PROVIDENCE HEALTH CARE PHYSICIANS AND SURGEONS ASSOCIATION WORKING GROUP
TERMS OF REFERENCE

MANDATE
The Providence Health Care (PHC) Physicians and Surgeons Association Working Group (Working Group) is a representative body/committee of the PHC Physicians and Surgeons Association (PASS) that will engage Providence Health Care Medical Staff and Health Authority representatives and advise the Board of Directors of PHC Physicians and Surgeons Association on matters of importance to medical staff, their patients and to the Health Authority.

The intention of the Memorandum of Understanding on Regional and Local Engagement (MOU) is to strengthen the relationships and engagement between medical staff and Health Authority leadership. To support this, the Working Group is tasked with finding ways to:
- Ensure views are more effectively represented
- Contribute to the development and achievement of Health Authority plans and initiatives, where appropriate, with respect to matters directly affecting medical staff
- Prioritize issues affecting medical staff and patient care
- Meaningfully interact with Health Authority leaders, including but not limited to physicians in formal Health Authority medical leadership roles

OBJECTIVES AND RESPONSIBILITIES
The Working Group shall make recommendations to the Board of Directors on matters in support of its mandate. This includes:
1. Creation of a work plan and a budget for the allocation of funds
2. Identifying potential projects and initiatives that meet the objectives of the MOU and the strategic priorities identified by PHC Medical Staff
3. Consulting with representatives of the medical staff, as necessary, in the completion of the mandate
4. Consulting and engaging with health authority leaders on regional and local issues as defined in the MOU
5. Employing effective evaluative measures to monitor impact and assess impact of engagement initiatives
6. Other pertinent matters that may be referred to it by the Board of Directors.

MEMBERSHIP
The Working Group is intended to be representative of the PHC Medical Staff, and will be comprised as follows:
- Directors of PHC Physicians and Surgeons Association (President, Vice-President, Secretary-Treasurer)
- All Members of PHC Medical Staff Association Executive
- Non-Executive Chairs of Working Group Subcommittees (appointed by the PHC PASS Directors)
- Members at Large (maximum of 3 elected)

TERM: Members will serve a term of one (1) year with a maximum of three (3) consecutive terms. The Working Group/Co-Chairs may invite ad hoc guests to discuss matters related to a specific topic as needed or required. Any PHC Medical Staff member may be invited, by Working Group members, to attend Working Group meetings with advance notification to and approval by Working Group Co-Chair(s).
COMMITMENT: Working Group members must commit to participate in a minimum of 9 meetings per calendar year.

CHAIR/CO-CHAIRS
On an annual basis, the Chair(s) will be selected by the Working Group from among its members for a term of one (1) year with a maximum of three (3) consecutive terms.

The Chair(s) will serve as the official spokesperson(s) of the Working Group and will provide leadership to the Working Group while ensuring cohesion of direction and purpose. The Chair(s) will facilitate orderly meetings, establish, in advance, a meeting schedule and agendas and will be responsible for the oversight of project planning.

OPERATIONS SUPPORT
The Working Group is supported by members of the PHC Physicians and Surgeons Association Operations Team (Engagement and Operations Director, Executive Assistant, Project Coordinator).

An ex-officio (non-voting) member, the Facility Engagement Liaison (Doctors of BC) provides, as required, advice, recommendations, and support to the Board of Directors, Working Group, and Sub-Committees for facility-based engagement. The Liaison also supports physicians and health authorities in their efforts to improve collaboration and engagement.

MEETINGS
Frequency The Working Group will meet monthly. Meetings will not exceed ninety minutes.

Location The meetings will be face to face at a venue approved by the Working Group, with a teleconference line made available.

Minutes Minutes will be prepared by and will be kept electronically by a designated member or staff hired by the Society. Minutes are to be distributed to each member of the Working Group for review and approval in advance of the next meeting.

Quorum 6 members, and must include one Director present. Proxy voting is not permitted.

Decisions Decisions of the committee shall be by consensus. If the Working Group cannot reach a consensus decision on a matter, the decision is approved by vote of simple majority (50% plus one of those present) and noted for the Board of Directors. Board of Directors has final approval on all matters.

DISPUTE RESOLUTION
In the absence of consensus and a tie vote at the working group, a dispute may be submitted to the Board of Directors of the Society for final resolution. Should the Directors not be able to resolve the issues, the matters may be taken to the membership of the Society for vote by 2/3 majority.
FUNDING

Member Expenses
The cost of participation on the Working Group will be paid from the funds provided by PHC
Physicians and Surgeons Association. Standard sessional rates will apply. In addition, standard
expense claim policies will be provided.

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

Signing Authority
The Board of Directors have the sole signing authority and will make decisions based on Working
Group recommendations.

CONFIDENTIALITY

On occasion, Working Group members 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 Working Group, unless consultation and a written agreement is made on the
part of the Working Group. The information shall be stored with reasonable security measures
relative to the sensitivity or potential harm.

CONFLICT OF
INTEREST

Working Group members shall disclose any matters which may constitute a direct or indirect
conflict of interest between personal or professional activities and responsibilities as a Working
Group member. Working Group 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.

ATTRIBUTES

A comprehensive understanding of the MOU concepts and the ability to act as an ambassador of
the Working Group.

Actively engage and support the development and implementation of the Working Group
mandate and work plan ensuring alignment with the interests and strategic objectives of The
Society.

Ability to maintain and improve the collaborative relationship with the various partners and
stakeholders of the Working Group.

Ability to actively represent the views and interests of the Working Group.

EXPECTATIONS

The Working Group members are expected to meaningfully participate in meetings.

Members are expected to participate in the various working group activities and sub-
committees of the Working Group as necessary.

Additional commitments may be required from time-to-time.

Approved: August 14, 2018