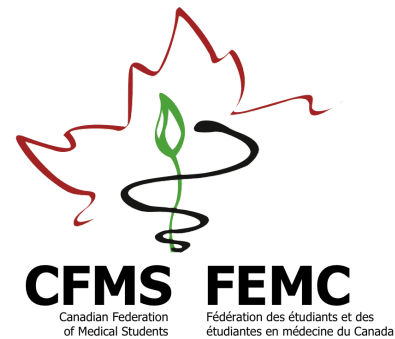


# EXECUTIVE REPORT

*Dax Bourcier, CFMS Atlantic Regional Director  
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## I. ACTIVITIES OF THE ATLANTIC REGIONAL DIRECTOR

### 1. Atlantic Task Force

- Google Folder can be found [here](#)
- Created in November 2018, is a group of 12 medical students from every province and medical faculty of Atlantic Canada.
- Based on consultation from all Atlantic MedSoc presidents and CFMS representatives, there is a current need for:
  - To address the lack of information available to medical students related to prospective physician needs
- Creating an official report designed for medical students called “Prospective Outlook on Atlantic Physician Workforce”
- The project is working in collaboration with Provincial and territorial medical association (NBMS, DoctorsNS, MSPEI, NLMA), Atlantic Resident Associations (MaRDoc and PARNL), Atlantic Provincial Health Authorities, Every Atlantic Program Director, and Atlantic Medical societies and faculties
- A second phase to this project, currently pending for a Joule innovator grant, is in the works to create an [interactive web-based platform](#).
- The project was [presented at CoAMS 2019](#) last weekend, and will be finished by AGM 2019.

### 2. Campus Visits

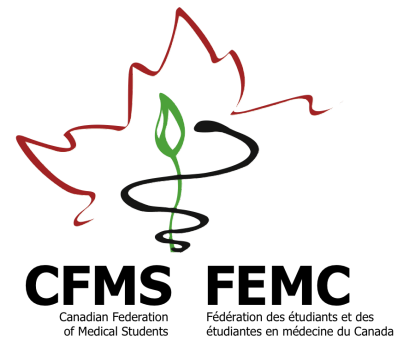
- Meeting minutes for all visits can be found [here](#)
- I had the chance to visit all campuses in Atlantic Canada (MUN, DMNS, DMNB, and CFMNB)
- The main goal of these visits is to get feedback from Atlantic school’s on the impact of CFMS initiatives. Further, discussion on how CFMS could better integrate and collaborate with each school was an important agenda item.
- The feedback has been quite positive from these meetings. It was suggested these be organised on an annual basis for the Atlantic Regional Director (RD).

### 3. Atlantic Teleconferences with Medical societies

- Meeting minutes can be found [here](#)
- The main goal is to provide updates on major upcoming activities from the CFMS, and vice-versa, to be informed of important activities occurring at each Atlantic faculty in which the CFMS could help support.

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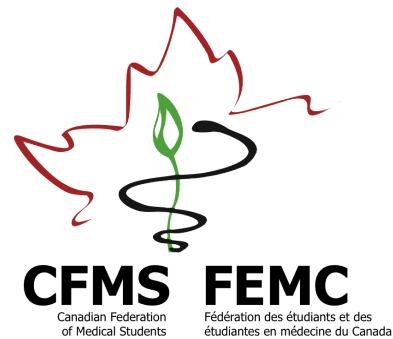
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- The third and last teleconference of the year is scheduled for May 7th 2019.
  - Another goal was to identify collaboration opportunities between campuses.
    - i. 2nd annual CoAMS happened on April 5-7 in Saint-John's NL (see next point).
    - ii. DMNB and Moncton organised an activity to link up both satellite campuses. Since Moncton is a french speaking school and DMNB and anglophone speaking school, they organised Sherbhousie, which included mock OSCI sessions in both languages for students to practice their non-native language, followed by bowling.
- 4. Conference of Atlantic Medical Students**
- This is the only conference for medical students organised annually for Atlantic Medical Students. The conference was at Memorial University of Newfoundland this year, and will be at Dalhousie in Halifax next year.
  - This year over 170 students participated over three days of conferences (on the theme of “changing tides”), clinical skills sessions, and a CFMS session involving a presentation from the Atlantic Task Force and six small working groups.
  - From early feedback received from the attendees, the CFMS sessions were greatly appreciated by students.
  - Prior to organizing these CFMS activities, the consensus between Atlantic medical societies was that the CFMS would focus on outcome of initiatives relevant or occurring in Atlantic Canada. Further, it has been informally discussed (email conversation) that this type of CFMS involvement at CoAMS would be beneficial for medical students as recurring every year.
  - This activity will likely become an annual task for the Atlantic RD.
- 5. ICRE presentation**
- Board Report available [here](#)
  - Represented the CFMS (and the medical student perspective) on a privacy rights panel
- 6. Royal College Regional Advisory Committee for Atlantic region (RAC5)**
- Represented the Atlantic region's medical student population in the Royal college's RAC5 in St-John's NFLD.
  - The CFMS update provided for this meeting is available [here](#)
- 7. Canadian Medical Association Atlantic Regional Forum**
- Represented the CFMS on the two themes of this forum being physician workforce and physician wellness, in Halifax, NS.
  - Board Report is available [here](#) for a more detailed outline of this event.

