

## **VPSA Substance Use Disorder Patient and Provider Experience (SUDPPE) Task Group TERMS OF REFERENCE**

### **ROLE & OBJECTIVES**

The **Substance Use Disorder Patient and Provider Experience Task Group**, accountable to the VPSA Board of Directors:

- Overarching objective is to help empower and support VA/VC staff to provide the best possible environment for care for patients with substance use disorder
- Develop and support the implementation of practical strategies and initiatives through a collaborative multidisciplinary approach
- Develop a budget to support its mandate for consideration and approval by the VPSA Board

### **MEMBERSHIP**

The Board approves the Terms of Reference for the Substance Use Disorder Patient and Provider Experience Task Group, including the method for establishing committee membership and composition as well as delegated duties and responsibilities.

**Voting Members:** Maximum of nine Voting VPSA Members (ideally between 5 and 9).

Ideally with representation from Internal Medicine, Infectious Diseases, Surgery, Emergency, and Psychiatry.

**Non-Voting Members:** Recognizing that engagement beyond physicians is desirable in order for the Task Group to meet its mandate, participation may extend non-voting membership to non-staff physicians including but not limited to nursing, social workers, resident physicians, and patients with lived experience.

**Term:** Minimum 1 year. Maximum 3 years.

The membership term and renewal process will be reassessed annually by the Task Group members to balance experience and diversity.

**MEMBER SELECTION:** As needed, the Task Group member selection process consists of a call for expressions of interest from all eligible VPSA Members, broadly distributed through VPSA and relevant

VCH communications vehicles, followed by a screening and selection by a joint, collaborative selection committee with representation from VPSA Board of Directors.

**Staff Support:** VPSA Operations Director and/or VPSA Administrative Assistant.

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

### **Co-CHAIRS**

The committee as a whole will ensure cohesion of direction and purpose. The Co-Chair will facilitate orderly meetings, establish, in advance, a meeting schedule and agendas and will be responsible for the resolution of outstanding items arising during the meeting that they chaired.

### **MEETINGS**

- Frequency** The Substance Use Disorder Patient and Provider Experience Task Group will meet usually monthly for 1 hour.
- Location** The meetings will take place either face to face or via teleconference as approved by the committee.
- Minutes** Minutes will be prepared by and will be kept electronically by a designated member or staff hired by the VPSA. Minutes are to be distributed to each member of the committee for review and approval in advance of the next meeting.
- Quorum** Simple majority whereby attendance of more than half of the total voting members constitutes quorum.
- 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 VPSA Board of Directors.
- If the committee cannot reach a consensus decision on any matter, the decision is approved by simple majority (50%+1) rules with quorum present and noted as such for the Board of Directors. The Board of Directors has the final approval on all matters.
- Reporting** The committee shall report monthly to the Board of Directors of the Association all decisions in a timely manner by means of the minutes of the meeting or other means as approved by the VPSA board. VPSA Support Staff to facilitate.

## **FUNDING**

### Member Expenses and Compensation

The cost of participation on the task group will be paid from the funds provided by the Vancouver Physician Staff Association. Standard SSC sessional rates will apply. With prior task group approval, additional work done by members outside of meetings up to ten hours total per project, will be compensated at sessional rate. Compensation beyond 10 hours requires approval by the committee.

The chair of the committee will be compensated for up to 2 hours for preparation time per meeting they lead.

The Facility Engagement Funding guidelines prohibit the acquisition of equipment or tools that directly or indirectly impact patient care. In cases involving these expenses, the task group will explore alternative funding sources. Decisions regarding the utilization of these funds will align with the "Decision" clause outlined earlier, ensuring compliance with the stipulations of the other funding sources.

## **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 Substance Use Disorder Patient and Provider Experience Task Group members are expected to meaningfully participate in meetings and to represent and advocate on behalf of the Vancouver Physician Staff Association members to the health authority.

To ensure active participation in VPSA Zoom meetings, committee and task group members are expected to engage by contributing via chat or voice, and providing input when prompted. If a member does not engage during the meeting and fails to provide a valid reason either during or within 24 hours after the meeting, their claims for participation may not be approved. Members should communicate any technical, professional or personal issues that prevent engagement to the meeting chair beforehand or immediately following the meeting. Repeated non-engagement may result in further actions by VPSA leadership.

A committee member who does not uphold their responsibilities or misses 50% of meetings during a period of 12 months without a reasonable explanation will be asked by the Chair 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:

Approved by: VPSA Board

Amended dates:

- Sept 25 2024
- May 13 2025

Review date: \_\_\_\_\_

Date approved: January 23rd 2024