



# 2021-2022 Site Reporting & Review Process (SRRP) / Annual Review

November 16, 2021

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## OBJECTIVES

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**Support** Support MSA and HA discussions on successes and challenges over the past year, and how these learnings will inform MSA 2022/23 priorities and future planning.

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**Provide** Provide planning templates to MSAs to build capacity and support best practices.

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**Support** Support earlier opportunities for two-way sharing of HA/MSA 2022/23 priority setting.

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**Equip** Equip the SSC FEWG with relevant information to meet their fiduciary duties and inform program planning and management.

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## WHAT'S THE VALUE IN DOING THIS?

- Taking time to appreciate what has been accomplished, while also looking ahead. A chance to self-reflect during what has been and will likely continue to be a busy year.
- Helps to set the tone for the year ahead. Ideally while creating strategic goals to create a sense of accountability to move FE forward.

## WHAT'S STAYING THE SAME?



SECTION 1: MSA &  
HA FACILITATED  
DISCUSSION



SECTION 2:  
HIGHLIGHTS &  
RESULTS



SECTION 3: SELF-  
ASSESSMENTS



SECTION 4:  
STRATEGIC GOALS  
FOR 2022-23

## WHAT'S CHANGING?



**Site feedback:** Real-time feedback in lieu of formal letters by EPs during MSA-HA facilitated discussions.



**SRRP activities:** Reordering of activities to improve flow of discussions.



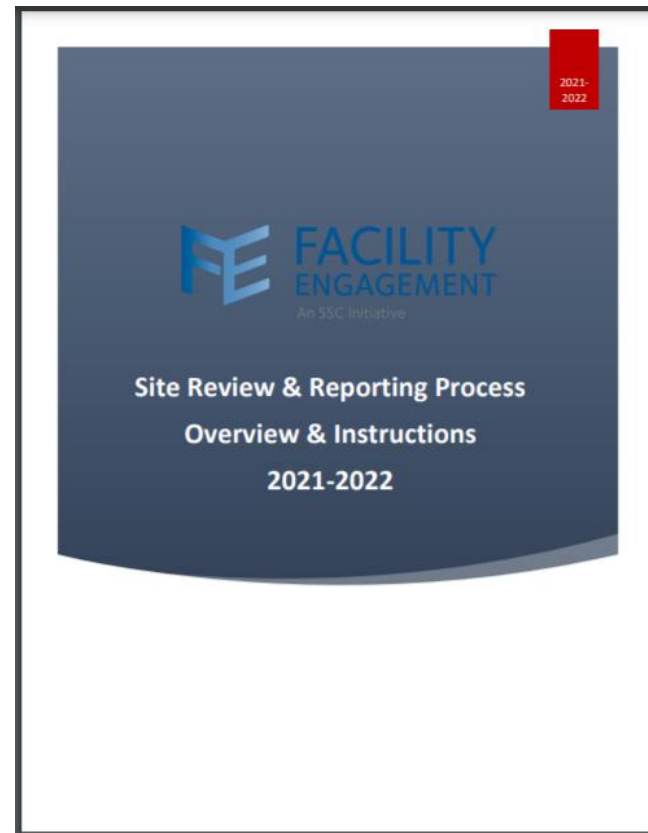
**External facilitators:** More support for external facilitators for facilitated discussions between MSAs and HAs (if needed).



**Templates:** A new online submission form to ensure consistency and ease of reporting.

# 2021-2022 SRRP INSTRUCTIONS

- [Instruction file](#)



# SECTION 1: MSA & HEALTH AUTHORITY FACILITATED DISCUSSION

## **Pre-Work:**

- Arrange a facilitated discussion between your MSA WG and key HA partners at your local site level to review and discuss 2021-22 activities
- Identify a key activity (or two), process or success to focus on

## **Steps:**

- Use the After Action Review Process to help guide discussions
- Summarize the discussion for 1 of the activities for the submission form
- Include EP feedback in the submission form for reference
- Share with your WG/Executives and HA partners including next steps



# SECTION 1: MSA & HEALTH AUTHORITY FACILITATED DISCUSSION CONT'D

## Activity

## What Happened

## Lessons Learned / Experiences

## Potential Next Steps

## Engagement Partner Feedback

## SECTION 2: HIGHLIGHTS & RESULTS

### Steps:

- Provide a summary of any opportunities or successes you would like to share, examples:
  - Progress made towards recommendations from your previous year's SRRP Feedback Letter
  - Highlights from your site's post-COVID response
  - Completion of a successful engagement activity or improvement of process
- Add results in the online submission form text box, or include as an attachment, example formats:
  - Report (annual summary report, etc.)
  - Summary
  - Impact Assessment Form (Evaluation Toolkit)
  - Meeting survey satisfaction (Evaluation Toolkit)

## SECTION 3: SELF-ASSESSMENTS

### Working Group Members

1. 2021/22 MSA strategic priorities support the FEI Outcomes 2019-2023
2. There was improved engagement among MSA members over the last year
3. There was improved engagement between MSA members and the site HA staff over the last year

## SECTION 3: SELF-ASSESSMENTS

### Health Authority Partners

1. Site structures and processes (MSA, HA, joint) support meaningful consultation and collaboration on priorities.
2. Site structures and processes (MSA, HA, joint) support effective communications between MSA and local site leadership.
3. There was improved engagement between MSA members and the site HA staff over the last year.

## Section 3 – Strategic Goals

Working Groups should review their strategic plan – do the goals still resonate with the group, and with activities receiving (or slated to receive) funds?

