


# SEAT > FEMS Integration Training Provincial Webinar

February 3, 2022

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The Facility Engagement Management System.

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 Password

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account?

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“We would like to acknowledge that the land we live and work on in this province is comprised of the many traditional, ancestral, and unceded territories of First Nations, Métis, and Inuit peoples. When we acknowledge the land, I hope that it is an opportunity for all of us to reflect on the ongoing history of colonialism in our country, and as leaders in healthcare, consider ways that we can further incorporate antiracism and decolonization into improving our communities”.



## During the Webinar:

- All participants are muted to ensure there is no competing background noise.
- The chat function has been disabled.
- Please use the Q&A for any questions or comments.
- If you would like to clarify, please use the raise hand function and we will allow attendees to come off mute.
- The webinar is being recorded and will be released in the days after the session.

# Contents

- What's changed and **why**?
- How do I submit new **engagement activities** into the SEAT database?
- How do I submit new **sub-activities** into the SEAT database?
- How do I **include or exclude** an existing EA/SA?
- SEAT **notifications** in FEMS
- SEAT **filters** in FEMS

## What's Changed?

All SEAT data is now submitted  
through FEMS

**Below are the submission deadlines:**

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

## What Has **NOT** Changed?

- Only the SEAT online submission form (where you update your semi-annual SEAT updates) has been integrated into FEMS
- To see what other sites are working on, you will continue to go to the SEAT Database or the SSC Exchange:

### What is the SEAT database?

It's a separate password-protected database that pulls detailed information reported in FEMS related to MSA/Physician Society activities

### What is the SSC Exchange?

It's a separate public access directory that pulls (less detailed) information from FEMS with a quality focus, as well other Specialist Services Committee (SSC) and Shared Care Committee (SCC) quality improvement project information

## Why the Change?

- Reduce the amount of time required to submit SEAT (only one place to log in and enter information)
- Improve the user experience when entering SEAT data
- Decrease the amount of time spent for the data cleaning process by FE
- Improve data capturing method for provincial program evaluation – i.e. create easier links between burn rate and ROI



**FACILITY  
ENGAGEMENT**

An SSC Initiative



How do I submit  
Engagement Activities  
into the SEAT database?



**SEAT: Move the toggle to YES** to include this EA in the SEAT database.

Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

Dashboard **Activities** Claims Finance Reporting

Dashboard > Manage Engagement Activities > Create Engagement Activity

## Create Engagement Activity

Engagement Activity Budget Roles SEAT

\* Physician Society/MSA  
Friends Physician Society

\* Facilities  
Central Perk x

Is this activity governance based?  
☒ Yes

**Include this activity in SEAT?**  
☒ Yes

Share activities with other MSAs in our SEAT database.  
Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

\* Name of Engagement Activity  
Training: COVID-Related Meetings and Activities

\* Activity Purpose / Summary ⓘ  
This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

\* Start Date  
12-09-2021

End Date  
mm-dd-yyyy

\* MOU Category  
Issues of importance to the medical staff

## Create Engagement Activity

Engagement Activity

Budget

Roles

SEAT

SEAT Status

Draft

Health Authority

\* Medical Area/Specialty

(Which medical area will be most impacted by this activity? Select the best fit from the list. You can select multiple options)

\* Activity Type

(Select the best fit from the list for activity type. You may select up to three choices. Please note: Activity type 'physician engagement general or clinical' may be used for midwives and dentists)

- ☐ Physician engagement general (e.g. involvement in discussions, decisions, workplace improvements, feedback, priority-setting, building physician community)
- ☐ Physician engagement clinical/medical (e.g. collaborative activities and solutions specific to patient care)
- ☐ Health authority collaboration (e.g. meetings, planning, projects with HA leadership, admin and/or allied/program staff)
- ☐ Regional/ community/ provincial/ partner collaboration or outreach (e.g. physicians at different sites, Divisions of FP)
- ☐ Networking (e.g. social and speaking events, opportunities for physician connections)
- ☐ Physician wellness (e.g. activities that specifically address burnout, support physician health)

Choose from the  
dropdown menu the  
**Medical Area/Specialty**

You may select  
up to 3 choices

Include any progress, next step and results you have to report.

**NOTE:** this can remain blank until the EA is approved

**NOTE:** this must be filled in prior to completing the **SEAT EA**.

\* Was Health Authority Input Received?

— Select A Input —

Is EA Lead Contactable?

☐ No

Share Physician Lead Name? ⓘ

☐ No

Progress and Next Steps ⓘ

Indicate what progress you have made on achieving your objectives and list your next steps.  
(minimum 150 characters required)

Results/Impact of Activity ⓘ

If the project/activity is complete, provide a high level summary of the results and how the project/activity impacted engagement. Maximum 1,000 characters.

Updated:

Save Draft

Submit Activity for Approval

< Back

Cancel

Click **SUBMIT ACTIVITY  
FOR APPROVAL**



**FACILITY  
ENGAGEMENT**

An SSC Initiative



How do I submit  
Sub-Activities into  
the SEAT database?

You can select **Yes** to  
'Include this activity in  
SEAT?'

FE FACILITY ENGAGEMENT  
An SSC Initiative

Test Environment

Support

Dashboard

Activities

CL

Dashboard > Manage Engagement Activities >

Training: COVID-Related

Friends Physician Society

Edit Activity

Create a Sub-activity

Sub-activities

Details

SEAT

DETAILS

Status

Active

Priority

Normal

Starts

Dec 08, 2021

Last Updated

Dec 08, 2021

ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

Sub-Activities

Participants

Classifications

Create a Sub-Activity

\* Activity Type

Administration

Include this activity in SEAT?

