



EMERGENCY SERVICES NETWORK CORE COMMITTEE TERMS OF REFERENCE

PURPOSE	<p>In fulfillment of Interior Health’s Emergency Services Network (ESN) accountability framework an advisory committee was recommended. This core committee will provide recommendations to the ESN and Interior Health (IH) leadership on service delivery and program design for region-wide emergency services. The ESN is responsible for leading, coordinating, monitoring, evaluating and improving the quality, consistency, sustainability, and standardization of all Emergency services within the geographic boundaries of Interior Health. The suggestions will draw upon evidence-based practice and innovative models of care, while meeting community and patient needs and remaining fiscally responsible.</p> <p>Using a person and family centered approach, the ESN Network will focus on emergency services and work with operational partners, physicians, researchers and provincial and patient partners to provide regional direction that will guide a path to excellence standardization of emergency care. The ESN CORE Committee will:</p> <ul style="list-style-type: none">• Consider and provide evidence-based suggestions in the development and planning of the strategic direction of the ESN• Enhance and create opportunities to work towards a collaborative and integrated partnership amongst all 32 emergency departments• Provide a vehicle to identify existing and emerging trends and opportunities in service delivery models• Provide suggestions to the ESN on ways to improve system access and sustain improved flow system wide in IH• Influence patient-centred care committed to the IH vision to set new standards of excellence in the delivery of health services in the Province of British Columbia
SPONSOR	Roger Parsonage, VP Clinical Operations IH North
ACCOUNTABLE TO	The CORE Committee under the ESN Network Leadership is accountable to the Vice President Roger Parsonage and a partnership dyad reporting relationship with the Vice President Medicine and Quality. Individual members who provide support for the CORE Committee are accountable to their respective Executive Directors or Chief Nursing Officer and Vice Presidents through their geographic reporting structure.



EMERGENCY SERVICES NETWORK CORE COMMITTEE TERMS OF REFERENCE

MEMBERSHIP	<p>The Core Committee has been selected to represent the continuum of IH services both internally and externally. A letter of interest is forwarded to request participation of CORE Committee members.</p> <p>The membership of the CORE can include the following:</p> <p>A person who can hold this position for a minimum of 24 months.</p> <p>A core member may from time to time, as required, form a sub-committee or project groups to achieve time-limited work, or to seek expertise.</p> <p>Members are asked to have an alternative attend when absent.</p>
AUTHORITY	<p>The scope of the ESN CORE Committee encompasses decision-making that is regional in nature and involves Emergency health service delivery within all health settings across IH. The CORE Committee will make recommendations for improvements of Emergency services and will work with the other stakeholders to improve care quality and coordination across the continuum of care.</p> <p>While it is the CORE Committees responsibility to guide strategic changes for the emergency health service delivery, it will be the operational partners, physicians, and other Interior Health staff’s responsibility for the execution and day to day operations.</p> <p>The ESN Network Director is Interior Health’s lead for strategic priorities outlined within the annual Bilateral Agreement between the Ministry of Health and Interior Health.</p>
SPECIFIC AREAS OF RESPONSIBILITY	<p>MEETINGS DETAILS</p> <p>Frequency: The ESN Core Committee shall meet 4-6 times per year or more frequently as necessary at the call of the chairs.</p> <p>Location: Location of meetings will be videoconference.</p> <p>Minutes: Minutes and agendas shall be prepared and master copies of the minutes shall be retained by the ESN.</p> <p>Strategic Oversight</p> <p>Supports and contributes to the strategic oversight of person centred emergency service delivery in Interior Health including recommending regional direction for Interior Health’s emergency services to ensure alignment with both provincial and Interior Health priorities based on population needs.</p>



EMERGENCY SERVICES NETWORK CORE COMMITTEE TERMS OF REFERENCE

Future Planning

Advise on planning and future operations of emergency services by leveraging, regional data and analytics, expert knowledge, best practice literature, IH's planning framework, patient and family centred advisors, experience and liaison roles with peer groups regionally, provincially and nationally. Specifically, recommend priorities for emergency services that are within constraints of budget, Ministry of Health requirements, human and physical resources, geography and alignment of other Interior Health strategic initiatives.

Alignment

Review opportunities, issues and challenges, as well as government and health system priorities in order to provide strategic direction to address impacts and ensure key deliverables are achieved. This includes a formal alignment between the ESN Network and the other Clinical Networks, the Interior Health Quality and Patient Safety Strategic Plan and Health Authority Medical Advisory Committees (HAMAC) related to quality of care.

Performance

Align with Interior Health-wide reporting processes and coordinate and monitor the performance of the planning and delivery of emergency services and key strategic projects within the geographic boundaries of Interior Health. The ESN Network and CORE committee does not have authority and accountability over local operations, however the committee will consider how local initiatives may be regionally relevant and coordinate accordingly.

Structures and Communication

Supports the transfer of knowledge and sharing of information about emergency care and the key initiatives across geographies to all stakeholders. In addition, the ESN Director on behalf of CORE will report to the VP Clinical Operations IH North on the provision of current and future emergency services. This includes providing advice and formal reports as required.

Chair and Co-Chair

The Director of the ESN will chair the CORE committee with The ESN Medical Director.

Term Commitment & Frequency of Meetings

Emergency Services Network Core Committee commences February 2021 for a 2 year term. This meeting will occur every 2-3 months leveraging virtual technology.



EMERGENCY SERVICES NETWORK CORE COMMITTEE TERMS OF REFERENCE

	<p>Attendance and Quorum A quorum shall be constituted by the presence of 50% (+1) of the members of the Core 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.</p> <p>Administrative Support Where required, the ESN administrative will provide additional support.</p>
DATE APPROVED	February 23, 2021.
REVIEW DATE	One year from approval.
DIRECT AND INDIRECT LINKAGES	Clinical Operations Leadership Table (COLT) Strategic Risk Management Committee Quality Management Committee Senior Executive Team