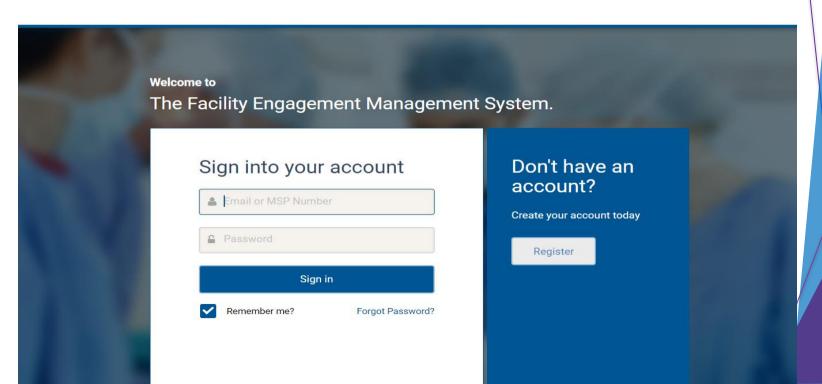


# **SEAT > FEMS Integration Training Provincial Webinar**

**February 3, 2022** 





"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**?

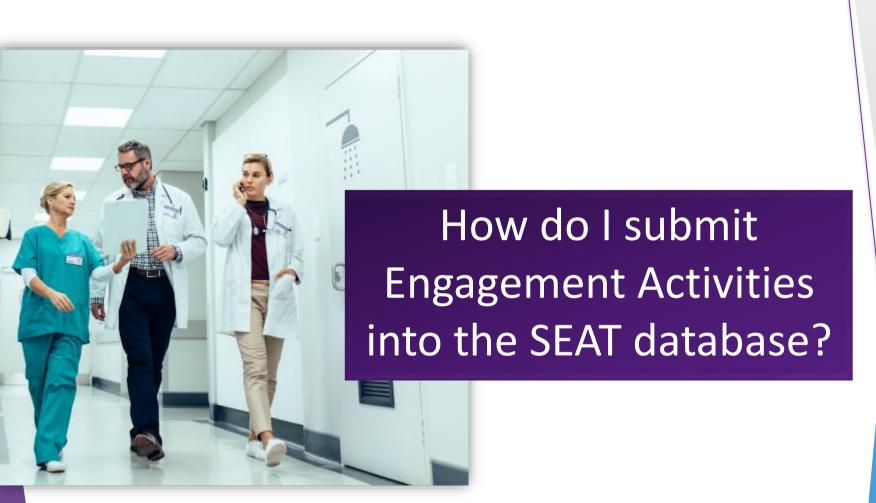
It's a separate public access directory that pulls (less detailed) information from FEMS with a quality focus, as well other Specialist Services Committee (SSC) and Shared Care Committee (SCC) quality improvement project information



### 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

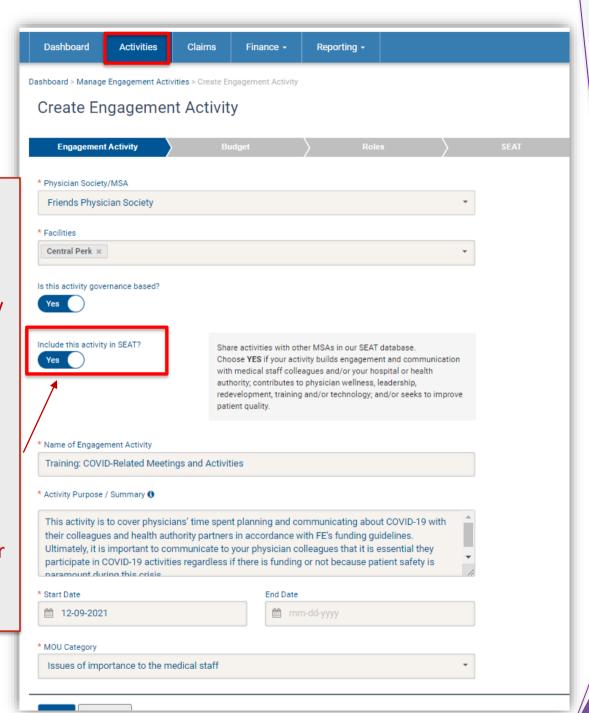






**SEAT: Move the toggle to YES** to include this EA in the SEAT database.

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

SEAT Status

Draft

Choose from the dropdown menu the Medical Area/Specialty

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)

