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| **SSC facility engagement**  **XXXX msa**  **MSA EHR PHYSICIAN LEAD** |
| **JOB DESCRIPTION** |

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| **MANDATE** |
| The MSA EHR Physician Lead is the XXXX MSA representative that will engage medical staff and report back to the XXX MSA members on matters of importance relating to the successful implementation of the EHR at XXXXX Hospital.  The key goal of the [Memorandum of Understanding (MOU)](https://facilityengagement.ca/sites/default/files/2019%20PMA-MOU-Introduction%20of%20EHRs%20In%20Health%20Authority%20Facilities.pdf?search=ehr) on Introduction of EHRs in Health Authority (HA) facilities, is to ensure health authorities actively engage physicians before and throughout implementation of EHRs. To support the successful implementation of the EHR in the facility, the EHR MSA EHR Lead’s purpose is:   * To support MSA member participation in EHR development, implementation and communication. * To be the MSA physician point of contact for EHR leadership to share information and discuss relevant matters. * To support dedicated space and time for MSA members to discuss and prioritize EHR-related issues and concerns brought forward from MSA members. |
| **OBJECTIVES AND RESPONSIBILITIES** |
| * Monitor MSA/HA engagement and support medical staff awareness and readiness for EHR implementation. * Identify gaps and alignment opportunities between the MSA and current HA EHR governance and input structures. * Support the HA evaluation/measurement strategy to evaluate the success of the engagement strategies and impacts to medical staff and patient care. * Ensure clear processes (including feedback loops between MSA and EHR leadership) are established and outlined for physicians to identify and report issues, questions and problems. * Develop budget for engagement activities related to EHR implementation. * Escalate un-resolved problems/issues/concerns to EHR/ HA leadership, as necessary. |

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| |  |  | | --- | --- | | **Engagement Partner (EP)**  The EP provides initial and on-going advice, recommendations, and support to physicians and health authorities in their efforts to improve collaboration and engagement in the planning and implementation of EHRs. This includes but is not limited to, assisting MSAs to access EHR one-time funds, funding oversight to ensure alignment with MOU, assisting in setting up staffing/administrative infrastructure to support engagement work as well as sharing best practices and key learnings from other sites that have gone through an EHR implementation.  **Regional Advisor and Advocate (RAA)**  The RAA represents the physician interests and will advocate with and for physicians on issues relating to implementation of EHRS. RAA will advise physicians on strategies and steps to help raise their issues and collaborate on solutions with their Health Authority partners. | | | **MEETINGS** | | | Frequency | Updates will be provided at the regular MSA meeting utilizing all existing location, decision-making, and record-keeping bylaws. | | |
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| **FUNDING CAN BE USED FOR** | MSA EHR Physician Lead’s participation in engaging with medical staff and HA partners on EHR implementation will be paid from the Specialist Services Committee (SSC) (*up to $35,000.00 or $50,000.00 – depending on site level*) and administered by the XXX Medical Staff Association. Standard sessional rates will apply, and 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 (see above). |
| **CONFIDENTIALITY** | The MSA EHR Physician Lead may possess confidential documentation or participate in confidential discussions; this information will not be disclosed to anyone other than the members of the MSA. The information shall be stored with reasonable security measures appropriate to its sensitivity or potential harm. |
| **CONFLICT OF INTEREST** | The MSA EHR Physician Lead will disclose any matters that may constitute a direct or indirect conflict of interest between personal or professional activities and responsibilities as MSA EHR Lead. EHR Leads 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** | MSA EHR Physician Leads are expected to:   * Have a comprehensive understanding of the purpose and goals of the MOU on EHR implementation * Maintain and improve the collaborative relationship with the various partners and stakeholders of the sub-committee and broader EHR committees. * Able to facilitate effective communication between MSA and EHR * Actively represent the views and interests of all MSA members. |
| *Approved: May 2021* | |