

Vancouver Physician Staff Association Facility Engagement Working Group TERMS OF REFERENCE

MANDATE

The Vancouver Physician Staff Association's Facility Engagement Working Group is a representative body/committee of the Vancouver Physician Staff Association that will engage VGH, UBC, GFS, affiliated Community MEDICAL STAFF and advise the Board of Directors of the Vancouver Physician Staff Association on matters of importance to medical staff, their patients and to the Health Authority.

The intention of the Memorandum of Understanding on Regional and Local Engagement (MOU) is to build and strengthen relationships and engagement amongst facility-based physicians. In addition the MOU will facilitate engagement between physicians and Health Authority leadership. To support this, the Working Group is tasked with finding ways to:

- Ensure views are more effectively represented
- Contribute to the development and provide physicians' perspective on Health Authority plans and initiatives with respect to matters directly affecting medical staff
- Prioritize issues affecting medical staff and patient care
- Have meaningful interaction with Health Authority leaders including but not limited to physicians in formal Health Authority medical leadership roles

OBJECTIVES AND RESPONSIBILITIES

The Working Group shall make recommendations to the Board of Directors of VPSA on matters that include, but are not limited to:

1. Creation of a work plan and a budget for the allocation of funds
2. Identifying possible projects and initiatives that meet the objectives of the MOU
3. Consulting with representatives of the medical staff as necessary in the completion of the mandate;
4. Consulting and engaging with health authority leaders on regional and local issues as defined in the MOU
5. As required, engage with provincial Facility Engagement Evaluation Team; and
6. Other matters that may be referred to it by the Board of Directors.

MEMBERSHIP

The Working Group is intended to be representative of the medical staff, and should be comprised as follows:

- One representative from each department
- One site representative from GFS, VGH, UBC and Community
- Executive Members of the VPSA Board of Directors

The Working Group/Chair may invite ad hoc guests to discuss matters related to a specific topic as needed or required.

CHAIR

The Managing Director of the VPSA will serve as chair of the Working Group.

The Chair will serve as the official spokesperson of the Working Group and will provide leadership to the Working Group while ensuring cohesion of direction and purpose. The Chair will facilitate orderly meetings, establish, in advance, a meeting schedule and agendas and will be responsible for the oversight of project planning

The chair will report to the executive of VPSA at least monthly at the VSPA executive meeting on the plans and accomplishments and suggestions of the Working Group. It is the understanding that proposals that go forward from the working group will have the prior approval of the Executive.

MEETINGS

Frequency: The Working Group will meet usually monthly

Location: The meetings will be face to face at a venue approved by the Working Group and when available by teleconference

Minutes: Minutes will be prepared by and will be kept electronically by a designated member or staff hired by the Society. Minutes are to be distributed to each member of the Working Group for review and approval in advance of the next meeting.

Quorum: 5 Working Group members, plus the Chair and at least one member of the VPSA executive.

Decisions: Decisions of the committee shall be by consensus, defined as “all but one”. Board of Directors has final approval on all matters

DISPUTE RESOLUTION

In the absence of consensus at the working group, a dispute may be submitted to the Board of Directors of the Association (VPSA) for final resolution.

Should the directors not be able to resolve the issues, the matters may be taken to the membership of the Association for vote. Decisions are to be made based on simple majority.

FUNDING

Member Expenses

The cost of participation on the Working Group will be paid from the funds provided by Vancouver Physician Staff Association. Standard SSC sessional rates will apply in addition, standard expense claim policies of the SSC will be followed. The chair of the Engagement Working Group (provided that he/she is not on a service contract to VPSA) and any other subcommittees' chair or task group representative will be compensated for up to 3 hours for preparation time per meeting

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Budget

The budget will be identified as a part of the work planning process identified in the Objectives and Responsibilities section of this document.

Signing Authority

The Board of Directors have the sole signing authority and will make decisions based on the Working Group's recommendations.

CONFIDENTIALITY

On occasion, working group members may possess documentation or information of a confidential nature, such information shall not be disclosed to any person(s) other than the members of the working group without consultation with an agreement of the working group and the information shall be stored with reasonable security measures relative to the sensitivity or potential harm.

CONFLICT OF INTEREST

Working Group members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities and responsibilities as a Working Group member. Working Group members must act in a manner that will prevent conflicts of interest from arising and will recuse themselves from voting when conflicts arise that cannot be effectively and appropriately managed.

SECRETARIATE

The Working Group secretariat will be provided by The Association and will be responsible for booking meeting space, distributing agendas, minutes and related information in a timely manner, taking minutes of the meetings and maintaining a work plan.

ATTRIBUTES

A comprehensive understanding of the MOU concepts and the ability to act as an ambassador of the Working Group.

Actively engage and support the development and implementation of the Working Group mandate and work plan ensuring alignment with the interests and strategic objectives of The Association.

Ability to maintain and improve the collaborative relationship with the various partners and stakeholders of the Working Group.

Ability to actively represent the views and interests of the members of the Vancouver Physician Staff Association and the Vancouver Medical Staff Association Group.

EXPECTATIONS

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The Working Group members are expected to meaningfully participate in meetings. A Working Group member who does not uphold their responsibilities or misses 6 meetings during a period of 12 months without a reasonable explanation will be asked by the Chair to resign from the Group. If the member refuses to resign, a vote shall be taken on the removal of the member from the Working Group.

Members are encouraged to participate in the various task groups and sub-committees of the Working Group from time-to-time as necessary.

Additional commitments may be required from time-to-time as necessary.