## MyHealthPortal Steering Committee

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| Purpose | This Interior Health Steering Committee is responsible for guiding and overseeing the MyHealthPortal 2021/2022 project. This project has been created to implement and roll out enhanced functionality, content area expansion and develop future roadmap initiatives to improve Interior Health’s citizens’ digital experience and support patient-centred care through technological improvement. |
| Membership | David Sookaveiff – Director, Clinical Informatics, Community & EnterpriseJeanna Schraeder – Regional Manager, Enterprise Applications & Primary Health Care Systems Owen Read – Project Manager, MyHealthPortal Kara Visinski – Manager, MyHealthPortal Stephanie Murray (Sarah Carson) – Senior Analyst, MyHealthPortal Diane Edlund – Patient Voices Representative Nolan Konduc – Manager, Patient Scheduling  Hari Prithviram – Clinical Informatics Analyst, CWS  Tina Ingham – Regional Manager, Patient Record Services  Heather Reid – Regional Manager, IH Registrations Services  Chris Furey – Corporate Director, Privacy, Policy and Risk Management  **\*Note:** Chris will be replaced when he hires a new manager.  Shawn Berglund – Manager, Virtual Care  **\*\*\*Below individuals need to be contacted to see if they (who) wants to be a part of this year’s steering committee.**  Meredith Hahn – IMIT Manager, Health Information Management  Cheryl Spelliscy\* - Tracey\* - Manager, Communications (email sent)Robyn Butler – Communications Krista Chisholm – Communications  Physician / Nurse Practitioner Champion |
| Objectives | Oversee this organization wide initiativeChampion the project within the organizationSecure and allocate resources to participate in working groups and project teamsReview and approve project documentation, work plans and progress of the projectApprove organizational priorities, policies, and standard proceduresApprove changes to scope, time and budgetAssist in managing project riskProvide direction to and resolve issues which have been escalated from working groupsMonitor and respond to the internal and external environment to ensure successful implementationsAct as resource to monitoring/evaluating outcomes and resultsCommunicate/liaison with Senior Executive Team (SET) and the Ministry of Health (MoH) as required |
| Roles | Responsibilities of the Project ManagerFacilitation of the meetingsCommunication with other working groupsCommunication of documents, standards with other project team members, directors, and other stakeholders as required, with the support of the Steering CommitteeResponsibility of Committee MembersAct as an advocate for the MyHealthPortal and support continued integration of the tool into clinical practiceAttend or participate in all meetings, or arrange a delegateFreely share knowledge and expertiseCommunicate activities to and solicit input from the areas they representBring relevant/appropriate issues forwardCommit to follow-up as identifiedRespond to key decisions within established timelines |
| Quorum | A minimum of 50% (including the Project Manager) of voting members are required. Ideally decisions will be made by group consensus, when necessary, the Project Manager will call for a vote and majority will rule – members will support that decision outside of the committee. In the event of non-resolutions, the Project Manager may choose to escalate the matter other appropriate governing bodies (for example SET) for decision. Clinical decisions may require the approval of a physician. |
| Meetings | ScheduleThe Steering Committee will meet at minimum every month or at the call of the Project Manager or Committee members until the projects estimated completion date (March 31, 2022).StructureRecord of minutes will be the responsibility of the Project Manager or as designatedAgendaCommittee members may submit agenda items to the Project Manager prior to each meetingThe Project Manager will prepare and provide the agenda to members in advance of the meeting.Minutes/Status ReportingMinutes and/or a Status Report will be prepared by Project Manager and distributed to all members prior to the next meeting. Changes to the minutes will be discussed and approved by review of the minutes at the beginning of the next meetingMinutes and/or the Status Report will document key items from the meeting and will outline decisions, action, person responsible and date |
| Strategic Alignment | IH Strategic Goals & Organizational ImperativesGoal 1. Improve Health and Wellness1.4 Deliver patient and family-centred careGoal 2. Deliver High Quality Care2.1 With partners, deliver primary and community care to meet population and individual health-care needsGoal 3. Ensure Sustainable Health Care by Improving Innovation, Productivity, and Efficiency3.1 Implement innovative service delivery models3.3 Enhance IMIT solutions 3.4 Build research and education capacity 3.5 Develop and enhance relationships with key external stakeholdersInformation Management Information Technology Vision 2020*1. e-enabled person services*1.1 Patient health records (across the care continuum): Engaged patients require access to their health information in order to make the very best decisions. This strategy will enable the exchange of person specific information in a safe and secure manner.1.2 Web enabled services (across the care continuum): Persons who receive healthcare services are also consumers. Consumer expectations regarding the delivery of products and services have changed significantly in recent years. Increasingly, persons who receive care are questioning why they are unable to access healthcare e-enabled services such as appointment scheduling and self-serve check-in. This strategy will be focused on e-enabling as many services as possible, practical and appropriate. 1.3 Telehealth services (across the care continuum): Increasingly health services can be delivered without requiring the patient or provider to travel. This strategy will enable providers and patients to participate in telehealth sessions using a broad spectrum of infrastructure from rooms equipped with sophisticated video and medical telemetry equipment to mobile smartphone applications connected to consumer grade medical telemetry devices. Patient and Family-Centred CarePatient-Centred CarePCC puts the patient at the forefront of their health and care, ensure they retain control over their own choices, helps them make informed decisions and supports a partnership between individuals, families and health care service providersVisionThe patients voice – is anchored in all behaviours and drives all activities of the health systemA culture of patient centredness – is self-evident across the health system and integrated into existing health care programsHealth Care Programing – is built upon the PCC principles throughout planning, implementation and evaluation |
| Revised | August 26, 2021 |
| Review Date |  |
| Date Approved |  |