No

Share activities with other MSAs in our SEAT database.

Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

\* Name

Covid meeting session

\* Activity Purpose / Summary (minimum 150 characters required)

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

\* Start Date

12-08-2021

End Date

mm-dd-yyyy

Submit

Cancel

How do I  
include/exclude/update  
an existing EA?

Dashboard
Activities
Claims
Finance

Dashboard > Manage Engagement Activities > Training: COVID-Related

### Training: COVID-Related Meetings and Activities

Friends Physician Society

Edit Activity

Create a Sub-activity

Submit a Claim

Submit an Expense

Attach Files

Hold Activity

Complete Activity

Details

SEAT

DETAILS

Status			
Priority	Normal ↑	MoU Category	Central Perk
Starts	Dec 08, 2021	Issues of importance to medical staff ⓘ	
Last Updated	Dec 08, 2021	Project No.	123

ACTIVITY PURPOSE / SUMMARY



This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

BUDGET TRACKING


Funds Committed	\$1,000.00
Cumulative Actuals	0%
Funds Remaining	100%
	\$0.00
	\$1,000.00

Click **Edit Activity** to move the 'Include this activity in SEAT?' toggle from Yes to No, or No to Yes and click **Submit**

# SEAT UPDATE Required


Support  32
Welcome Mrs. Geller ▾


Dashboard
Activities
Claims
Finance ▾
Reporting ▾



### Notifications

51 Payment Problems
44 Pending Review
2 New Users

1 Unclaimed Funds
1 SEAT Update Required ▾



### Physician Societies/MSAs

PHYSICIAN SOCIETY/MSA ▴	CUMULATIVE ALLOCATION ▴	FUNDS REMAINING ▴
Friends Physician Society	\$383,250.93	\$338,036.85

Showing 1 to 1 of 1 entries 1

### Notifications

- SEAT Update Required:** SEAT EAs requiring progress updates (if applicable).

Jul 18, 2018	<span>Pending Review</span>	X83E65	\$375.05
Jul 18, 2018	<span>Pending Review</span>	XQQG2X	\$35.00
Jul 04, 2018	<span>Payment Queued</span>	5JN225	\$790.10
Jul 04, 2018	<span>Draft</span>	X63MK5	\$150.02
Jun 05, 2018	<span>Draft</span>	52Z4E5	\$6.36


# SEAT Filters: Finding SEAT EAs/SAs

- **Draft:** SEAT EA has not yet been submitted to SEAT
- **Submitted:** SEAT EA has been submitted to PO for review for SEAT
- **Info Required:** The EA has been returned to the Physician Lead / PS Admin for further information. PS Admin to review comment from PO, make updates and re-submit.

Dashboard > Manage Engagement Activities

## Manage Engagement Activities

Create Engagement Activity

Engagement Activities							
Engagement Activities		Physician Society/MSA	Lead	Status	Fund	SEAT ID	More
Pending Approval							
 Training: COVID-Related Meetings and Activities	Friends Physician Society	Geller, Monica	Pending Approval	\$10			
Active							
Training: COVID-Related Meetings	Friends Physician Society	Freud, Sigmund	Active	\$1,000.00	\$0.00	\$0.00	0%



## Can I edit my responses to SEAT questions?

Note that most of the SEAT responses will be 'locked' after submitting. For fields such as Progress and Next Steps, Health Authority Engagement and Results/Impact, you will be able to add additional updates as necessary.

## Difference between a SEAT ID number and a project number in FEMS

The existing 'Project No.' renders on the EA Details tab that everyone can see, and is editable by the EA Lead / PS Admin. It is an optional field. The new 'SEAT ID' is now included on the SEAT tab. This value is autogenerated, unique and non-editable, and will be used as the common identifier between the FEMS EAs and the SEAT EAs.

## What EAs shouldn't I include as SEAT EAs in FEMS?

Activities that are required as part of the regular requirements/operations of a physician society do not generally need to be included in SEAT, as there wouldn't be much benefit to other sites from learning about them. Examples may include regular business events, governance, annual general meetings, working group meetings, etc

## Activity Purpose/Summary: what does this mean for my existing EA data?

For existing SEAT EAs in FEMS (where the SEAT toggle is set to 'Yes'), the Activity Purpose/Summary data that you had included in the SEAT online form prior to the integration was used instead of what was in FEMS – as in many cases the information provided there was more fulsome for knowledge sharing purposes. This means that the FEMS information was overridden with the SEAT information that you had included.

## What else do I need to know?

All of your data from SEAT has been migrated over, where possible, and should be visible upon logging into FEMS.

‘OBJECTIVES OF ENGAGEMENT ACTIVITY’ and ‘DESCRIPTION OF ENGAGEMENT ACTIVITY’ have been merged into one field: ‘Activity Purpose/Summary’ for all EAs in FEMS.

## Additional Resources

- [SEAT Overview](#)
- [SEAT FAQs](#)
- [SEAT Database](#) (log in required)
- SEAT Support Questions - [seatsupport@doctorsofbc.ca](mailto:seatsupport@doctorsofbc.ca)
- FEMS Support Questions - [femssupport@doctorsofbc.ca](mailto:femssupport@doctorsofbc.ca)



Questions ?