

Vancouver Acute/Vancouver Community Physician Wellness Steering Committee

Terms of Reference

Approved: June 22 2021

Purpose:

Physician wellness affects patient outcomes and is an emerging quality metric. 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.

A steering committee, which includes physician representatives, is required to guide a project to improve physician wellness at Vancouver General Hospital, UBC Hospital, GF Strong Hospital and Vancouver Community. VCH strongly believes that Vancouver Acute and Vancouver Community 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 VA/VC Physician Wellness Steering Committee is to:

- develop a budget to support its mandate. Allocation of VPSA resources (Funds and Staff) requires approval by the VPSA Executive
- collect and synthesize physician wellness data
- develop a project funding process for group level interventions
- allocate funding to groups
- create and oversee working groups as needed to support its mandate
- 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
- Co-Chair: Michael Ducie, Executive Director, Physician Engagement and Contract Strategies, VCH
- Project manager: Neli Remo, Contract Manager, Physician Relations and Compensation
- VPSA Delegate
- Physician members (4-5, includes 1 or more Co-Chair):

MEMBER SELECTION: The Steering Committee member selection process (for VPSA funded members) consists of a call for expressions of interest from all eligible VPSA Members, broadly distributed through VPSA and relevant VCH communications vehicles, followed by screening and selection by a joint, collaborative selection committee with representation from VPSA Board of Directors.

TERM: VPSA funded members will serve a minimum term of one year with a maximum 3 consecutive terms. The membership term and renewal process will be reassessed annually by the Committee Co-Chairs and members.

CO-CHAIRS

The Co-Chairs will serve as the official spokespeople of the Steering Committee and will provide leadership to the Committee while ensuring cohesion of direction and purpose. The Co-Chairs will facilitate orderly meetings, establish, in advance, a meeting schedule and agendas and will be responsible for the oversight of the committee.

On an annual basis, the physician Co-Chair(s) will be selected by a vote of the Steering Committee.

Decision-making

The Physician Wellness Steering Committee will make decisions by consensus. Final approval for resources allocated by either VCH or the VPSA rests with the decision making body for each group. For example, the VPSA Board has the final say as to how its funds are allocated.

MEETINGS

Frequency The Steering Committee will meet usually monthly for 2 hours.

Location The meetings will take place either face to face or via teleconference as approved by the committee.

Secretariat 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.

Quorum Quorum will be achieved by a minimum of 5 and a majority of co-chairs

Decisions The committee shall strive for consensus (i.e. “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Collaborative Table.

If the committee cannot reach a consensus decision on any matter, the decision is approved by simple majority (50%+1) rules with quorum present.

Reporting The Physician Co-Chair(s) of the committee shall report monthly to the VPSA Board of Directors all decisions in a timely manner by means of the minutes of the meeting or other means as approved by the VPSA board.

FUNDING

Member Expenses The cost of physicians participating on the steering will be paid from the funds held by the VPSA. Standard sessional rates will apply, and standard expense claim policies will be provided. The co-chairs of the committee will be compensated for up to 3 hours for preparation time per meeting they lead. Additional work outside of the committee meetings will be paid to members with prior approval of the committee.

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

CONFIDENTIALITY The Steering Committee members may possess confidential documentation or participate in confidential discussions. Unless consultation and a written agreement is made on the part of the Steering Committee, this information will not be disclosed to anyone other than the members of the Steering Committee. The information shall be stored with reasonable security measures appropriate to its sensitivity or potential harm.

CONFLICT OF INTEREST Steering Committee members will disclose any matters that may constitute a direct or indirect conflict of interest between personal or professional activities and responsibilities as a Steering Committee member. 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.

EXPECTATIONS

Steering Committee members are expected to meaningfully participate in meetings and in its various activities as necessary. 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 task group. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

Effective date: June 22 2021

Approved by: Committee and VPSA Board

Review date: _____

Date approved: _____