

NORM TEAM OVERVIEW

Drafted by: Benjamin Cassidy, NORM Chair 2017-2018

OVERVIEW

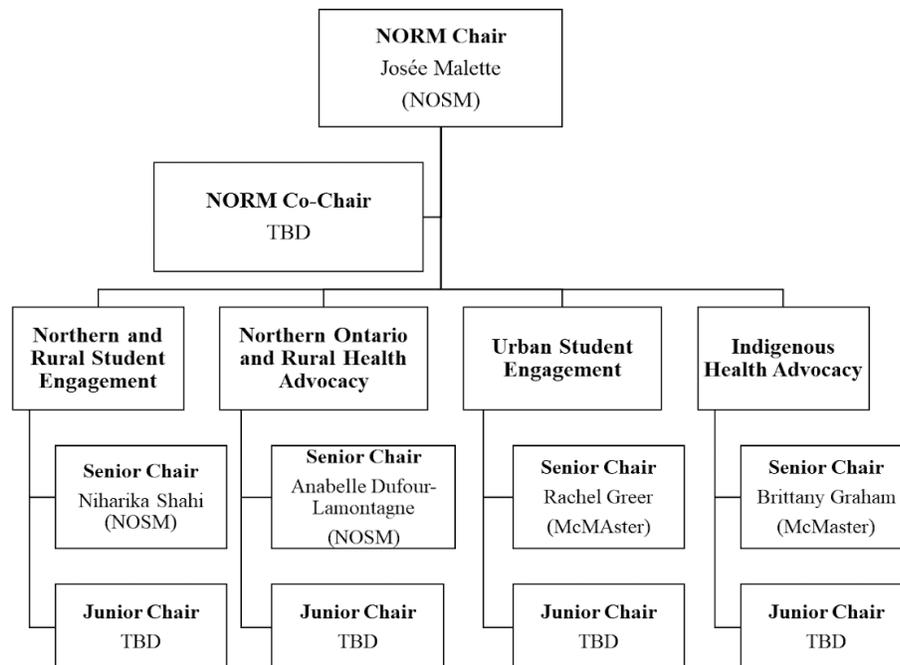
The Northern Ontario and Rural Medicine (NORM) Committee aims to redefine the “norm” via three primary aims:

1. **Acknowledging the social, economic and geographical barriers to medical student engagement, the NORM facilitates student support and engagement in OMSA initiatives focusing on students from Northern Ontario.** In addition, a separate working group will do the same for students from other medical schools in the province with rural satellite campuses.
2. **Acknowledging the gaps in accessibility and provision of healthcare to rural and Northern Ontario, with specific interest give towards Indigenous populations.** Given the unique health care concerns in the North, the NORM aims to create and support advocacy initiatives and campaigns that seek to fill the awareness gap where possible.
3. **Acknowledging students studying in Southern Ontario who have limited access to opportunities in rural healthcare.** Given that one of the predictors for successful recruitment of physicians to Northern, rural and remote communities involves training in these areas, the NORM seeks to create and/or support opportunities for Southern Ontario medical students to train in the North – opportunities such as observerships, electives, workshop and/or conferences are considered.

TEAM

The NORM committee will consist of 4 working groups, namely the Northern and Rural Student Engagement, Northern Ontario and Rural Health Advocacy, Indigenous Health Advocacy, and Urban Student Engagement working groups. The composition of the committee will be determined by a yearly anonymized application process where 5 new members of the committee will be chosen.

The overall structure of NORM for the 2018-2019 year is as follows:



As outlined in the diagram above the following five positions will need to be filled:

- **NORM Co-Chair 2018-2019:** 1-year term
- **Northern and Rural Student Engagement Junior Chair:** 2-year term
- **Northern Ontario and Rural Health Advocacy Junior Chair:** 2-year term
- **Urban Student Engagement Junior Chair:** 2-year term
- **Indigenous Health Advocacy:** 2-year term

ROLES AND RESPONSIBILITIES

NORM Chair

Length of Term: 1 year

Eligibility: This position will be held by Josée Malette, NOSM VP Ext. Sr., for 2018-19.

Responsibilities: The NORM chair position is responsible for the organization and administration of the NORM committee, ensuring the NORM adheres to the aims outlined in the Terms of Reference (ToR). The NORM chair will be responsible for organizing and chairing monthly meetings with all of the working group chairs. The NORM chair will offer guidance and follow up on the initiatives that each of the working groups choose to undertake. The NORM chair will report to the OMSA executive council at its regularly scheduled meetings, providing insight into the committee's actions and seeking input and collaboration where appropriate. The NORM Chair will facilitate a working relationship with the OPAC and Education Committee chairs and the NORM working group chairs to promote collaborations where appropriate.

Time Commitment: ~4-6 hours/week, but may exceed this as needed

NORM Vice-Chair

Length of Term: 1 academic year, beginning with the call for applications in September.

Eligibility: Applications from all Ontario medical students are encouraged; however, preference will be given to a previous NORM committee member (+4 points on application scoring) and/or a NOSM or rural satellite campus student (+4 points). This ensures an advantage for applicants that are both previous NORM committee members AND from NOSM or a rural satellite campus.

Responsibilities: The NORM Vice-Chair will assist the chair in organization and administration of the NORM committee. They will have a great deal of responsibility, which includes mobilizing working group chairs, liaising with school administration and/or community partners, helping to organize events, secure funding for projects, and collaborating with other OMSA committees. If the NORM chair is unable to attend any related meetings, the NORM Vice-chair may take their place. Please include a CV in your application.

