

## **Terms of Reference** **Policy Committee**

### **Preamble:**

The Standards & Policy Committee has been convened on behalf of the CSAM board and membership to advance standards of practice and to develop society-identified policies in the field of addiction medicine.

### **Purpose:**

The purpose of the committee is to produce timely position statements on topics related to substance use, process disorders, substance use disorders, their treatments, and recovery.

This will be accomplished by:

- Reviewing and updating CSAM-identified policy statements on a regular basis
- Responding to CSAM and other related organizations' identified requests to develop policy statements in the field of addiction medicine in Canada
- Producing policy statements based on the priorities set by the CSAM board
- Coordinating policy statement development and communicating them to the public.

### **Membership:**

The committee shall be comprised of a minimum of four members, led by a Chairperson who is a member of the CSAM Board. CSAM membership is encouraged for all committee members. Terms of membership shall be subject to periodic review and Board approval.

### **Meeting Details:**

The committee will meet by teleconference a minimum of every four months and face-to-face once yearly, to coincide with the annual CSAM Scientific Meeting. Members are asked to commit to participate in a minimum of 75% of the teleconferences and where possible, attend the annual Scientific Meeting.

### **Decision Making Process:**

The Committee will aim to reach decision by consensus. In the exceptional circumstance where consensus is unachievable, decisions will be decided by majority vote (50% + 1).

### **Reporting Process:**

The Committee will report on its activity regularly at board meetings and at the CSAM annual general meeting. The CSAM Board of Directors shall review and evaluate the Committee's performance and provide feedback to the Chair so that such feedback can be communicated back to the Committee members.

These Terms of Reference have been reviewed and approved on Sept 11<sup>th</sup>, 2017 by the following members

Dr. Mandy Manak – Chair  
Carsen MacPherson  
Dr. Rashmi Chadha  
Dr. Ramm Hering

The following have been omitted from the last TOR of December 2014. The Policy and Statements Committee kindly requests the CSAM Board ensures that these functions are allocated to the appropriate committee.

- Establishing minimum criteria for training and education in addiction medicine for physicians. This does not include the delivery of such training.
- Evaluating the addiction medicine training and education of physicians to ensure they meet the standards for certification with CSAM.
- Establishing maintenance of certification criteria for CSAM-certified addiction medicine physicians
- Recognizing qualified addiction medicine physicians (CSAM Certificant) and maintaining a directory of certified addiction medicine physicians in Canada.

Additional activities that have been excluded from the 2017 TOR include collaboration with:

- Education Committee to
  1. establish standards of clinical practice for physicians-in-training and for those practicing addiction medicine in Canada and
  2. advocate for the establishment of specialty status in Addiction Medicine with the Royal College of Physicians & Surgeons and the College of Family Physicians of Canada
- National and international partners in the field of addiction medicine to develop and maintain an up-to-date repository of Canadian addiction medicine policies.