

FACILITY ENGAGEMENT PARTICIPANT ROLES

Engagement Roles

Note: Medical Staff Association (MSA) and MSA elected officer roles are outlined in each health authority's medical staff rules and bylaws and may vary. The following are general guidelines only.

Medical Staff Association (MSA) role

Represents the voice and views of members

- Provides a forum to connect on issues
- Participates in planning medical service provision and planning
- Communicates with local and regional health authority (HA) medical / operational leaders
- Elevates matters of significance to local and regional tables

MSA Executive member (MSA elected officer)

Manages responsibilities for representing and addressing the collective interests of medical staff

- Maintains governance and decision-making structures
- Oversees Facility Engagement (FE) funding and reporting
- Creates structures and processes for communicating and interacting with the HA on shared priorities and for sharing information
- Consults, involves and collaborates with the HA on relevant MSA activities and projects
- Attends medical advisory committees as per HA medical staff rules and bylaws & other local / regional committees
- Communicates with medical staff on relevant decisions and matters from committees
- Manages MSA meetings, medical staff dues, and MSA administrators
- May speak for / inform individual member matters

For physician societies: [Physician Society Officers Overview](#)

MSA Working Group member

Advises and supports MSA executives

- Seeks/prioritizes member issues
- Supports engagement governance, strategic planning, funding decisions, progress monitoring
- Supports two-way communication with medical staff
- Communicates, consults, and collaborates with HA leaders
- Participates in MSA working group sub-committees, activities or projects
- Represents physician speciality group perspectives

Medical Staff member

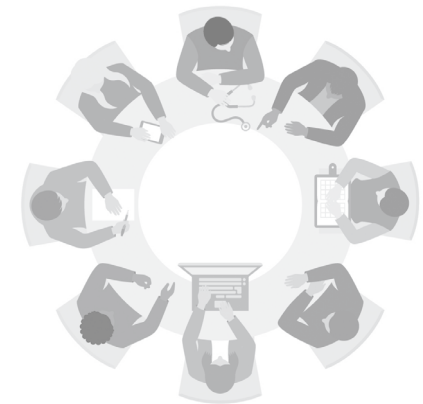
Participates and collaborates in MSA activities, planning and decisions

- Attends and participates in MSA meetings, activities, committees
- Reads/ engages in communication and requests for feedback (e.g. surveys, priorities) from the MSA executives/working group
- Leads, collaborates on, or implements an activity approved by the MSA Working Group or executives

Health Authority local, regional, sub-regional, provincial leader

Participates as a partner in achieving the MOU commitments

- Works with MSA executives on structures and processes for effective communication and interactions with medical staff on shared priorities and information sharing
- Consults, involves, and collaborates with medical staff on initiatives, plans and decisions directly affecting them
- Shares HA information with medical staff to support effective consultation and collaboration
- Partners with MSAs on FE funded activities
- Works with MSA executives to identify and address barriers and challenges for advancing medical staff and health authority communication, relationships and partnerships



For more information on roles, contact your Engagement Partner or e-mail: engagement@doctorsofbc.ca

FACILITY ENGAGEMENT PARTICIPANT ROLES

Support Roles

MSA Administrator

Director, manager, project manager, coordinator, administrative assistant – supports MSAs to carry out engagement work

- Supports MSA operational management, coordination, or administrative services
- Liaises with site's FE Engagement Partner
- Provides operational support to the MSA to meet SSC's reporting requirements
- Uses the Facility Engagement Management System (FEMS) to compensate medical staff for engagement activities, and monitor day-to-day financials

Engagement Partner

Advises, facilitates and connects MSAs and health authority leaders

- Builds relationships and partnerships for meaningful collaboration
- Develops MSA capacity: leadership, governance, strategic planning, health system influence
- Aligns and shares knowledge across and within sites and health authorities
- Identifies opportunities to consult/ collaborate on facility-focused care delivery and design
- Liaises with other Doctors of BC teams (e.g., Advocacy, Negotiations, Quality Impact, Primary and Community Care Transformation), JCC initiatives and funding streams

Additionally supports the SSC FE Working Group:

- Gathers MSA and HA partner information for decision-making
- Supports the HA representative by identifying regional priorities, successes, opportunities; and support to address barriers and challenges
- Supports the Doctors of BC physician representative by identifying local / regional priorities, issues and opportunities, and facilitating two-way communication

Facility Engagement Leadership and Operations Team

Responsible for managing the overall FE program, including:

- Financial and operational management and administration
- Support for the SSC Facility Engagement Working Group and strategic oversight
- Program analysis and evaluation to inform planning and knowledge sharing
- Risks and issues management
- SSC FE Working Group support
- Organizational and strategic development supports for MSAs

Provincial: Specialist Services Committee and Doctors of BC

Specialist Services Committee (SSC)

- Responsible for provincial oversight to FE through the SSC FE Working Group comprising Doctors of BC and health authority representatives, co-chaired by a Ministry of Health (MOH) and Doctors of BC representative.
- Approval of funding guidelines, criteria and processes
- Approval of full funding for sites
- Sponsorship of a provincial FE evaluation and annual site review process

Doctors of BC

- As per Physician Master Agreement (PMA) agreement, hires a provincial team to manage and operationalize the FE initiative, and provide supports and services to MSAs and health authorities

SSC Facility Engagement Working Group (SSC FEWG) role

SSC FEWG Doctors of BC Representative

As the voice of MSAs in their region, is integral in advancing meaningful engagement with HAs:

- Attends the SSC FEWG: provides input, raises strategic issues, opportunities
- Identifies regional/ local successes, opportunities, and barriers to engagement
- Supports two-way communication between local MSAs and the SSC FEWG
- Provides input into Doctors of BC activities where required
- Supports discussions with regional HA FE representatives

SSC FEWG Health Authority Representative

As a health authority FE sponsor, is integral in advancing meaningful engagement with medical staff:

- Attends the SSC FEWG – provides input and raises strategic issues and opportunities
- Supports/advances MOU commitments in the region
- Works with regional FE engagement partners (EPs) and HA staff to identify successes, leverage opportunities and address barriers and challenges to communication, consultation, and collaboration
- Shares HA priorities, plans, initiatives, and processes that directly impact medical staff
- Participates in regional and local medical staff meetings

For more information on roles, contact your Engagement Partner or e-mail: engagement@doctorsofbc.ca

FACILITY ENGAGEMENT PARTICIPANT ROLES AT A GLANCE

Medical Staff Association

(MSA) Local site/program

- Members' voice and views
- A forum to inform, connect, prioritize

MSA Executive members (elected)

- Engagement governance, activities
- Members' collective priorities
- Local/regional committees, health authority meetings
- MSA business

MSA Working Group members

- Support for MSA executives
- Engagement activities, committees
- Member / Dept. representation

Meaningful consultation & collaboration on shared priorities about patient care & the clinical workplace



Two-way communication with medical staff

Health Authority

Health Authority (HA) local, regional, sub-regional, provincial leaders

- Actively partner to achieve MOU commitments
- Partner with MSA on effective structures & processes for interacting with medical staff
- Provide relevant HA information
- Partner with the MSA on relevant FE activities
- Partner with the MSA to work on challenges for advancing MSA-HA engagement

Support Roles

MSA ADMINISTRATION

FE ENGAGEMENT PARTNERS

FE PROVINCIAL OPERATIONS TEAM

SSC FE WORKING GROUP

- Physician / MSA Representation
- Health Authority Representation

DOBC / MOH

Physician Master Agreement/
Facility Engagement Funding