Time Commitment: ~3-4 hours/week

Working Group Chairs

Length of Term: 2 academic years

Eligibility: Note that all Senior positions are filled for the 2018-2019 school year as per the diagram in the Overview Section. **Jr. positions are to be filled as per the eligibility criteria below.**

- **Northern and Rural Student Engagement** (Sr./Jr.): NOSM students, and students from rural satellite campus'
- **Urban Student Engagement** (Sr./Jr.): 2 students from any Southern schools not at a rural satellite campus
- **Northern Ontario & Rural Health Advocacy** (Sr./Jr.): preferably candidates from NOSM/rural satellite campus
- **Indigenous Health Advocacy** (Sr./Jr.): preferably candidates self-identifying as Indigenous and active as Local Officer of Indigenous Health (LOIH) at their respective schools

Responsibilities: Each working group will be led by a senior chair and supported by a junior chair. Composition, leadership, and action of these working groups will be the responsibility of these chairs under guidance and collaboration with the rest of the NORM committee. The junior chair would then occupy the senior chair position in the following year, pending a review of their work, to ensure continuity and institutional memory. The senior chairs of the Northern Student Engagement, Rural Satellite Student Engagement, and Southern Student Engagement working groups will liaise with the Education Committee to ensure collaborative efforts between the portfolios. The senior chairs of the Northern and Rural Health Advocacy and Indigenous Health Advocacy working groups will liaise with the OPAC to ensure collaborative efforts between the portfolios.

Time Commitment:

- **Senior members:**
 - 2-3 hours per week
 - Monthly meetings over teleconference
 - Additional meetings with other senior members as needed
- **Junior members:**
 - 1 -2 hours per week
 - Monthly meetings over teleconference

TEAM APPLICATION AND SELECTION

Application

The composition of the committee will be determined by a yearly anonymized application process where 5 new members of the committee will be chosen. Qualifying criteria for each position were outlined in the above section. A call for applications for all eligible positions will accompany the general call for OMSA committees in September of each academic year. The Information Officer will anonymize and forward all applications to the **current and outgoing NORM chair**, who will be responsible for evaluating and selecting potential candidates. This evaluation process will consist of two phases, namely the creation of a short list of candidates for each position and subsequent potential interview of the short list candidates.

Creating a Short List of Potential Candidates

Responses to a series of questions tailored to the position in question will be anonymized and evaluated by the outgoing and incoming NORM Chairs, based on the following criteria using a 7-point Likert scale:

1. **Cultural Sensitivity & Professionalism:** The degree to which the applicant demonstrates knowledge and use of cultural sensitivity in their responses as well as general professionalism in accordance with OMSA's constitution.
2. **Communication:** The degree to which the responses have been well crafted in both content and composition, demonstrating skill in professional communication.
3. **Northern Ontario/Rural Student Advocacy:** The degree to which the applicant demonstrates insight into the unique barriers experienced by Northern and rural campus students as well as innovative methods of addressing these barriers.
4. **Northern Ontario/Rural Health Advocacy:** The degree to which the applicant demonstrates knowledge of and insight into challenges faced by Northern and Rural Ontario residents as well as a strong interest in learning more about it. Innovative thoughts on potential advocacy efforts will also contribute to this score.
5. **Relevant Past Experience:** The degree to which the applicant demonstrates experience in advocacy efforts, particularly related to student advocacy or health advocacy aligned with the position in question.

Additionally, the NORM ToR outlines preferential traits of candidates for certain positions. Four additional points will be allotted to applicants that fulfill these criteria. Scores from each of these

Likert scales will be summed for each application. 2-3 applications with the highest numerical values will progress to the short list for interview.

Interviews

If interviews are required, the OMSA Information Officer will be notified of the short-listed applications by the NORM incoming and outgoing chairs in a timely manner consistent with other committee application processes. The OMSA Information Officer will provide the names and contact information of these candidates to the NORM chair. Interviews will be conducted with 2-3 of the highest ranked applications based on the above guidelines. These interviews will be conducted via video conference where possible. All candidates will be asked the same 1-2 questions and will be given the opportunity to further expand on their written responses as well as ask questions regarding the positions. The NORM incoming and outgoing chair will then select the best candidate for each position and notify the Information Officer.

Interview Questions

All Candidates:

1. Why would you like to join the NORM committee?
2. What is your understanding of cultural sensitivity as it pertains to Indigenous Health?
3. Please identify ONE (Working Chairs) or TWO (Vice-Chair) of the following:
 - a. A key barrier to seeking out and getting involved in training, advocacy and leadership opportunities offered by OMSA for Northern and rural medical students. What do you envision could be done by the NORM to reduce this barrier?
 - b. A key health care issue in Northern and/or rural Ontario communities. What do you envision could be done by the NORM committee to advocate for this issue?
 - c. A key barrier to seeking out and participating in medical learning opportunities in Northern and Rural Ontario. What do you envision could be done by the NORM to reduce this barrier?

NORM Vice-Chair:

1. As the NORM vice-chair, what do you feel should be the focus and scope of the committee's efforts in the upcoming year?
2. What past leadership experiences do you feel will make you a strong candidate?
3. Please copy and paste a focused CV below.

Working Group Chairs:

1. Please outline relevant past experience that you believe makes you an ideal candidate