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## Patient Voices Network: Oversight & Advisory Committee Meeting Minutes

June 22, 2017

1000 -1130

WebEx

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### Present:

Alyson Hagan-Johnson (Patient Partner Vancouver Island)	Jim Cawsey (Patient Partner - Vancouver Island)
Belinda Boyd (Vancouver Coastal Health)	Karla Warkotsch (Interior Health)
Ben Ridout (BC Patient Safety & Quality Council)	Kimberly Strain (Patient Partner – Fraser Valley)
Betty Murray (Patient Partner - Greater Vancouver/Sunshine Coast)	Kris Gustavson (Provincial Services Health Agency)
Deborah Harver Vancouver Island	Sunaina Sharma (Patient Partner – Fraser Valley)
Dustine Tucker (Patient Partner – Interior)	Shannon Holms (Ministry of Health)
Joyce Sandercock (Patient Partner - Greater Vancouver/Sunshine Coast)	Shannon Sahota (BC Patient Safety & Quality Council)

### Regrets:

Alana Godin (Doctors of BC),	Katie Hughes (Canadian Mental Health Association)
Cherie Mercer (Patient Partner – First Nations)	Leya Stringer (Patient Partner – Interior)
Colleen McGavin (BC SUPPORT Unit)	Sandra Smith (Patient Partner – Northern)
Jillianne Code (Patient Partner - Vancouver Island)	Sheila Gordon-Payne (Northern Health)
Joshua Myers (Fraser Health)	Sonia Isaac Mann (First Nations Health Authority)
Kate McNamee (Providence Health Care)	Stephanie Hendrickson (Patient Partner – Youth)

**Guests:** Leanne Couves

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Discussion Topic	Key Notes	Action Items	Responsibility
<b>Welcome and Introductions</b>	Reviewed agenda and action items All action items from previous meeting were completed. No changes were made to the agenda		
<b>Quality Improvement 101 Education</b>	<ul style="list-style-type: none"> <li>- Leanne Couves provided an update on the progress on developing quality improvement education resources for patient partners.</li> </ul> <p>What was done?</p> <ul style="list-style-type: none"> <li>- Environmental scan and patient partner interviews were conducted to understand what Quality Improvement (QI) Education could look like for patient partners.</li> </ul> <p>What was the outcome?</p> <ul style="list-style-type: none"> <li>- Patient partner interviews identified that there is no 'one-size-fits-all' approach when it comes to QI education.</li> <li>- Suggestions on potential educational offerings going forward based on needs identified during interviews: <ul style="list-style-type: none"> <li>o Develop virtual sessions for patient partners</li> <li>o Create online improvement glossary</li> <li>o Develop user-friendly resource list</li> </ul> </li> </ul> <p>Other findings:</p> <ul style="list-style-type: none"> <li>- Learning in partnership with health care partners is a potential idea to move forward</li> <li>- Making patient education options available and accessible for patient partners</li> <li>- Expanding current in-person and online forums</li> <li>- Developing a webinar for health care partners on how to engage with patient partners</li> </ul>	<p>Leanne to take lead with Dusty Tucker on developing QI resources identified</p> <p>Review other findings with PPE team and identify priority areas to address in 2017/18</p>	<p>Leanne Couves and Dusty Tucker</p> <p>Patient &amp; Public Engagement Team</p>

Discussion Topic	Key Notes	Action Items	Responsibility
<b>PVN Strategic Plan Approval</b>	<ul style="list-style-type: none"> <li>-Next steps for strategic plan approval and implementation discussed</li> <li>- Committee’s feedback on Strategic Plan has been implemented. The plan was also circulated within internal Patient &amp; Public Engagement team.</li> <li>- Committee members endorse the PVN strategic plan and ready to be reviewed by the Council members.</li> <li>- BCPSQC Council members asked to support adoption of PVN strategic plan on June 28<sup>th</sup></li> </ul>	Finalize adoption of 2017-2020 PVN Strategic Plan	Ben Ridout / BCPSQC Council Members
<b>Year Ahead for O&amp;A Committee</b>	<ul style="list-style-type: none"> <li>- Reflections on first year of Oversight &amp; Advisory Committee and established foundation for providing guidance to PVN</li> <li>- Discussed committee membership renewals, committee chair position and new members</li> <li>- Discuss initial committee work plan for the upcoming year (deferred)</li> <li>- Membership renewals: <ul style="list-style-type: none"> <li>o Committee members serving initial 1-year term can apply (through expression of interest) to renew membership for further 2-year term.</li> <li>o Committee members serving initial 2-year term can apply (through expression of interest) to renew membership for further 2-year term.</li> <li>o Maximum renewals: One 2-year renewal.</li> <li>o Non-governmental organizations serve an initial 2-year term and can apply (through expression of interest) to renew membership for further 2-year term.</li> <li>o Committee co-chair is a one year term. Co-chair is determined by selection panel. Co-chair is selected after membership renewals.</li> </ul> </li> </ul>	<p>Further feedback on membership renewals – send to Shannon Sahota</p> <p>Update Terms of Reference to reflect membership renewals</p> <p>Share Expression of Interest for new Committee members in mid-July</p> <p>If interested, Committee members on 1-year term respond to Expression of Interest in July</p> <p>Contact Ben if interested in serving as an interim co-chair (July/August)</p>	<p>O&amp;A Committee members</p> <p>Shannon Sahota</p> <p>Shannon Sahota</p> <p>O&amp;A Committee members</p> <p>O&amp;A Committee members</p>