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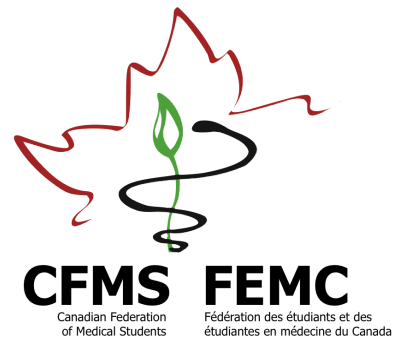
## I.II ACTIVITIES OF STUDENT AFFAIRS ATTACHÉ

### 1. Chair of Wellness Roundtable

- WRT Google Folder available [here](#)
- Occuring every first Sunday of the month
- The main goal of this roundtable is to provide a space where CFMS updates and consultation related to Student Affairs can be achieved. Further, this roundtable is meant to enable local wellness representatives to survey other schools in getting feedback and guidance for their local initiatives.
- In January 2019, WRT members voted on the organizational structure of the WRT to include three categories of business, and for these to be equally employed in every WRT meeting.
  - “Faculties to Faculties” typically involve one medical school either sharing or requesting information from the other medical schools within the WRT, with business items including, but not limited to surveys, school updates and discussion topics.
  - “Faculties to CFMS” typically involves WRT members providing feedback and guidance on CFMS activities within Student Affairs, with business items including, but not limited to consultation for Student Affairs position papers, for Student Affairs National Wellness Program, and for Student Affairs services & student discounts.
  - “CFMS to Faculties” typically involves the Chair or the Director of Student Affairs sharing current CFMS initiatives related to Student Affairs, with business items including, but not limited to programming events from the National Wellness Program (including the Longitudinal Wellness Initiative and the National Wellness Challenge), open calls for application, student wellness grants, position papers & policies, or any other student resource from the Student Affairs portfolio.
- Coordinate **Student Wellness Grants** through the WRT. An updated policy for reimbursement for 2019 was created and is available [here](#).
- We have reviewed four position papers (Medical Student Parents, Learner Suicide, and Personal Days, Workload Position Paper (from McGill students)) and every school has shared their school’s progress on each of these available [here](#).

