

## **Physician Wellness Steering Committee**

### **Draft Terms of Reference**

#### **Purpose:**

Vancouver Coastal Health (VCH) is very interested and committed to working with physicians to assess their levels of burnout and wellness, identify the causes of burnout, where it exists, and develop solutions collaboratively to address these causes. Solutions may range from the introduction of a wellness program designed around the needs of physicians to addressing organizational and structural issues impacting physicians.

Starting at Vancouver General Hospital (VGH), VCH is proposing to pilot a wellness and burnout survey using validated tools, with a small number of Departments or Divisions. The purpose of this survey is to assess physician burnout, identify drivers of burnout, and explore wellness needs and interests. The learnings of this experience will then be used to spread and scale the survey to other areas within the site and across VCH.

A steering committee, which includes physician representatives, is required to guide the project. VCH strongly believes that physician involvement in the development and oversight of this project will greatly benefit the outcomes, which are intended to better support VCH physicians directly.

#### **Role of the Steering Committee**

The role of the Physician Wellness Steering Committee is to:

- provide input on development of the project;
- ensure delivery of the project outputs;
- ensure achievement of project outcomes;
- identify and monitor potential risks;
- provide advice about changes to the project as it develops, if required; and
- communicate and socialize the project among VCH physicians and others.

Individual Steering Committee members will not be directly responsible for managing project activities, but will provide support and guidance for those who do.

#### **Membership:**

- Executive Sponsor: Chad Kim Sing, Associate Vice President of Medicine, Quality and Safety, VCH
- Chair: Michael Ducie, Executive Director, Physician Engagement and Contract Strategies, VCH
- Project manager: Neli Remo, Contract Manager, Physician Relations and Compensation

- Stacy Sprague, Executive Director, Employee Safety, Health & Wellness, Employee & Family Assistance Program (EFAP). Note: Dr. Sprague to join the Steering Committee once survey results are ready for discussion.
- Physician members: TBD
  - Dr. Brenda Wagner, VCH Credentialing Officer, Medical Director – Perinatal for the VCH Regional Maternal Child Program

### **Decision-making**

The Physician Wellness Steering Committee will make decisions via consensus. Financial decisions related to the project (i.e. funding the survey and platform) will be made by VCH.

### **Meeting Frequency:**

The Physician Wellness Steering Committee is tied to the physician wellness and burnout pilot project; as such it is being planned as a time-limited Committee that will end when the project concludes. However, this can be reassessed at any point and the Committee can be extended or made permanent.

The Committee will meet approximately 4 to 5 times over the next year:

- once (or as needed) at the planning stage;
- once or twice mid-way through the project to monitor progress; and
- twice (or as needed) at the end to assess the outcomes of the project and contribute to development of next steps.

VCH staff will organize the meetings, distribute the agenda and meeting materials in advance of each meeting and provide a summary to members after each meeting. As much as possible, the meetings will be scheduled at VGH and teleconference will be offered as an option for the convenience of all members.

