

Mount Waddington Health System Stabilization Local Working Group

Terms of Reference

1. Goal

The goal of the Mount Waddington Health System Stabilization Local Working Group (LWG) is to develop solutions that will enable a sustainable health system in the Mount Waddington region – one that supports long-term, predictable and culturally-safe health care for its patients and a stable and healthy environment for its staff and physicians.

2. Mandate

The LWG is mandated by the Executive of the Vancouver Island Health Authority (VIHA) to develop two reports with recommendations for its review on:

1. A Primary health Care Access/Emergency Room Stabilization plan for the Mount Waddington region
2. A Physician and VIHA Staff Recruitment and Retention Plan for the Mount Waddington Region.

These reports are to be developed collaboratively by the LWG and submitted to the VIHA Executive Steering Committee. The LWG will commence its work on formation and disband upon reporting to VIHA Executive in March 2012

3. Membership and Roles

Executive Steering Committee:

The LWG, via the co-chairs, reports to a VIHA Executive Steering Committee comprised of:

- Executive Director, Population & Community Health (Co-Chair)
- Executive Medical Director, Population & Community Health (Co-Chair)
- Director, Primary Health Care, Chronic Disease Management & Rural Health Services
- Medical Director, Rural Health & Aboriginal Health
- Co-Chairs LWG
- Corporate Director, Medical Affairs
- Executive Medical Director, Medical Affairs
- VIHA Communications

The Executive Steering Committee meets monthly and is responsible for:

- Providing status and progress reports to the VIHA Executive
- Reviewing LWG reports and submitting them to VIHA Executive
- Communications planning

Chairs:

The LWG is co-chaired by the Senior Manager, Mount Waddington Health Services, VIHA and the Chief of Medical Staff, Mount Waddington, VIHA.

The LWG Chairs are responsible for:

- Preparing meeting agendas
- Developing and delivering LWG work plan
- Outreach to parties interested in the LWG's work and outcomes and seeking their input
- Inviting ad hoc members to participate in the LWG's work as required
- Creating sub-committees as required to carry on specific aspects of the work
- Response to any requests from local media on the LWG's work

Members:

The LWG consists of the following members:

- 2 family physicians from Port Hardy
- 2 family physicians from Port McNeill
- 1 family physician from Alert Bay
- 1 family physician from Port Alice
- 1 local nurse practitioner
- 2 local VIHA Managers
- 3 local VIHA Practice Leads
- 1 local Mount Waddington Regional District representative
- 4 representatives from the region's First Nations
- 1 Mount Waddington Health Network representative

The LWG members will:

- Participate in LWG meetings
- Seek input from and report back to their affiliated groups on LWG work and progress
- Undertake work assigned by the LWG in a timely manner
- Provide current and relevant operational information required to support the LWG's work.

Facilitator:

The LWG is supported by a facilitator (Stuart Culbertson, Sierra Systems Group) who will:

- Work with co-chairs to develop and update LWG agendas and work plans
- Assist in identifying any additional resources required to achieve both short-term and long-term solutions to advance the LWG's goal
- Facilitate LWG meetings
- Assist the LWG in developing and drafting its reports and recommendations

LWG Support (VIHA)

VIHA will support the LWG through:

- Compiling and presenting relevant data, research and information required to support the LWG's work
- Preparing LWG meeting records of decision
- Logistical arrangements for meetings – including invitations, facilities, enabling off-site participation in meetings and coverage of extraordinary costs associated with LWG member participation

4. Principles

In conducting its work and preparing its recommendations, the LWG is guided by several principles including:

- Being committed to solutions that advance the common goal rather than individual interests
- Working in a spirit of collaboration, trust and respect among all interests seeking solutions that can advance the LWG's goal
- Being inclusive of all interests that share the LWG's goal
- Sharing all relevant information and data needed to support the LWG's work and recommendations
- Working together cooperatively to make the best use of the human and financial resources available to support both emergency services and primary health care in the region
- Being committed to the LWG process as the means to develop recommendations for actions
- Supporting all LWG colleagues in speaking with one voice about its work and decisions - with members undertaking not to circumvent the LWG process through individual interventions with VIHA executive or the media

5. Decision Making

The LWG will be called upon to make decisions – whether these be on its work processes, recommendations, reports or endorsement of initiatives that may be presented to it during its term. Working in collaboration and guided by a shared interest in sustainable solutions, the LWG will strive to make any decisions by consensus. If full consensus cannot be achieved, dissenting positions will be summarized and recorded and identified by members/sectors. If no consensus can be achieved, this will be noted and the issue escalated to the Executive Steering committee for resolution as required.

6. Meetings

- On formation, the LWG will meet every two weeks until the end of 2011; every month until March 2012. Additional meetings may be called by the Co-Chairs.
- Members commit to making best efforts to attend every meeting. If a member cannot attend a meeting, he/she will notify the co-chairs and, if possible, designate an alternate for that meeting. In designating alternates, members will endeavor to brief designates and, in the event of multiple absences, ensure that the same designate attends on their behalf to ensure consistency and continuity between meetings.
- VIHA will facilitate video and/or conference call participation for members who cannot physically attend the meetings.

7. Public and Media Engagement

- LWG agenda, records of decision and monthly update reports will be made available to the public via VIHA's website.
- Interested parties in the region will be able to make representations to the LWG.
- Contact with local media on the LWG's work as may be required will be made by the co-chairs.