Third Party Payers Committee and Fee Negotiations Subcommittee
Terms of Reference
March 2024

1) Purpose

To liaise with the Saskatchewan Physiotherapy Association (SPA) Board of Directors, SPA membership, publicly-funded physiotherapy facilities, Third Party Payers, and other health care providers to further the vision, mission, and values of the SPA.

2) Composition and Term of Office

- Membership – Both the Third Party Payers Committee and Fee Negotiation Subcommittee (to be known as the "Committee" going forward) shall have up to 5 members appointed by the SPA Board of Directors. Best efforts should be made to include the following:
    a) At least one (1) member that is currently employed within the publicly funded system;
    b) At least one (1) member that is currently providing services within a clinic that provides primary care physiotherapy services to WCB and SGI and does not provide secondary and/or tertiary WCB and SGI rehabilitation;
    c) At least one (1) member that is a current SPA Board Member. One Committee member may fulfill more than one of the above committee requirements.
- The SPA Project Manager (PM) and Executive Director (ED) provide support and facilitation on behalf of the Committee.
- All Committee members must be members of the SPA. Term of office is 2 years with possibility of renewal. The SPA Board of Directors will review and oversee the Committee composition every 2 years in the fall prior to AGM in April.

3) Accountability and Authority

- The Committee is accountable to the SPA Board of Directors and thereby to the membership of the Association.
- The SPA Board of Directors has the final approval of all changes to fee schedules agreed to by the Committee.
- Each member of the Committee is required to sign a Disclosure of Conflict-of-Interest Document and Confidentiality Agreement prior to participating on the Committee.

4) Meetings

- Meetings are held on an as-needed basis to fulfill the mandate of the Committee.
- Quorum for Committee meetings is 3 members. Quorum is not required for representation in meetings with Third Party Payers. Refer to Fee Negotiation and Treatment Guideline process documents for more details on meeting participation and process.
- Meetings may be recorded at the option of the Committee for use by current Committee members and support staff only. Minutes are recorded by a Committee member or facilitator and made available within one (1) month of the meeting for Committee members.

5) Decisions and Voting

Decision-making shall generally be made by consensus. If consensus is not achievable, a vote for a decision will be held. Members of the Committee will vote, SPA staff will not vote. In the event of a tie, the decision will be referred to the SPA Board of Directors.

6) Reporting

- The Board Member on the Committee or the PM will provide a written report on the Committees activities to the SPA Administrative Assistant (AA) at least seven (7) days in advance of all Board of Directors meetings. This report should include any recommendations or requests for action or approval of Committee initiatives, along with a supporting briefing note.
- The PM or the Board Member on the Committee shall attend SPA Board of Directors meetings and present the Committee report.
- A written report of the Committees activities shall be submitted upon request to the SPA AA for inclusion in the SPA newsletter.

7) Committee Function

The Committee shall:

a) Consult with Third Party Payers (eg., SGI, WCB, Blue Cross, other insurers) on issues of mutual interest;
b) Build a mutually productive relationship with the Third Party agency/organization;
c) Recommend program changes to Third Party Payers on behalf of the profession;
d) Following consultation with the SPA Board of Directors and members, the Fee Negotiations Subcommittee shall recommend fee schedules to Third Party Payers on behalf of the profession.

8) Responsibilities

The Committee members shall:

a) Become knowledgeable about involved Third Party agencies/organizations and its goals and activities;
b) Represent the SPA membership at meetings of the agency/organization as appropriate;
c) Assist the SPA Board of Directors or Committees regarding decisions and activities related to the agency/organization;
d) Pass on relevant information, resources, or documents to the SPA Board of Directors;
e) Regularly attend and participate in meetings.

9) Standards

The Committee and its members shall, in carrying out their duties, conform to regulations of *The Non-Profit Corporations Act* and the Bylaws and Policies and Procedures of the Board of the Saskatchewan Physiotherapy Association Inc.

10) Procedures

- The SPA will recompense their respective representatives on the Committee for expenses related to attendance at required meetings according to SPA guidelines.
- The Committee communicates via email, videoconference, and in-person as needed to facilitate negotiations for fees and practice guidelines updates with Third Party Payers. The Committee solicits SPA membership input as appropriate. Decisions are made through discussion and when needed, confidential voting through email surveys for contract finalization decisions.
- The Board Member on the Committee shall submit an annual budget for the operation of the Committee to the ED.
- Expenses incurred by Committee members over and above meeting expenses will require prior approval by the Finance/Executive Committee of the SPA.
- Please see the process documents for the TPPC and FNSC for further detailing of procedures determined by the Committee and approved by the SPA Board of Directors.

Approved by Board of Directors: March 06, 2024
Reviewed by Board of Directors: March 06, 2024