## Expert Advisory Committee

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| Purpose | To design, guide, support and evaluate Interior Health’s Sexual Assault Forensic Examination (SAFE) program ensuring program is evidence informed and aligns with the provincial Ministry of Health (MOH) *Access to (SAFE) Service in Hospital Emergency Departments* policy and guideline. |
| Definitions/  Acronyms | SAFE – Sexual Assault Forensic Examination  ESN – Emergency Services Network  MNCY – Maternal, Newborn, Child, Youth Network  IH – Interior Health  MOH – BC Ministry of Health  VP – Vice President  ED – Emergency Department |
| Sponsor | Diane Shendruk, VP Clinical Operations North |
| Accountable To | Diane Shendruk, VP Clinical Operations North  ESN & MNCY Networks  SAFE Steering Committee |
| Authority | The scope of this committee encompasses decision-making that is regional in nature, with recommendations for improvements to the design, implementation and sustainment of a regional SAFE program starting in all IH’s Emergency Departments (EDs). This program must meet the mandate set out by the MOH in their *Access to SAFE Service in Hospital Emergency Departments* policy and guideline.  While it is the committee’s responsibility to guide strategic direction for the SAFE program, the execution and day to day operations will be the responsibility of our operational partners including physicians and other IH staff. |
| Appointments | The members of this committee are established through consultation with the SAFE steering committee and members of both the ESN and MNCY Networks to ensure adequate representation from internal and external key stakeholders. |
| Membership | Membership includes the following:   * ESN and MNCY Network representatives * Patient Partners * Clinical Operations Representatives * ED physicians * Pediatrician * Safe examiners * Aboriginal Partners * Law Enforcement * Social work * Community services   Ad-hoc members will be allowed and invited as needed depending on the topic discussed.  If designates are unable to attend, we request a delegate attends if available.  Chairperson – Lisa Hobenshield, Project Lead  Co-Chairs – Tracy Scott, Clinical Nurse Specialist – Child Maltreatment & Sexual Violence, MNCY Network and Kathleen Nicholson, Transformational Lead, ESN Network |
| Quorum & Voting | A quorum shall be constituted by the presence of 50% (+1) of the members of the Committee. Decisions shall be made on the basis of a quorum, and each core committee member, including the chair, shall be entitled to one vote only |
| Meetings | **Frequency:** Shall meet 4-6 times per year or more frequently as necessary at the call of the chairs  **Location**: Location of meetings will be videoconference  **Minutes**: Minutes and agendas shall be prepared and master copies of the minutes shall be retained by the ESN |
| Administration | Any administrative support will be carried out by the chair and co-chairs as required |
| Specific Areas of Responsibility | Process & Priorities  To design, guide, support and evaluate IH’s SAFE program ensuring program is evidence & trauma informed, culturally safe, patient centred and aligns with the provincial MOH *Access to SAFE Service in Hospital Emergency Departments* policy and guideline. Advise on planning and future directions keeping in mind constraints of budget, MOH requirements, human and physical resources, geography and alignment of other IH strategic initiatives.  Alignment  This work is in direct alignment with the MOH requirements, IH’s strategic goal of delivering high quality care, the ESN Transformational Road Map’s strategic priority of implementing a SAFE program for all IH ED’s and the strategic priorities of the MNCY Network.  Performance  This committee will align with IH’s reporting processes for the coordination and monitoring of the planning and delivery of the SAFE program. The ESN and MNCY Networks and this expert advisory committee does not have authority and accountability over local operations. However, it will consider how local initiatives may be regionally relevant and will coordinate accordingly.  Structures and Communication  The committee may establish sub committees as needed. In addition, the ESN and MNCY Network directors, on behalf of this expert advisory committee and the project team, will report to VP Diane Shendruk on the progress of the project. This may include providing advice and formal reports as required.  The co-chairs will participate in the MOH meetings in respect to SAFE services and will share the learnings with the expert advisory committee to help guide future program priorities. |
| Date Approved |  |
| Review Date | 1 year from approval |
| Direct and Indirect Linkages | Strategic Risk Management Council  Clinical Operations Leadership Table (COLT)  Quality Management Committee  Senior Executive Team |