You may select up to 3 choices

\* 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)

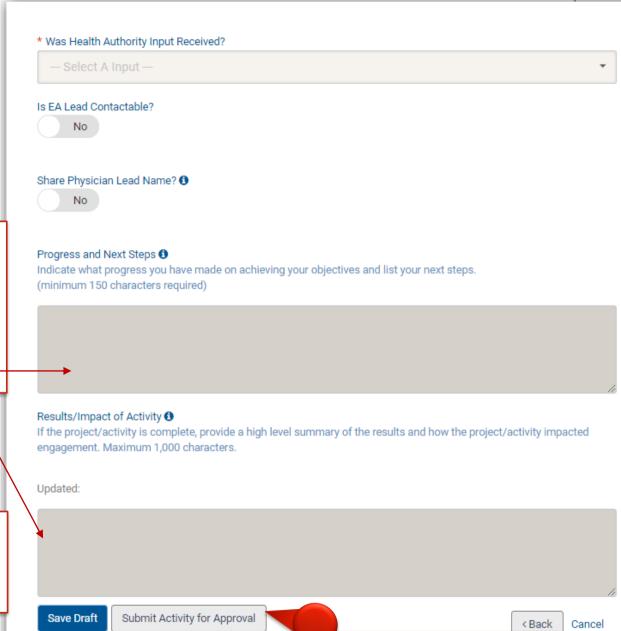
- Physician engagement general (e.g. involvement in discussions, decisions, workplace improvements, feedback, priority-setting, building physician community)
- Physician engagement clinical/medical (e.g. collaborative activities and solutions specific to patient care)
- Health authority collaboration (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)



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**.



Click SUBMIT ACTIVITY
FOR APPROVAL

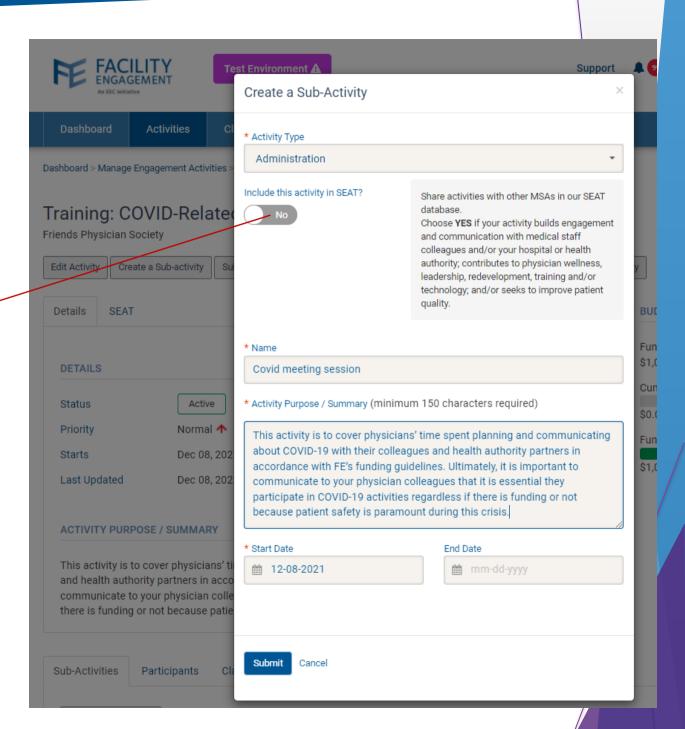




How do I submit Sub-Activities into the SEAT database?



