## Committee Name: MIAP Advisory Committee

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| Purpose | To fulfill the MOH’s 2021-22 Medical Imaging Action Plan (MIAP), the MIAP Advisory Committee will provide a forum to seek feedback from MI leaders at all IH sites that provide MRI and/or CT services, as well as patient and community physician partners to:* Implement MOH deliverables related to the MIAP;
* Share experiences, identify partnerships and work collaboratively to develop tools or resources to support this work; and
* Make recommendations regarding standards and/or guiding principles, quality improvement and efficiency initiatives, where appropriate and feasible.
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| Definitions | **MOH** – Ministry of Health **MIAP** – Medical Imaging Action Plan**MI** – Medical Imaging**IH** – Interior Health **MISL** – Medical Imaging Senior Leadership**MIMQA** – Medical Imaging Medical Quality Assurance **MIAC** – Medical Imaging Advisory Committee (provincial)**PPL** – Professional Practice Lead |
| Sponsor | Program Director, Medical Imaging |
| Accountable To | This committee is accountable to the Medical Imaging Senior Leadership (MISL), whose Chair is accountable to the Vice President Clinical and Corporate Services. Individual members are accountable to their respective leaders.  |
| Authority | * The committee members are responsible for providing expertise and insight leading to a recommendation on behalf of the areas and positions they represent on the committee;
* The committee works in consultation and collaboration with the MISL, MIMQA (radiology department heads), and other local and regional departments, programs, service teams, patients and community practitioners, as required;
* Recommendations that require review and approval due to funding requirements shall be escalated to MISL and Vice President;
* Outcomes of this committee are to align with the MOH MIAP and mandated deliverables;
* Final recommendations will go through MISL and/or MOH for approval, as required.
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| Appointments | Members will be solicited through invitation by MISL, Patient Voices Network, IH Divisions of Family Practice and upon recommendation by key stakeholders. |
| Membership | Chair: Project Lead, IH Medical Imaging StrategyMembership:* IH PPLs actively working at MRI and/or CT sites across IH
* Program Director, Medical Imaging
* Sponsoring Director, MI Clerical Technical Advisory Group
* Patient and Families Representative (two, from different IH sub-regions)
* Community Physicians Representative (two, from different IH sub-regions)
* Ad hoc members as determined by the MIAP Advisory Committee, as appropriate

Members should send a delegate from their site when unable to attend and/or provide feedback on agenda items via email prior to the meeting. Members are responsible for sharing content discussed during meetings with their site-specific stakeholders (e.g. directors, physicians, nurses and clerks). |
| Quorum & Voting | Any decision-making will require 50% +1 agreement; one vote per site and one vote per department. Proxy votes will be permitted via email to the chair if members cannot attend a meeting. If a vote is not received from a site by the assigned deadline, it will count asan absent vote. |
| Meetings | * Meetings will occur once monthly on the second Wednesday between 1205 p.m.–1255 p.m.;
* All committee documents will be stored at F:\IHA Teams\Medical Imaging Senior Leadership\Projects\MIAP\MIAP Advisory Committee
* Members are responsible for sharing content discussed during meetings and through email, and obtaining collective feedback, with their site-specific stakeholders;
* Members will email their collective site feedback to committee chair on agenda items when unable to attend a meeting.
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| Administration | * The committee is supported by IH Medical Imaging Administration;
* Members will email the chair to inform of any temporary replacement/s (e.g. vacation time coverage);
* Chair will:
* Develop the agenda for meetings;
* Facilitate meetings;
* Document and distribute meeting minutes and outline actions, responsibilities and timelines.
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| Specific Areas of Responsibility | Process & PrioritiesThe committee will inform medical imaging’s strategic approach to fulfilling the MIAP objectives related to improving waitlist management and communication with patients and referring practitioners. AlignmentThe committee will aligns with one of IH’s key strategies – *With partners, deliver primary and community care to meet population and individual health-care needs.* It also aligns with the MIAP patient value proposition *To deliver high-quality medical imaging services that are integrated throughout the patient’s journey as needed in a timely, person-centred, and culturally-safe manner.*  Performance The committee will be responsible for development and communication of regional standards, policies and guidelines in all IH MRI and CT sites, relating to the aspects of the MOH MIAP, annually. |
| Date Approved  |  |
| Review Date  | [Note the next annual review date.] |
| Direct and Indirect Linkages  | IH Medical Imaging Senior Leadership (MISL)IH Professional Practice Leads Technical Advisory Group (PPL TAG)IH Clerical Technical Advisory Group (Clerical TAG) |