if more convenient. Minutes of the meeting must be prepared for each meeting and the preparation of meeting minutes will be the responsibility of the Chair. The Chair must distribute the minutes to the members of the Committee which will then require approval at a future meeting. The Chair will also distribute the minutes to the Chief Executive Officer. The CDSA Administration will provide administrative and technical assistance in organizing meetings, including electronic meetings.

Costs

Prepared annually by the chairperson upon discussion by the Committee. Submitted by the Chairperson to the Council for approval.

**Per Diems**

Per diems will be paid to the Committee members according to the CDSA Per Diem Policy.

Reporting

The Chair of the Committee reports directly to the CDSA Council. The Chair of the Committee will provide an annual report to the Chief Executive Officer.

Staff Support

Staff support for the Committee will be assigned by the Chief Executive Officer of the CDSA.

Committee Members

- Dr. Colette Boileau, Chair