



PVN Oversight & Advisory Committee Meeting Notes

PVN Oversight & Advisory Committee Meeting		
Date: Monday June 19, 2023	Time: 1.00-2.30pm	Venue: Zoom
Present: Alana Williams, Amy Simmt-Mercer, Ashifa Ahmed, Beverley Pomeroy, Helen Chiu, Jana Buhlmann, Kris Gustavson, Linda Nelson, Mandy Lindsay, Prachi Khanna, Rachelle Ferrer, Salimah Lalli, Sandy Ketler, Sherry Bar, Stephanie Massot, Tammy Hoefler (co-chair), Terry Wilde, Tina Strudsholm, Vikram Bubber (co-chair)		
Regrets: Chris Lamoureux, Christine Hunt, Christopher Webber, Cyndi Gerlach, Ellen Froot, Luka Poljak, Maria Klement (vice-chair)		

	Topic	Discussion Notes	Action Items
1.	Welcome, territorial acknowledgement & round table introductions	Regrets noted as above. TH walked group through agenda items. No questions raised.	N/A
2.	Committee Membership: Updates	<p>TH stated several committee member terms are coming to or have come to an end and there are currently two vacant roles. Members will be contacted individually to discuss their respective terms and the recruitment strategy going forward. It was noted there will be a fair amount of turnover over the next six months as terms end; these vacancies are spread across all regions. TH opened the floor to questions.</p> <p>A query was raised regarding the options for extending a term.</p> <p>TH advised currently when a member joins the committee, they are asked to commit to a two-year term. In 2019 the option to apply for a two-year extension was introduced. Since that time, it has been observed that a four-year term is a long time to hold a role on a committee. These longer terms inadvertently minimize diversity and limit opportunity for new voices to be at the table.</p> <p>Members suggested an interim one-year extension to mitigate risk of significant turn over.</p> <p>TH noted the team will be reviewing the survey results, which include feedback on membership terms, along with feedback from today's meeting. Outcomes will taken be into consideration when looking at recruitment strategies. Patient partners were thanked for their ongoing commitments and contributions.</p>	<p>HQBC team to contact members with expired/ expiring terms.</p> <p>HQBC to develop recruitment strategy.</p>
3.	Annual survey results: Key findings	RF thanked members for completing the survey and provided an overview of survey outcomes and key findings. There was an equal response rate from HCPs and PPs.	



		<p>Key findings:</p> <p><u>What can be improved:</u></p> <ul style="list-style-type: none"> • Role of committee members described on the Terms of Reference is an accurate reflection of the work being done <ul style="list-style-type: none"> ○ a third of the group agree we are achieving our purpose/goals as a committee. And just under half of the group are clear on the goals of the committee. • About half of the group agree the committee is a good use of time • Just over half of the group feel they have been able to foster relationships. <p><u>What's going well:</u></p> <ul style="list-style-type: none"> • The majority of the group are happy with length/ frequency of meetings. • Most of the group understand the purpose of their involvement and what is expected of them. • Almost everyone feels able to express their views freely. • Most of the group feel their participation influences decisions <p>Key Themes:</p> <ul style="list-style-type: none"> ➤ Terms of Reference – review and update, ensure meetings are quorate, align work of the group to reflect ToR ➤ Meetings – format to include an in-person session, in favour of break out groups, open platform to allow more contribution from members, set time limits on sharing views to ensure all have a chance to speak ➤ Committee membership – encourage new membership ➤ Impact – increasing and understanding impact of the committee as whole, and individual participation ➤ Communication – maintain open, respectful space to speak freely 	
<p>4.</p>	<p>Reflection session: Breakout groups</p>	<p><i>How can we improve alignment of our TOR with the work being done at this table?</i></p> <ul style="list-style-type: none"> • Define key terms: e.g., oversight, advisory • Attach agenda items to purpose / goals • Create more familiarity with the TOR by sharing it in the meeting invites or papers for every meeting • Look at TOR relating to our work – and new combined strategic plan with HQBC. Is membership appropriate – community groups added, who is around the table. • Greater clarity on process and direction (from HQBC) + relation to parameters set by HQBC and its mandate. • Review the TOR annually (and come up with strategic goals, or goals for the year as long as they do not fall into working group type work) • Clarify the intentions and impacts of PVN's changes and direction 	



- Have a meeting specifically to review and discuss the TOR
- Ensure linkage with the Health Quality BC strategic plan?

How can we improve clarity of what is expected from O&A members?

- Being clear in TOR re. terminology: roles and responsibilities of an oversight & advisory groups VS a working group
- Include meeting goals on agenda
- Theming items from the TOR to connect the dots on the goals of work – connecting back to the aim statements to each agenda and meeting – can have the themes in the agenda template
- Use IAP2 framework for meeting topics – to provide clarity of committee member role – so people know what their level impact can be.
- Challenge – PPs have different perspective of what levels mean. Many think only collaborate and empower are "important" – most think all levels are important.
- Associate agenda items themed/buckets also relating to quality matrix
- TOR attached to all meeting agendas to increase familiarity
- Devote time to review the TOR so we all understand the expectations and how we work together etc.

How can we improve clarity on the goals of this committee?

- Reassess how new strategic plan impacts PVN and future direction
- Oversight and Advisory name isn't an actionable title – provide reminders of what we are doing at the beginning of each meeting – can oversight and advisory be separated out
- Set goals at the beginning of each meeting of the meeting and set tone
- Have a shared understanding of the committee goals
- Clarity on how much influence members have
- Knowing what the strategic goals are for the year
- Knowing what the outputs are/ deliverables
- Being clear on TOR and keep work/discussion in-scope and avoid frustration
- Annual workplans and zoomed out timelines to facilitate foresight among the group

How can we ensure this committee is a good use of your time?

- Well organized, pre-reading provided, agenda given in advance.
- Easier to speak up in smaller groups (break outs)
- Ensure everyone has a chance to contribute i.e., allow for written/ anonymous contributions as well as verbal
- Have a goal / focus for what we are trying to accomplish each meeting – clear outcomes and deliverables.
- If we are just receiving information, that needs to be understood at the beginning of the meeting.



		<ul style="list-style-type: none">• Follow up on the action for the discussion (more focused, and action-oriented) – closing the loop, e.g., review of document on vision• Patient partners champion parts of an agenda or a goal• Close the loop: Evaluate the goals attained and successes achieved• Going beyond quantitative metrics: Consider the qualitative measures. Addressing all of "What? So What? Now what?"• Action plan for improvement• Grounding session on TOR	
5	Any Other Business & Close Planning	TH noted the committee will break for the summer and meetings will recommence in the fall. In the interim, HQBC will be reviewing the survey outcomes and discussion notes from today's session, to help inform the recruitment strategy and future meeting planning.	

Next meetings:

- **Sept TBD**