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## Patient Voices Network: Oversight & Advisory (O&A) Committee Meeting Minutes

December 4<sup>th</sup> 2018

2:00 - 3:30 pm

WebEx

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### Present:

Shannon Holms (Ministry of Health)	Jim Cawsey (Patient Partner - Vancouver Island)
Sherri Mytopher (Patient Partner - Northern)	Esther Storvold (Patient Partner - Interior)
Megan O'Reilly (Patient Partner - Interior)	Teresa Bissenden (BC Patient Safety & Quality Council)
Kimberly Strain (Patient Partner - Fraser Valley)	Karla Warkotsch (Interior Health)
Helen Chiu (BC Provincial Renal Agency)	Colleen McGavin (BC Support Unit)
Pamela Jessen (Patient Partner - Vancouver Island)	Kyle Warkentin (Patient Partner - Youth - Fraser Valley)
Sunaina Sharma (Patient Partner - Fraser Valley)	Ryan Sidorchuk (BC Patient Safety & Quality Council)
Cindy Charleyboy (Patient Partner - Interior)	Shannon Sahota (BC Patient Safety & Quality Council)
Christina Thomas (Doctors of BC)	Irina Apostu (BC Patient Safety & Quality Council)
Kevin Barry (Patient Partner - Interior)	Victoria Schmid (Island Health)
Belinda Boyd (Vancouver Coastal Health)	

### Regrets:

Kris Gustavson (Provincial Health Services Agency)	Sheila Gordon-Payne (Northern Health)
Joshua Myers (Fraser Health)	Alyson Hagan-Johnson (Patient Partner - Vancouver Island)
Kate McNamee (Providence Health Care)	Sonia Isaac Mann (FNHA)
Lin Chen (Patient Partner - Greater Vancouver/Sunshine Coast)	Denise Pinto (BC Patient Safety & Quality Council)

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Time	Discussion Topic	Key Notes	Action Items	Responsibility
2:00	<b>Welcome &amp; Introductions</b>	Welcome to six new patient and health care partners. Introduction of new co-chair, Jim Cawsey.		
2:15	<b>O&amp;A Committee Roles &amp; Responsibilities</b>	Revisiting of original terms of reference and a quick review of the roles and responsibilities of the Committee.		
2:25	<b>Patient Partner Remuneration - An Engagement Plan</b>	<p>Teresa gave overview on the patient partner compensation strategy.</p> <p>Background: Patient partners are now giving much more time in providing their voice on engagement opportunities. Therefore, the Ministry has asked the Council to engage with PVN Membership to understand their views on patient partner compensation.</p> <p>Existing Ministry policy focuses on reimbursement of expenses rather than compensation for time spent on an opportunity.</p> <p>Teresa reviewed draft strategy with O&amp;A committee members. First step will be to send surveys to PVN health care and patient partners. Criteria for patient partners will include those pending orientation and those who are already oriented (approximately 900 people).</p>	Committee to send survey feedback to Shannon Sahota by Thursday, December 6	Teresa Bissenden

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		<p>Health care partners included would be all who have submitted an engagement request form (approximately 500 people, a mix of front line and administrative staff).</p> <p>Survey will be open for the month of December. It will be highlighted in the PVN newsletter, as well as an email from an Engagement Leader.</p> <p>Results of the survey will be shared with PVN membership and the Ministry of Health.</p> <p>The second method of engagement will be interviews, focus groups and webinars. Participation will be open to everyone with targeted invites to key cultural communities (including Indigenous communities). Participation in these engagements will occur through the month of January.</p> <p>The final engagement will occur with the O&amp;A Committee. A summative report will be compiled from the surveys, interviews, focus groups and webinars. This report will be shared with the O&amp;A Committee to ensure their insight and feedback is included.</p>		

Time	Discussion Topic	Key Notes	Action Items	Responsibility
		The final report will then be shared with the Ministry and the PVN Membership.		
3:05	<b>Educational Opportunities for Patient Partners</b>	<p><b>San'ya's training-cultural humility and safety training.</b> Funding allocated for patient partners to complete this training. Who gets this training? 20 spots available for patient partners.</p> <p><b>Randomized coffee trials.</b> Opportunities for PVN members to connect with one another. Way to build community and connection within the Network.</p>	Follow-up by email	Teresa Bissenden
3:15	<b>Updates</b>	<p>PVN ID Badges on their way in the next couple of weeks.</p> <p>PVN members will continue to upload their photos online:  <a href="https://patientvoicesbc.ca/patient-partner-identification-badges-2/">https://patientvoicesbc.ca/patient-partner-identification-badges-2/</a></p>	PPE team to send out badges	PPE team
3:25	<b>Next Steps &amp; Closing Remarks</b>	Next meeting to be scheduled.	Meeting invitation to be sent out	Shannon Sahota / Denise Pinto