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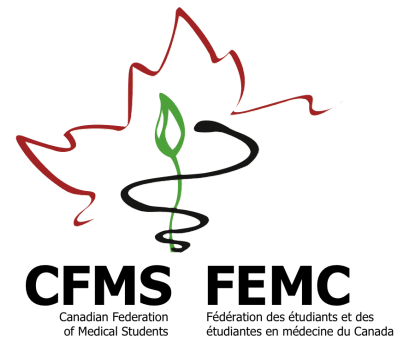
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- Terms of Reference for the WRT was created and submitted for Board review.
- 2. Lead of the National Wellness Challenge**
  - Misha Virdee (NOW), and the Atlantic RD re-mastered the National Wellness Challenge from extensive feedback rounds from the WRT.
  - This year, the entirety of the NWC was available on the [Progress Sheet](#) with students able to participate individually or in teams of four.
  - There were over 500 medical students participate with 3600\$ in prizes that were won for individuals and teams across Canada.
  - The NWC was shared with the Wellness officer with the FMEQ for deployment for Québec medical students in a unique partnership. Hopefully this will occur again in the years to come.
- 3. CFMS-MDFM Leadership Awards**
  - Updating the description as well as the forms and MD logos to satisfy the new ownership of the company was made.
  - Facilitated communications with MD representative as well as with CFMS's communications team to advertise the awards.
  - Concerted all communications with the Award recipients for their participation at the CFMS Spring General Meeting in Niagara Falls.
  - In collaboration with
- 4. ICPH Conference**
  - Present at the student ambassador pre-conference workshop with the Director of Student Affairs
- 5. Governance Committee Board Representative**
  - Leading the group responsible of committee and roundtable Terms of Reference (ToR)
  - Most ToR's have been collected. Their review and approval by the Governance Committee will be accomplished before sending them for adoption by the CFMS Board.
  - These will be completed by the CFMS Annual General Meeting in September 2019.
- 6. Co-Chair the new Wellness Curriculum Task Force**
  - Responsible for administering and managing documentation of the task force. The task force is specifically responsible for:
    - Working with the education portfolio and student affairs deans and UG deans to create a common framework including principles, objectives and session designs for a formal wellness curriculum.

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- Creating a document that outlines a framework with common principles, objectives and session design for wellness curriculum in undergraduate medical education.
- Co-chairing the monthly teleconference meetings
- 7. Co-Lead in creating a Student Affairs Strategic Plan**
  - This work is to begin following the CFMS Spring General Meeting and to be completed before the CFMS Annual General Meeting in September.
- 8. Create a Terms of Reference for the Atlantic Regional Director**
  - The [Atlantic RD ToR](#) was approved by the Board on April 8th 2019.

## II. PLAN FOR ATLANTIC REGIONAL AFFAIRS

The Atlantic Task Force will be the main focus of Atlantic Regional Affairs for the rest of my term as Atlantic Regional Director. The implementation of a second phase could begin as early as May-June 2019.

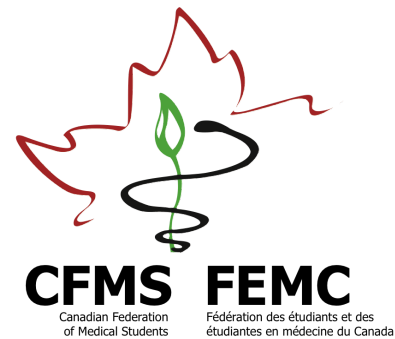
- 1. Continue work with Atlantic Task Force**
  - Having recently presented our work at CoAMS 2019, the completion of the report is in sight for the CFMS Annual General Meeting.
  - Our group has applied for the Joule Innovator Grant, which would enable a second phase of the Atlantic Task Force to digitalise the report into a web-based platform.
  - Provincial Health Authorities will be contacted in the near future to potentiate a working collaboration.
- 2. Organise Atlantic Teleconference #3**
  - I look forward to continuing Atlantic collaboration in this last Atlantic teleconference of the year on May 8th 2019.
- 3. Preparation & organisation of AGM at Memorial University of Newfoundland**
  - Organise the CFMS AGM at Memorial University in September 2019 in coordinate with CFMS Executive and Staff, and with Erin Marshall (MUN MedSoc president).
- 4. Follow-up on CoAMS 2019**
  - Ensure that the CoAMS organising committee submit their reimbursement report for the Regional SIG Grant.

## II.II. PLAN FOR STUDENT AFFAIRS ATTACHÉ

- 1. Continue as Chair of the Wellness Roundtable**

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- Ensure the proper transition of incoming Local Wellness Representatives.
- Host the remaining WRT until the CFMS AGM in September.
- 2. Collaborate with the Director SA to run the Wellness Curriculum Task Force and Health Promoting Environment Task Force**
  - Co-Chair the Wellness Curriculum Task Force
  - Provide assistance as requested by the Director Student Affairs
- 3. Elaborate a Student Affairs Strategic Plan**
  - In collaboration with the Director SA, and operational members of the SA portfolio, create a strategic plan for SA looking ahead at the next two or five years.
- 4. Complete the ToR for all CFMS committees and roundtables**
  - Continue to lead the subcommittee of the CFMS Governance Committee.

