

## **Primary Care Alliance Terms of Reference**

### **Mandate:**

The Primary Care Alliance (PCA) provides the forum for the unified voice of primary care medicine physicians in the consideration of issues within primary care. A representative from each of the Alberta Medical Association's (AMA) Sections of Family Medicine (SFM) and Rural Medicine (SRM) and Board, the Primary Care Networks (PCN) Physician Leads, Alberta College of Family Physicians (ACFP) and the Departments of Family Medicine form the alliance to advance their common interests and shared goals.

### **The PCA:**

- Is a family medicine focused alliance that provides space for knowledge sharing, joint advocacy, and aligning physician leadership on primary care issues and opportunities,
- Defines and upholds the place of Primary Care Medicine Physicians<sup>1</sup> as the anchor of the Patient's Medical Home, emphasizing the importance of physician leadership as team-based models evolve in Alberta,
- Acts as a think tank to develop and disseminate a vision for primary care in Alberta and scanning the environment for potential disruptions and developments that could impact primary care,
- Oversees specific projects that are mutually beneficial and have been approved by its constituent organizations, and
- Is resourced through contributions from its constituent organizations.

The PCA 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 PCA is 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.

### **Activities:**

- Discuss issues and provide advice to the 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 primary care physicians.
- Identify policy needs, broad objectives and seek alignment and coordination among constituent organizations.

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<sup>1</sup> Primary Care Medicine Physicians refers to Family Physicians and Rural Generalists.

- Serve as a forum for external stakeholders to raise awareness of issues or opportunities that may have broad impact on primary care physicians.
- Provide regular updates and status reports on PCA related activities to the constituent organizations.
- Perform annual self-review and provide results to the constituent organizations.

#### **PCA Meeting Chair:**

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

- Organizing the work and information requirements of the PCA 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.

#### **Composition:**

- AMA SFM President or designate(s)
- AMA SRM President or designate(s)
- AMA Board representative(s)
- PCN Physician Leads Executive Chair or designate(s)
- ACFP President or designate(s)
- Department of Family Medicine representative(s)

#### **Resources:**

- Administrative support shall be provided through a budgeting and approval process of and by the AMA.
- Financial support for projects and activities shall be through a budgeting and approval process of and by the constituent organizations.

#### **Evaluation:**

The PCA will complete an annual self- evaluation.

#### **Meetings:**

There will be approximately 4-6 meetings scheduled annually.

Additional meetings may be called as the business of the PCA requires.

**Primary Care Alliance**  
**Terms of Reference: Processes and Procedures**  
**May 6, 2015**

**Resource/Support Agreements**

Further to the resource requirements for the support of the PCA and the organizational commitments for those resources, financial agreements to support the activities of the PCA are:

1. Alberta Medical Association

Will provide financial and administrative support for the meetings of the PCA annually that includes:

- Honorarium and travel for the AMA's representatives
  - SFM representative
  - SRM representative
  - PCN Physician Leads Executive representative
  - AMA Board representative
- Honorarium and travel for the academic representative
- Dedicated administrative/project resource to the work of the PCA
- AMA Senior Management representative resource
- AMA secretarial support for meeting preparation, organization, and minutes, and
- Reasonable site and meal expenses.

2. Alberta College of Family Physicians

- Will provide honorarium and travel for the ACFP President or designate, as well as the expenses of the ACFP's Executive Director.
- The ACFP's Executive Director or designate will be the administrative liaison between the ACFP and the PCA.

## Primary Care Alliance Representation

