



VA Division of General Surgery

## **TERMS OF REFERENCE**

### **IPU Implementation Focus Group**

#### ***Mandate***

To implement practice changes based on metrics identified by Integrated Practice Units (IPUs) that have been identified as falling behind targets in order to improve the quality and value of patient care for all general surgery patients at the Vancouver General Hospital (VGH)

#### ***Responsibilities of the IPU Implementation Focus Group***

1. Formalize the structure and multidisciplinary membership of the IPUs
2. Create actionable recommendations/deliverables for IPUs to pursue
3. Establish a process/SOP for IPUs to pursue quality improvement initiatives and practice changes in the future

#### ***Membership***

##### **Composition**

The focus group shall be composed of a facilitator, the surgeons and other multidisciplinary team members involved with the 17 IPUs under the VGH Division of General Surgery.

##### **Appointment**

Members are invited by IPU group leaders. There is no limitation to the length of appointment, as long as members are able to participate and contribute to the group's efforts.

##### **Qualifications & Selection**

Membership and selection of IPU leaders are decided based on interest, knowledge and/or expertise in implementation in the specific patient population captured by each IPU. Each member of the focus group is an independent representative and will represent the concerns of patients and staff within their clinical area of specialty.

## ***Focus Group Procedures and Operations***

### **Focus Group Chair**

The chair for this focus group will be the head of the VGH Division of General Surgery. At its establishment, the chair for the group is Dr. Heather Stuart.

### **Meetings**

The IPU groups will meet with a facilitator throughout the year, with two sessions held per month.

The chair and members may call unscheduled meetings at their discretion to address urgent group business.

Non-members may join meetings by request or invitation.

Meeting minutes will be recorded by administrative staff provided by the division and stored online. It will be made available to members following each meeting.

### **Voting**

The IPUs will work towards a consensus model for decision making. If this is not possible, a simple majority vote will be held.

## ***Review and Assessment of the Focus Group***

Each IPU group will be responsible for presenting a report of deliverables and action taken at the end of the year.