## III. NEXT STEPS FOR ATLANTIC REGIONAL AFFAIRS

1. Complete the plan listed above and document everything for smooth transition process
2. Continue using Google Drive as a common workplace for Atlantic Collaboration
3. Create a ToR for the Atlantic Task Force to ensure its implementation in upcoming years
4. Work with Finance to elaborate a renewed budget for Atlantic Regional Director

## III.II NEXT STEPS FOR STUDENT AFFAIRS ATTACHÉ

1. Complete the plan listed above (II.II)
2. Create a Student Affairs Strategic Plan
3. Work with IT to develop a SA CFMS mobile application
4. Ensure all ToR are available on the CFMS website and incorporated within the Governance structure (interactive model)

## IV. MEETINGS ATTENDED (FOR BOTH ATLANTIC RD AND SA ATTACHÉ)

Meetings	Location	Date
Introductory Teleconference and setup with MUN, DAL and MONCTON	Google Drive	01/10/18
Introduction to attaché portfolio (SA) with Victor Do (VP SA)	Phone call	01/10/18

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Handover meeting with Victoria	Phone call	03/10/18
CFMS Board TC	TC	04/10/18
Year planning with Dir. SA (Victor Do) (2-3h)	Royal York Fairmont Toronto	9-10/10/18
ICPH pre-conference (8:00-16:30)	Royal York Fairmont Toronto	10/10/18
Wellness Challenge Planning	TC	14/10/2018
Chair of WRT	TC	14/10/2018
RAC 5 Webinar	Webinar	17/10/2018
Atlantic TC1 (Chair)	TC	18/10/2018
Dalhousie Campus Visit	Charles Tupper Building, Halifax	19/10/2018
ICRE panelist	Halifax Convention Centre	20/10/2018
Fall Board Meeting	Ottawa	26-28/10/2018
Meeting with NOW (Misha Virdee)	Phone call	4/11/2018
WRT Meeting (Chair)	TC	4/11/2018
NO interview with Victor Do, followed by a meeting	TC	12/11/2018
RAC 5 meeting	Saint-John's NL	16/11/2018
Past-President (Henry Annan) Update Meeting	Phone call	16/11/2018
CFMS November Board Meeting	TC	18/11/2018
Memorial University campus visit	MUN medical faculty, Saint-John's NL	19/11/2018

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Saint-John (Dal NB) campus visit	Dal NB medical faculty, Saint-John NB	21/11/2018
Meeting with NOW (Misha Virdee)	Phone call	25/11/2018
Meeting with Dir. SA (Victor Do)	Phone call	01/12/2018
WRT Meeting (Chair)	TC	02/12/2018
CFMS Governance Committee Meeting	TC	09/12/2018
Atlantic Task Force Meeting (Chair)	TC	21/12/2018
Meeting with Dir. SA (Victor Do)	Phone call	22/12/2018
SA Meeting for CFMS mobile application	TC	28/12/2018
CFMS Winter Board Meeting	Toronto	5-6/01/2019
WRT Meeting (Chair)	TC	13/01/2019
Meeting with NOW (Misha Virdee)	Phone call	15/01/2019
Meeting with Dir. SA (Victor Do)	Phone call	19/01/2019
RAC/FAC Meeting	TC	22/01/2019
Atlantic TC2 (Chair)	TC	24/01/2019
CMA Regional Forum	Halifax	26/01/2019
CoAMS Meeting	TC	29/01/2019
Atlantic Task Force Meeting (Chair)	TC	01/02/2019
WRT Meeting (Chair)	TC	03/02/2019
Moncton (CFMNB) campus visit	Moncton	07/02/2019
Atlantic Task Force work meeting	TC	09/02/2019



