

VCH Medical Staff Diversity, Equity and Inclusion Steering Committee

Draft Terms of Reference

PURPOSE

Through the collaborative efforts of the Vancouver Physician Staff Association (VPSA) and Vancouver Coastal Health (VCH), an Appreciative Inquiry (AI) process was initiated in 2019 which explored women in medical leadership. See the full report [here](#). After presentation of findings and recommendations to the Board and senior leadership, a plan to create a Diversity Equity and Inclusion Committee with an expanded mandate to address all types of diversity was formed.

The goal of this Committee is to advance equity and inclusion within medical staff roles across the organization. Three working groups were created reporting to the Diversity, Equity and Inclusion Steering Committee which will coordinate the overlapping work (See Figure 1 below). The working groups are as follows:

1. Culture and Environment
2. Leadership Skills and Talent Management
3. Meaningful Metrics



Role of the Committee

The scope of this work is limited to VCH physicians/medical staff and not intended to apply to VCH employees.

The role of the Medical Staff Diversity, Equity and Inclusion Steering Committee is to:

- Provide support, guidance and monitor progress of the working groups as they develop implementation plans for each of their activity plans;
- Review and prioritize recommendations arising from the working groups;
- Identify and/or address duplication of efforts, interdependencies and resource requirements and align with VCH and other DEI related initiatives as appropriate;

- Make recommendations to VCH senior leadership, MSAs, and others as appropriate, on implementation of actions assigned to these respective groups/organizations;
- Engage in strategic planning with relevant stakeholders to assist in achieving the committee's purpose
- Identify and monitor potential risks;
- Ensure achievement of outcomes;
- Communicate and socialize the work among VCH medical staff and others;

The working groups will provide regular updates and be responsible for making recommendations to the Committee for decision.

Membership:

The Committee is intended to be representative of the Medical Staff Associations and VCH Communities of Care (CoC) and will be comprised as follows:

Voting Members:

- Co-Chair: Executive Director, Physician Engagement and Contract Strategies, VCH
- Co-Chair: Regional Medical Director, Diversity Equity and Inclusion, VCH
- Medical staff members: TBD
 - Chair(s) of Culture and Environment Working Group: TBD
 - Chair(s) of Leadership Skills and Talent Management Working Group: TBD
 - Chair(s) of Meaningful Metrics Working Group: TBD
 - Nurse Practitioner representative
 - CoC representatives TBD

Non-Voting Members

- Director, DEI, People, VCH
- Regional Leader, Physician Engagement and Program Development, VCH
- Project Manager, Facility Engagement Initiative, MSA

The Committee may invite ad hoc guests (e.g. RMD, Wellness) to discuss matters related to a specific topic as needed or required.

CHAIR

The co-chairs will serve as the official spokespersons of the DEI Steering Committee and will provide leadership while ensuring cohesion of direction and purpose. The chairs will facilitate orderly meetings, establish, in advance, a meeting schedule and agenda, review and submit an annual budget request to the relevant MSAs and VCH and will be responsible for the oversight of the working groups.

MEETINGS

Frequency

The DEI Steering Committee will meet approximately every 3 months. This will be determined as a group and based on the volume of work. VCH and MSA staff will jointly organize the meetings, agree on the agenda and meeting materials in advance of each meeting and provide a summary to members after each meeting.

Location

The meetings will be virtual, with in person also available if necessary, at a venue approved by the group.

Minutes

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

Quorum

Quorum will be achieved by a minimum of 6 Committee members, including at least one chair.

Decisions

Decisions of the Committee shall be by consensus, defined as “all but one”. If the Committee cannot reach a consensus decision on any matter, the decision is approved by simple majority vote and noted.

Reporting

The Committee shall report to the relevant bodies (VCH, MSAs) and all decisions will be communicated in a timely manner by means of the minutes of the meeting.

DISPUTE RESOLUTION

In the absence of consensus at the Committee, a dispute may be submitted to the relevant bodies (VCH, MSAs) for final resolution.

FUNDING

Member Expenses and Compensation

The cost of participation on the Committee will be paid from the funds provided by the MSAs, VCH and/or another mechanism. Standard SSC sessional rates for physicians will apply in addition standard expense claim policies of the SSC will be followed. Additional work outside of the committee meetings will be paid to members with prior approval of the committee chairs.

CONFIDENTIALITY

On occasion, the committee 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 committee without consultation with and agreement of the committee and the information shall be stored with reasonable security measures relative to the sensitivity or potential harm.

EXPECTATIONS

The DEI Steering Committee members are expected to meaningfully participate in meetings and to represent and advocate on behalf of the medical staff to the health authority. A Committee member who does not uphold their responsibilities or misses 3 meetings during a period of 12 months without a reasonable explanation will be asked by the co-chairs to resign from the group.

Effective date: _____ **Approved by:** _____

Review date: _____ **Date approved:** _____