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





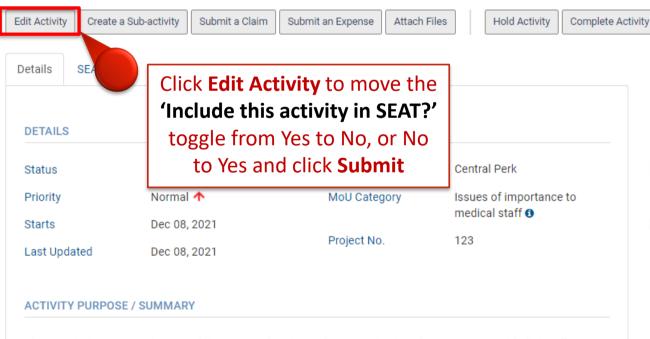
Dashboard Activities Claims Finance

Dashboard > Manage Engagement Activities > Training: COVID-Rela

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

#### Training: COVID-Related Meetings and Activities

Friends Physician Society



#### BUDGET TRACKING

Funds Committed \$1,000.00

Cumulative Actuals

0%

100%

\$0.00

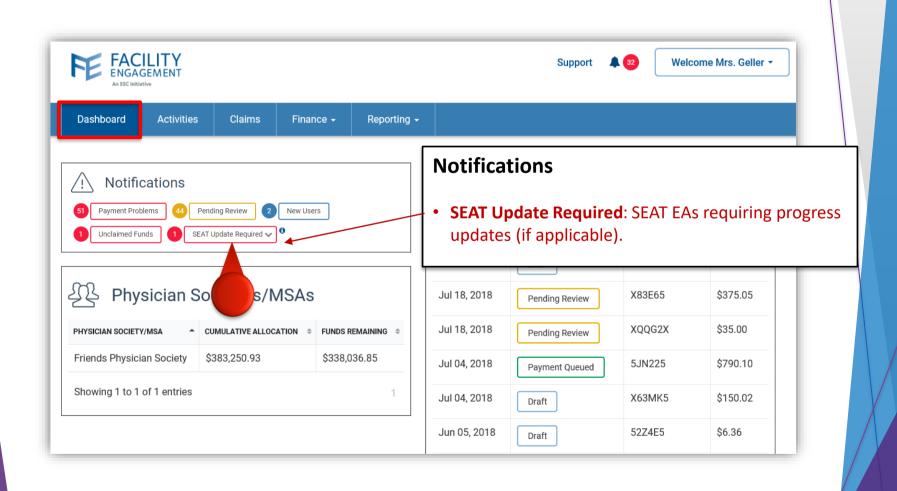
Funds Remaining

\$1,000.00

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.

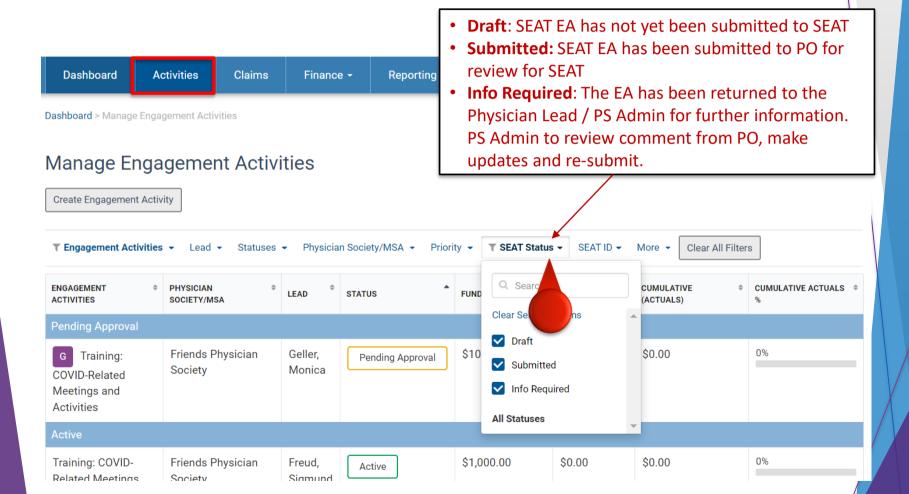


# SEAT UPDATE Required





# SEAT Filters: Finding SEAT EAs/SAs





# 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 <u>seatsupport@doctorsofbc.ca</u>
- FEMS Support Questions femssupport@doctorsofbc.ca





Questions?