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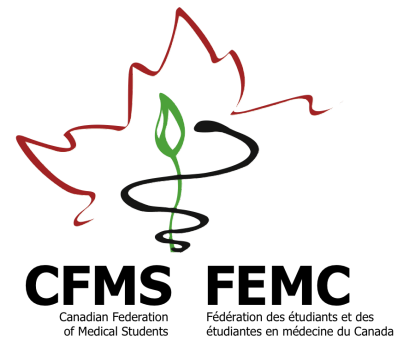
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SA Website Meeting	TC	10/02/2019
CFMS Board Meeting	TC	10/02/2019
SA Website Meeting	TC	17/02/2019
RDoc/CFMS Wellness Meeting	TC	18/02/2019
Provincial Lobby day Meeting	TC	19/02/2019
WRT Meeting (Chair)	TC	03/03/2019
Meeting with Dir. SA (Victor Do)	Phone call	03/03/2019
Atlantic Task Force Meeting with MSPEI	TC	04/03/2019
Atlantic Task Force Meeting with DoctorsNS	TC	04/03/2019
Atlantic Task Force Meeting (Chair)	TC	11/03/2019
CoAMS Meeting	TC	13/03/2019
Atlantic Task Force Meeting with NBMS	TC	15/03/2019
Atlantic Task Force work meeting	TC	16/03/2019
CFMS Board Meeting	TC	17/03/2019
CMA Student Affairs Call	Phone call	18/03/2019
Atlantic Task Force work meeting with IT Officer	Phone call	18/03/2019
Atlantic Task Force Meeting (Chair)	TC	21/03/2019
ToR Governance Committee Training	TC	28/03/2019
MD meeting for Leadership Award	TC	29/03/2019
Governance Committee Meeting	TC	30/03/2019
WRT Meeting (Chair)	TC	31/03/2019

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Atlantic Task Force Meeting (Chair)	TC	01/04/2019
FMEQ Journée d'Action Politique	Québec	02/04/2-09
Conference of Atlantic Medical Student (leading 2 hours of sessions on the 7th)	St-John's NFLD	5-7/04/2019
Atlantic Task Force meetings (x2) to prepare for presentation & Small working groups	St-John's NFLD	6/04/2019
CFMS Board Teleconference	TC	08/04/2019
Atlantic Task Force Meeting with NSHealth	TC	11/04/2019
CFMS SGM	Niagara Falls	11-14/04/2019

## V. CONCLUSIONS

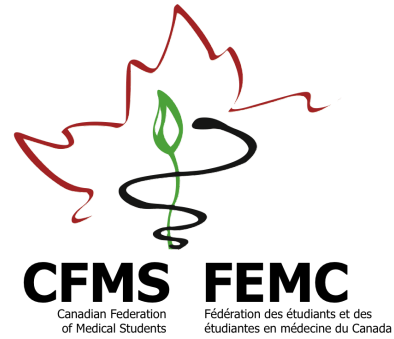
I feel very honoured to represent the Atlantic provinces in the role of Atlantic Regional Director. There is great potential to be leveraged in Atlantic medical students. Strengthening interfaculty collaboration will prove to be key in this process. As there are no student association in Atlantic Canada working on overarching issues, the creation of the Atlantic Task Force will help address one urging issue that is Health Human Resources. So far, this project has reached heights none of us thought possible at the beginning. Through collaboration with all stakeholders, we not only are providing an anticipated resource for Atlantic medical students, but also potentiating its use to the rest of Canada, and perhaps even to residents and practicing physicians.

I do feel like I get the best of both worlds in this position as on top of being the Atlantic Regional Director, I am also the Student Affairs Attaché. This latter position has given me the opportunity to get involved to a great extent in multiple wellness initiatives such as the National Wellness Challenge, the Wellness Roundtable, the Wellness Curriculum Task Force, and eventually Student Affairs strategic planning. Working with the Director Student Affairs, Victor Do has been nothing but a fantastic experience. I consider myself very lucky to have been working alongside such a professional and dedicated individual. Though it may at times be somewhat overwhelming, the amazing opportunities, experiences and people I have met, definitely outweigh the rest. I look forward to continue working towards the goals of the Student Affairs portfolio, and would like to sincerely thank all members of the

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CFMS for their help and support, and for teaching me invaluable skills.



*Dax Bourcier*

**Dax Bourcier, BSc (Hons), MD/MSc (2021)**

Université de Sherbrooke – Moncton

Atlantic Regional Director – Student Affairs Attaché

**Canadian Federation of Medical Students**

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