

# Member Health Policy Proposals (HPPs)

## How do I submit a policy proposal?

An online submission form for both corporate and health policy matters is available on [cma.ca](http://cma.ca).  
The process for health policy proposals is outlined below.

- HPPs will address policy matters, including policy gaps, that align with the CMA's Impact 2040 strategy; if deemed existing policy, the sponsor will be informed at the initial stage. Sponsors can contact [healthpolicyproposals@cma.ca](mailto:healthpolicyproposals@cma.ca) for guidance on alignment with Impact 2040 before developing their proposal.
- HPPs may be submitted year-round. They will be reviewed by a health policy review group. The board may then refer them to a committee or working group for further consideration or consult as needed with members, provincial/territorial medical associations (PTMAs), and other medical affiliates of the CMA.
- HPPs approved by the board as CMA policy will be entered into the CMA's PolicyBase (a fully searchable database containing all current CMA policy) and considered for inclusion in existing CMA advocacy or carried forward for future opportunities. Sponsors and members are welcome to use these new policies in their own advocacy initiatives.

1. HPP intake (sponsors are members, PTMAs, affiliates or other stakeholders within the medical profession) – Each proposal requires the support of 10 CMA members at the time of submission; sponsor completes online form, which will facilitate the collection of these member endorsements.
2. The HPP will first be reviewed to determine whether it aligns with Impact 2040 and if it is existing health policy.  
If the HPP is out of scope, inform sponsor.  
If it is in scope, proceed to next step.
3. The HPP will also be reviewed against the following secondary criteria:
  - a. not likely to initiate debate or dissent among the profession (i.e., non-controversial)
  - b. requires little to no resources to implement
  - If the HPP meets criteria a and b, the HPP can stand alone and be sent to the board for consideration (see step 8).
  - If the HPP does not meet these criteria or requires further development – work with sponsor, member experts and/or stakeholders to develop it further before sending to the board for consideration (see step 4)

4. Engage members, PTMAs and affiliates in reviewing and prioritizing the HPP for further development using social media, other virtual platforms and surveys (keep board and members informed of progress); depending on the level of interest and/or importance/urgency, the HPP would either proceed to the next step or be set aside for future consideration in a "holding area" or dismissed at this stage (inform sponsor).
5. Submit the modified HPP to board for approval to consult in a more formal fashion (since not all key stakeholders will have provided their input during the previous stage).
6. If board approves, forward HPP for consultation with members, PTMAs, affiliates and other stakeholders on draft policy through discussion, email and/or survey.
7. Review feedback and incorporate into new draft HPP.
8. Send the HPP to board for consideration to adopt as policy.  
If adopted, communicate to members (including sponsor), add to policy database and consider for use in advocacy (by the individual, or potentially in a news release, campaign, submission to government, etc.).  
If policy is not adopted, inform sponsor. Sponsors will be kept apprised as the process unfolds.

