



PVN is supported through the:



Oversight & Advisory (O & A) Committee Meeting Minutes

September 19th 2018

2:00 – 3:30 pm

Webex

Present:

Cassy Mitchell (Patient Partner – Northern)	Jim Cawsey (Patient Partner – Vancouver Island)
Sherri Mytopher (Patient Partner – Northern)	Alyson Hagan-Johnson (Patient Partner – Vancouver Island)
Joshua Myers (Fraser Health)	Teresa Bissenden (BC Patient Safety & Quality Council)
Kimberly Strain (Patient Partner - Fraser Valley)	Denise Pinto (BC Patient Safety & Quality Council)
Belinda Boyd (Vancouver Coastal Health)	Shannon Sahota (BC Patient Safety & Quality Council)

Regrets:

Kris Gustavson (Provincial Health Services Agency)	Kyle Warkentin (Patient Partner – Youth – Fraser Valley)
Shannon Holms (Ministry of Health)	Alana Godin (Doctors of BC)
Kate McNamee (Providence Health Care)	Pamela Jessen (Patient Partner – Vancouver Island)
Lin Chen (Patient Partner – Greater Vancouver/Sunshine Coast)	Victoria Schmid (Island Health)
Sonia Isaac Mann (FNHA)	Sheila Gordon-Payne (Northern Health)
Karla Warkotsch (Interior Health)	

Discussion Topic	Key Notes	Action Items	Responsibility
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Welcome & Introductions	<p>A welcome and round table of introductions began the conversation. An update was shared regarding Cassy Mitchell's new role. Cassy will be joining the BCPSQC team as the new Engagement Leader in the Northern Region. Thus, she will be resigning from the O & A Committee.</p> <p>A huge thank you to Cassy for all her time and energy on the O & A Committee. This opening also presents another opportunity for a new patient partner to join the O & A Committee.</p>		
Oversight & Advisory Committee Term Updates	<p>Expressions of Interest for new patient and health care partners to join the O & A Committee closed on September 19. There is a need for two patient partners to sit on the interview panel. Multiple patient partners expressed an interest and it was decided an invitation would go out to everyone via email. The recommendation was also made to include health care partners on the interview panel.</p> <p>As Pamela's term as Chair has completed, a huge appreciation for her leadership was expressed. Thank you Pamela! The committee was asked if there is interest among the group to be a Co-Chair. A member expressed interest, but it was also suggested that an invitation should be sent via email to the entire committee. The committee has suggested having a transition plan for the Co-Chair and the</p>	<p>Send out email invitation asking for people who are interested in participating on the interview panel in being Co-Chair.</p> <p>Consider recommendation to include health care partners on the interview panel.</p> <p>Send out expression of interest for Co-Chair on committee and review Terms of Reference to reflect change in term at upcoming meeting.</p>	<p>Teresa Bissenden</p> <p>Teresa Bissenden</p>

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	<p>term be extended to 2 years with overlap with next Co-Chair, referring to them as a Vice Co-Chair. The details of the Chairs term will be reviewed once the entire committee has reconvened and the Terms of Reference can be revisited. The Co-Chair will be selected once all new patient and health care partners are in place on the committee.</p>		Teresa Bissenden
<p>Patient Remuneration/ Compensation Update</p>	<p>The committee discussed the need to see a draft engagement plan with an opportunity to provide feedback. It was suggested to start broad and then narrow the scope.</p> <p>Discussion around how and who to engage with were discussed:</p> <ul style="list-style-type: none"> • Voices not on this committee need to be reached out to • Target patient partners on the PVN database (those who are not as involved or inactive) • Ensure there is opportunity for 1:1 for people outside of 9 to 5 work hours • Not about forcing people to be paid, but more about giving options to patients • Set up an engagement opportunity with a webinar option where Shannon Holms from Ministry of Health can speak 	<p>Draft an engagement plan for input and comments</p> <p>Circulate to O & A Committee</p>	Teresa Bissenden /PPE Staff

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Removal from Engagement Opportunities/Network	Process and policy around what warrants a patient partner no longer being a member was briefly outlined. A draft policy for removal from engagement opportunities and the network will be circulated for feedback.	Circulate draft removal policy for input and feedback	Teresa Bissenden
Closing Remarks	Next meeting to be scheduled after interviews have occurred and the new patient and health care partners have been selected.	Meeting invitation to be sent out	Denise Pinto/Shannon Sahota