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| Requirement  INSERT FACILITY NAME HERE | Evidence | Date or Relevant Notes |
| **Commitment to Participate in Facility Engagement** | Motion passed at the Medical Staff Association meeting approving commitment to the Facility Engagement Initiative and establishing a representative structure. |  |
| Joint letter of intent executed by both physicians and health authority leadership |  |
| **Financial Management and Accountability** | Dedicated human resources (administrator, manager, physician, etc.) responsible for managing funding secured |  |
| **Developing a Governance and Decision-Making Structure** | Appropriate governance and decision-making structure clearly articulated and documented in terms of reference |  |
| Motion passed at the Medical Staff Association meeting approving the terms of reference |  |
| Membership list of privileged physicians obtained |  |
| Membership list maintenance process established |  |
| **Annual Planning** | Annual plan developed |  |
| Budget developed |  |
| **Health Authority Partnership** | Health authority point person for Facility Engagement Initiative identified |  |
| Framework mutually agreed on between the Physician Society and health authority leaders for a mechanism to establish effective lines of communication and collaboration |  |
| **Technical Requirements** | Appropriate technical equipment procured  **Note:** See technical requirements information document at <http://www.facilityengagement.ca/fems-facility-engagement-management-system> | *This item will need to be completed once the Administrative structure is in place and the site can be made operational in FEMS.* |