

Introduction to the Site Engagement Activity Tracker (SEAT) Online Submission Form

? What is the Site Engagement Activity Tracker (SEAT)?

SEAT is an online platform for sites involved in Facility and Community Engagement (FCE) work to enter and update site engagement activity information. This tracker captures MSA/Physician Society activities, learnings and stories of change.

? Why is it important to participate in this provincial information collection and sharing process? *By participating in SEAT, you:*

- Support physician-colleagues from across BC with their FCE work, and in turn, draw on their experiences and ideas to help with your own activities
- Share successful approaches to save time and resources, and learn about risks and pitfalls that can be avoided
- Connect with other sites involved in similar work to leverage good ideas and avoid reinventing the wheel
- Provide a strong case for ongoing support for these activities, which includes contributing to the provincial evaluation to assess the value of FCE work
- At the provincial level, assist in contributing to a fulsome repository of FCE activities to prepare for the re-negotiation of the Physician Master Agreement, which includes the FCE Initiative and its funding, as well as to inform program planning and management

? Who enters SEAT data?

MSA/Physician Society Project Managers are usually responsible for populating SEAT. Other support team members or Physician Leads may also be assigned to this task.

? What kind of information can be found on SEAT?

Activities and initiatives that support building internal physician communication, engagement and governance, and relationship-building and collaboration with site administrators and staff, and regional health authorities.

? How often is SEAT updated?

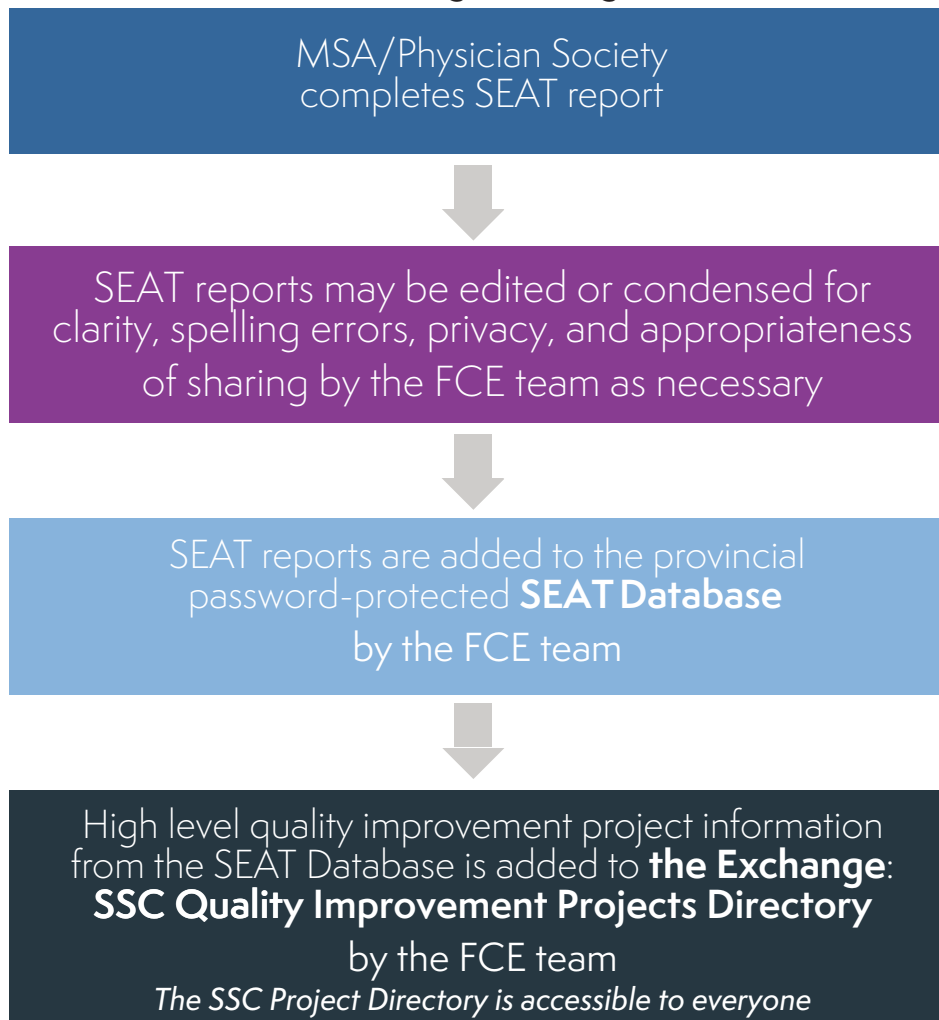
On a biannual basis. Submission deadlines are as follows:

- October 15 (for activities occurring in quarters 1 and 2)
- April 15 (for activities occurring in quarters 3 and 4)

SEAT Tips

When making an entry into SEAT please provide a clear, concise, and brief high school-level description of each activity. Ensure that comments are appropriate for sharing with a wider audience and that a source is provided for any references. Avoid subjective terminology and assumptions (i.e. “patient care is poor”), acronyms, personal names of physicians or health authority representatives or other collaborators, and inflammatory language when referencing challenges. For examples, please refer to the website FAQs tab.

SEAT Knowledge Sharing Process



How can I access SEAT?

SEAT is accessible to all facilities once they have been approved for full funding by the Specialist Services Committee at www.facilityengagement.ca/seat. One user account is set up per facility, using the facility email address as the username (i.e.: **MSAname@facilityengagement.ca**).

Please respect confidentiality and limit sharing your SEAT password to SEAT account users such as your MSA/Physician Society project manager and MSA/Physician Society executive leader(s). To find out the funding status of your facility or to inquire about the process for obtaining full funding, please contact your local Engagement Partner.

For more information or to set up your SEAT account, please email seatsupport@doctorsofbc.ca.