Identify three strategic goals



Identify existing activities that will continue into the next year / new activities that will be funded in the next year and that will support the advancement of the group's goals



Identify performance measures for each activity that will illustrate progress / success

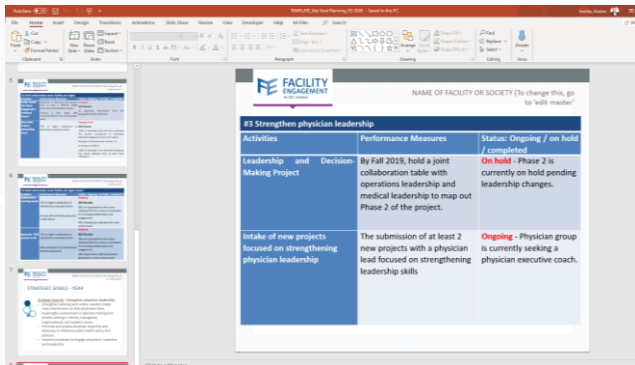
# Section 3 – Strategic Goals

## Resources to assist with reviewing goals

PowerPoint template to facilitate strategic planning discussion

Engagement Partner

Cascade Model / Criteria Matrix



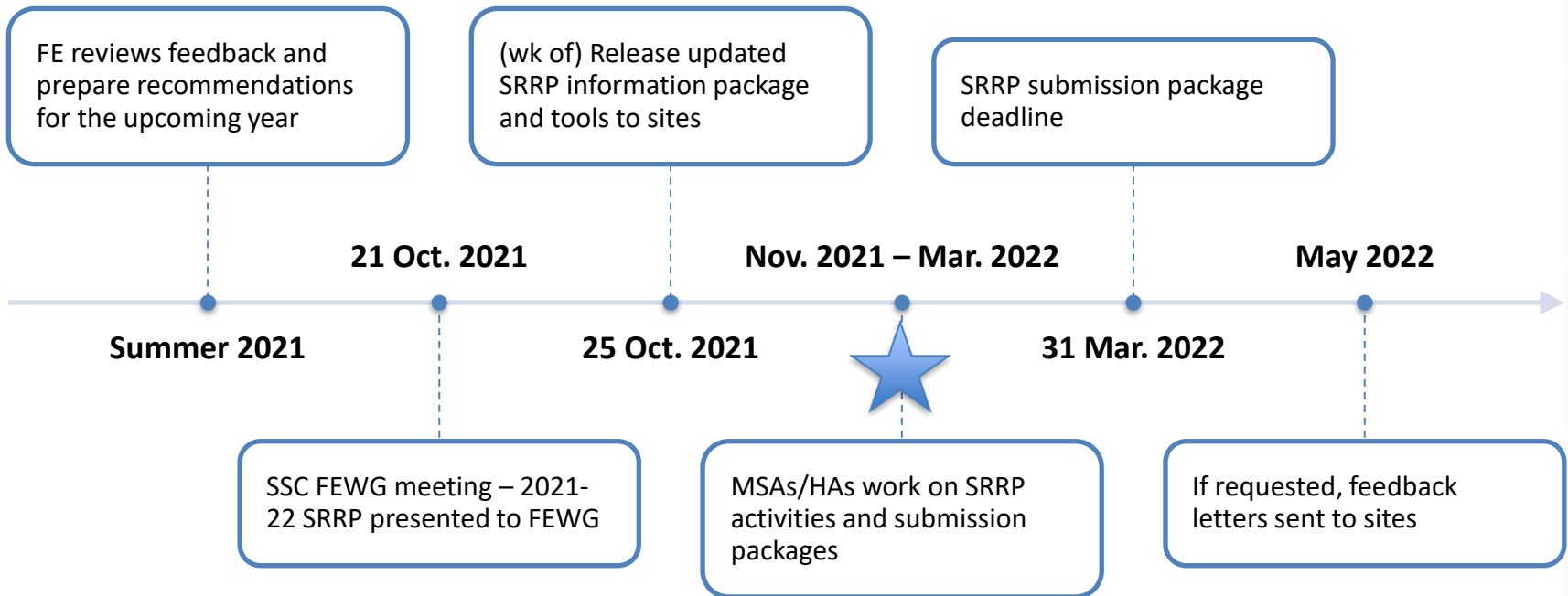
Issue Description:

Criteria	Strongly Disagree	Strongly Agree
The issue is aligned with the vision and values set out in the MSA's strategic plan	1 2 3 4 5	
The issue will influence positive change for the medical staff's work environment or patient care	1 2 3 4 5	
The timing aligns with current stakeholder activity (i.e. Health Authorities, Specialist Services Committee, Doctors of BC, community partners)	1 2 3 4 5	
There is an opportunity to influence change on this issue	1 2 3 4 5	
This is a new issue that has not yet been addressed through existing or ongoing work	1 2 3 4 5	
The issue requires urgent attention	1 2 3 4 5	
The benefit of taking strategic action outweighs the risk of doing nothing	1 2 3 4 5	
The issue is relevant to the entirety or majority of our MSA membership	1 2 3 4 5	
<b>SCORE (8-40 POINTS) =</b>		

## ONLINE FORM

- [Online fillable form \(bit.ly/FE-SRRP\)](https://bit.ly/FE-SRRP)
- Username: MSANAME@facilityengagement.ca
- Password: Refer to email

# TIMELINE





## TIPS

### Start Planning early!

- Begin scheduling meetings between HA partners and MSA physicians.
- Discuss with your EP and the Physician Leadership whether they would like to receive written feedback from your EP following the SRRP submission process.

## TIPS CONT'D

### Encourage MSAs to seek support

- If you feel your site may require a facilitator to allow for a more constructive conversation up to \$2000 is available to help towards this cost.
- Also, if sites have the available financial resources, site FE funds are able to be used to hire a consultant to aid in developing a Strategic Plan. Developing a multi-year plan would be the most efficient use of funds.

QUESTIONS?