

## VCH Medical Staff Equity, Diversity and Inclusion Committee

### VCH Medical Staff EDI Ambassadors and Engagement Group

#### 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 Committee was later changed to the VCH Medical Staff Equity, Diversity and Inclusion Committee*. The goal of this Committee is to advance equity, diversity and inclusion within medical staff roles across the organization.



## Role of the Ambassador and Engagement Group

The scope of this work is limited to VCH physicians/medical staff and not intended to apply to VCH-staff, unless when partnering with VCH teams that provide service to staff and medical staff.

The role of the Medical Staff Diversity, Equity and Inclusion Committee **Ambassador and Engagement Group** is to:

- Have awareness of EDI/Anti-racism/Indigenous Cultural Safety strategies/initiatives and resources within the Health Authority
- Members to be ambassadors for EDI within the HA, and in their own service area
- Members build skills in EDI/Anti-Racism/ICS to promote engagement of others in EDI/AR/ICS
- Members encouraged to participate in other EDI Committee WG and/or encourage participation of other medical staff

## MEMBERSHIP

All VCH medical staff are eligible to become a member of this working group by filling out the Expression of Interest form and engaging in an interview with members of the Leadership Group. A selection process using EDI best practice will be used.

### Voting Members:

- All medical staff as above who have been selected
- Two representatives from the Leadership Group
- Regional Medical Director, Equity, Diversity and Inclusion, VCH

### Non-Voting Members:

- Regional Leader, Physician Engagement and Program Development, VCH
- Project Manager, Facility Engagement Initiative, MSA
- Manager, Medical Staff Engagement

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

## CHAIR

The group will be co-chaired by the RMD, Equity, Diversity and Inclusion and a representative of the leader group.

## **MEETINGS**

### **Frequency**

The Ambassadors and Engagement Group will meet every 3 months. This can be modified as a group and based on the volume of work.

### **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 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 majority of voting members in attendance, including at least one chair.

### **Decisions**

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

### **Reporting**

The EDI Ambassadors and Engagement Group shall report to the Leaders Group 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 Ambassadors and Engagement group, a dispute may be submitted to the Leaders Group for final resolution. Decisions are to be made based on simple majority. Should the Leaders Group not be able to resolve the issue, the matter may be taken to the appropriate senior leadership of each organization involved.

## FUNDING

### MEMBER EXPENSES AND COMPENSATION

The cost of participation in the Group will be paid from the funds provided by the MSAs, VCH and/or another mechanism. Standard SSC sessional rates for medical staff 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 **group** 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 **group** without consultation with and agreement of the **group** and the information shall be stored with reasonable security measures relative to the sensitivity or potential harm.

### EXPECTATIONS

The Ambassadors and Engagement Group members are expected to meaningfully participate in meetings and to represent and advocate on behalf of the medical staff to the health authority. An Ambassadors and Engagement Group 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.