



Site Review & Reporting Process (SRRP) 2020-21

November 18, 2020

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What is the SRRP?

- Annual check-in with MSAs, HAs, and the SSC FEWG
- Chance to review progress made in support of FEI Outcomes
- Create opportunities for participants to reflect on strategies and activities and plan for the year ahead

SRRP Objectives

- Support MSA and HA discussions on successes and challenges
- Provide planning templates to MSAs
- Support earlier opportunities for HA partners to be consulted and engaged
- Equip the SSC FEWG with relevant information to meet their fiduciary duties and inform program planning and management.

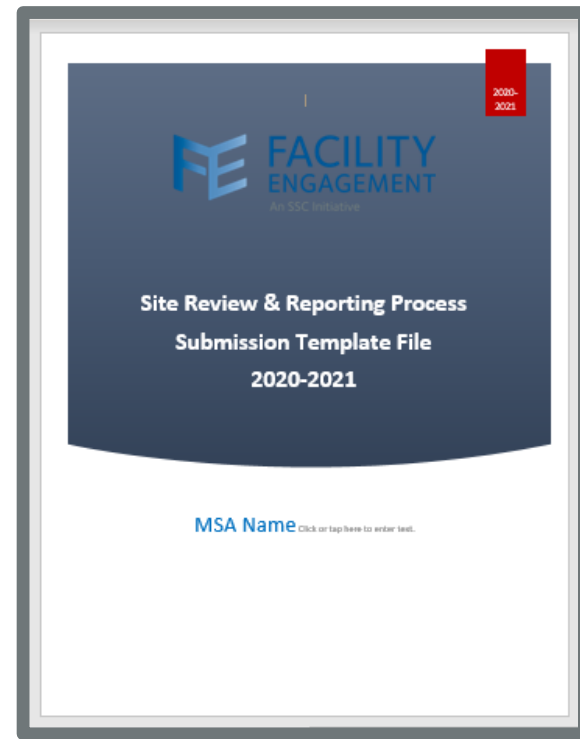
2019-20 Feedback Received

1. Reduce the amount of paperwork submitted by sites
2. Limit the number of self-assessment statements submitted
3. Refine templates provided
4. Focus primarily on:
 - Facilitated discussions with the MSA and HA
 - Strategic planning activities

SRRP Enhancements for 2020-21

- A standalone instructions file and a separate fillable submission template
- Adoption of the AAR
- Simplified self-assessment questionnaires
- A standalone Results / Highlights section in the template file
- A template PPT presentation to facilitate a review of your site's strategic goals

October 30th Email



Section 1 – Facilitated Discussion

Schedule a time with EP, Working Group and HA partner to have a virtual discussion



Pre-work: have the Working Group identify an activity / activities that will be the focus of the discussion with HA partner (i.e. COVID-10 prep & planning, other FE funded activities)



After Action Review – the EP will facilitate the discussion using the AAR questions. Project Managers / staff to take notes and participate in discussion (optional)



- Share notes and action steps with WG and HA partners
- Submit the notes with SRRP submission

Section 2 - Self-Assessment Statements

MSAs

- 2020/21 MSA strategic priorities support the FEI Outcomes 2019-2023
- There was improved engagement among MSA members over the last year
- There was improved engagement between MSA members and the site HA staff over the last year

Section 2 - Self-Assessment Statements

HA Partners

- Site structures and processes (MSA, HA, joint) support meaningful consultation and collaboration on priorities
- Site structures and processes (MSA, HA, joint) support effective communications between MSA and local site leadership
- There was improved engagement between MSA members and the site HA staff over the last year

Section 3 – Strategic Goals

Working Groups should review their strategic plan – do the goals still resonate with the group, and with activities receiving (or slated to receive) funds?

Identify three strategic goals



Identify existing activities that will continue into the next year / new activities that will be funded in the next year and that will support the advancement of the group's goals



Identify performance measures for each activity that will illustrate progress / success

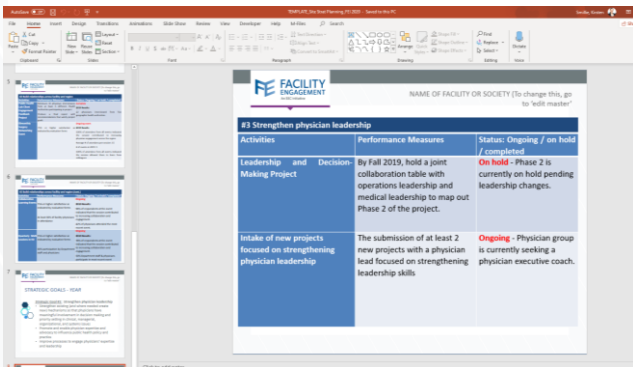
Section 3 – Strategic Goals

Resources to assist with reviewing goals

PowerPoint template to facilitate strategic planning discussion

Engagement Partner

Cascade Model / Criteria Matrix



Issue Description:

