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| **SSC facility engagement**  **[INSERT NAME OF PHYSICIAN SOCIETY]**  **FACILITY ENGAGMENt**  **[Working group/COMMITTEE/ETC]** |
| **TERMS OF REFERENCE** |

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| **MANDATE** |
| The XXXX Working Group (Working Group) is a representative body/committee of the [INSERT PHYSICIAN SOCIETY NAME] that will engage [XXX MEDICAL STAFF] and advise the Board of Directors of [INSERT NAME OF PHYSICIAN SOCIETY] on matters of importance to medical staff, their patients and to the Health Authority.  The intention of the Memorandum of Understanding on Regional and Local Engagement (MOU) is to strengthen the relationships and engagement between medical staff and Health Authority leadership. To support this, the Working Group is tasked with finding ways to:   * Ensure views are more effectively represented * Contribute to the development and achievement of Health Authority plans and initiatives with respect to matters directly affecting medical staff * Prioritize issues affecting medical staff and patient care * Have meaningful interaction with Health Authority leaders including but not limited to physicians in formal Health Authority medical leadership roles |
| **OBJECTIVES AND RESPONSIBILITIES** |
| The Working Group shall make recommendations to the Board of Directors on matters that include, but are not limited to:   1. Creation of a work plan and a budget for the allocation of funds 2. Identifying possible projects and initiatives that meet theobjectives of the MOU 3. Consulting with representatives of the medical staff as necessary in the completion of the mandate; 4. Consulting and engaging with health authority leaders on regional and local issues as defined in the MOU; and 5. As required, engage with provincial Facility Engagement Evaluation Team 6. Other matters that may be referred to it by the Board of Directors. |
| **MEMBERSHIP** |
| The Working Group is intended to be representative of the medical staff, and will be comprised as follows:  [INSERT AS REQUIRED FOR SITE PARTICUALRS]   * X representative of departments/divisions/medical staff * % of Directors of Society [recommend at least 1, and discourage 0] * % of medical staff, shall when necessary include non-physicians   TERM: serve a term of one (1) year with a maximum of three (3) consecutive terms. **[OPTIONAL CLAUSE – RECOMMEND MINIMUM TERMS]**  The Working Group/Chair may invite ad hoc guests to discuss matters related to a specific topic as needed or required. |

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| **CHAIR** | |
| On an annual basis, the Chair will be selected by the Working Group from among its members for a term of one (1) year with a maximum of three (3) consecutive terms.  The Chair will serve as the official spokesperson of the Working Group and will provide leadership to the Working Group while ensuring cohesion of direction and purpose. The Chair will facilitate orderly meetings, establish, in advance, a meeting schedule and agendas and will be responsible for the oversight of project planning | |
| **MEETINGS** | |
| Frequency | The Working Group will meet monthly for the first year then bi-monthly thereafter. [OPTIONS TO BE CONSIDERED BY GROUP] |
| Location | The meetings will be face to face at a venue approved by the Working Group. [OPTIONS TO BE CONSIDERED BY GROUP] |
| Minutes | Minutes will be prepared by and will be kept electronically by a designated member or staff hired by the Society. Minutes are to be distributed to each member of the Working Group for review and approval in advance of the next meeting. |
| Quorum | [OPTIONAL AND SHOULD BE DISCUSSSED LOCALLY]   * A majority of members constitutes a quorum (not recommended) * 1/3 of members, and must include at least 1 Director * 1/3 of members, no need for a Director (not recommended) * Consider if you want to send proxy votes, or leave silent * Votes can be submitted electronically |
| Decisions | Decisions of the committee shall be by consensus. If the Working Group cannot reach a consensus decision on any matter, the decision is approved by vote and noted for the Board of Directors and not a consensus. Board of Directors has final approval on all matters. [MUST BE CONSIDERED AT LOCAL LEVEL] [CONSENSUS IS “ALL BUT ONE’] |
| **DISPUTE RESOLUTION**  In the absence of consensus at the working group, a dispute may be submitted to the Board of Directors of the Society for final resolution.  Should the directors not be able to resolve the issues, the matters may be taken to the membership of the Society for vote (INSERT DECISION ON SIMPLE MAJORITY VS 2/3 MAJORITY) | |
| **REMOVAL OF MEMBER**  Unless excused by the Chair, a member who has not attended 3 consecutive meetings of the Working Group is no longer a member.  OR  A member may also be removed from the Working Group on a resolution passed by at least 2/3 majority vote of all of the members of the Working Group. ( NOT RECCOMENDED) | |
| **FUNDING** | |
| .Member Expenses | The cost of participation on the Working Group will be paid from the funds provided by [INSERT NAME OF PHYSICIAN SOCIETY]. Standard sessional rates will apply in addition, 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. |
| Signing Authority | The Board of Directors have the sole signing authority and will make decisions based on the working groups recommendations. |
| **CONFIDENTIALITY** | On occasion, working group members may possess documentation or information of a confidential nature, such information shall not be disclosed to any person(s) other than the members of the working group without consultation with an agreement of the working group and the information shall be stored with reasonable security measures relative to the sensitivity or potential harm. |
| **CONFLICT OF INTEREST** | Working Group members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities and responsibilities as a Working Group member. Working Group members 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. |
| **SECRETARIATE** | The Working Group secretariat will be provided by The Society and will be responsible for booking meeting space, distributing agendas, minutes and related information in a timely manner taking minutes of the meetings and maintaining a work plan. |
| **ATTRIBUTES** | A comprehensive understanding of the MOU concepts and the ability to act as an ambassador of the Working Group.  Actively engage and support the development and implementation of the Working Group mandate and work plan ensuring alignment with the interests and strategic objectives of The Society.  Ability to maintain and improve the collaborative relationship with the various partners and stakeholders of the Working Group.  Ability to actively represent the views and interests of the Working Group. |
| **EXPECTATIONS** | The Working Group members are expected to meaningfully participate in meetings.  Members are expected to participate in the various working groups and sub-committees of the Working Group from time-to-time as necessary.  Additional commitments may be required from time-to-time as necessary. |
| **REVISED April 4th 2016** | |
| *Approved: Month Year* | |