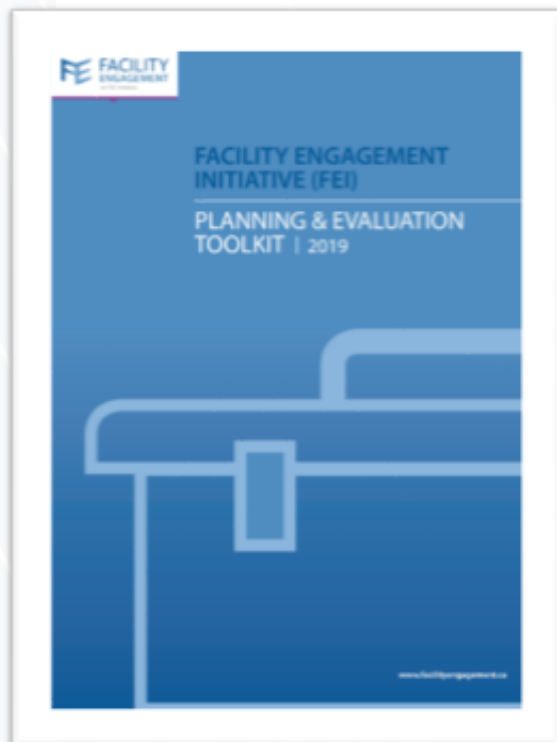
Criteria	Strongly Disagree	Strongly Agree
The issue is aligned with the vision and values set out in the MSA's strategic plan	1 2 3 4 5	
The issue will influence positive change for the medical staff's work environment or patient care	1 2 3 4 5	
The timing aligns with current stakeholder activity (i.e. Health Authorities, Specialist Services Committee, Doctors of BC, community partners)	1 2 3 4 5	
There is an opportunity to influence change on this issue	1 2 3 4 5	
This is a new issue that has not yet been addressed through existing or ongoing work	1 2 3 4 5	
The issue requires urgent attention	1 2 3 4 5	
The benefit of taking strategic action outweighs the risk of doing nothing	1 2 3 4 5	
The issue is relevant to the entirety or majority of our MSA membership	1 2 3 4 5	
SCORE (8-40 POINTS) =		

Section 4 – Highlights & Results

- Provide a summary of opportunities/ successes you would like to share with the SSC
- Examples:
 - a report written by a consultant who was hired to support a QI project
 - summary of survey results related to an education event
 - the completed Impact Assessment Form provided in the FE Planning & Evaluation Toolkit
- Not necessary if already included in SEAT

Section 4 – Highlights & Results

Resources to assist with capturing / reporting impact



MEETING / COMMITTEE SATISFACTION SURVEY | FISCAL YEAR 2019/2020

Please tick the group that represents you best:
 Member Other Staff Other

Statement & the number that reflects your assessment of each of the following	1 (Strongly Disagree)	2	3	4	5 (Strongly Agree)
1. Relevance of the meeting / committee for facilities management staff at my school / workplace / service facility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation in the meeting / committee are inclusive and accessible to all members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Anticipation of the meeting / committee gives me the opportunity to register my views and for my views to be taken into account.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Clear and appropriate information is provided to all members of the meeting / committee in advance of the meeting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Staff / members are able to contribute to the meeting / committee and influence the decisions made.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. How effectively the meeting / committee has achieved its objectives:

- I was able to bring forward my views / concerns to the meeting / committee.
- I was able to discuss my views / concerns with the meeting / committee and have them taken into account.
- I was able to discuss my views / concerns with the meeting / committee and have them taken into account.
- I was able to discuss my views / concerns with the meeting / committee and have them taken into account.

5. Overall, I am satisfied with the way the meeting / committee has been run.

6. Overall, I am satisfied with the way the meeting / committee has been run.

ACTIVITY IMPACT ASSESSMENT

Please tick the number that reflects your assessment of each of the following:
 1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

1. How effectively the meeting / committee has achieved its objectives:

- I was able to bring forward my views / concerns to the meeting / committee.
- I was able to discuss my views / concerns with the meeting / committee and have them taken into account.
- I was able to discuss my views / concerns with the meeting / committee and have them taken into account.
- I was able to discuss my views / concerns with the meeting / committee and have them taken into account.

2. Overall, I am satisfied with the way the meeting / committee has been run.

3. Overall, I am satisfied with the way the meeting / committee has been run.

Timeline

Timeline	Activity
Late Fall	MSAs and HA partners receive information and resources about the SRRP
Winter	<p>Facilitated discussions take place with MSA WG and HA partners</p> <p>MSA Strategic Planning</p> <p>MSA work on their submission packages</p>
March 31	MSAs send completed SRRP submission packages to engagement@doctorsofbc.ca
April / May	<p>Site submission packages are reviewed by FE and the SSC FEWG</p> <p>Feedback letters are sent to MSA/HA participants</p>
June – October	<p>EPs review feedback letters with each site</p> <p>EPs present to HA partners to review regional themes, opportunities and barriers</p>

Thank you!

engagement@doctorsofbc.ca