



QEII Steering Committee

Terms of Reference

PURPOSE:

The QEII Steering Committee will undertake the responsibility to guide and direct the strategic approach to the design and development of a QEII Clinical Services Plan (CSP). The QEII Steering Committee is accountable to QEII and DGH Facility Renewal Committee. Key deliverables include:

1. Establish Functional Planning Groups (Director/Physician co leads) for clinical streams that facilitates engagement of clinical team (Cancer Care/Critical Care/Periooperative Services/Inpatient Care/Ambulatory Care)
2. Provide direction & guidance to the functional planning teams
3. Provide regular updates/recommendations to QEII/DGH Facility Renewal Committee
4. Manage emergent risk related to gaps in design proposals and clinical service/program requirements
5. Correlate functional plans & engage appropriate stakeholders to ensure a system lens is applied to the planning process

PRINCIPLES:

The principles under which the QEII Steering Committee will operate are to strive to:

1. Have a one province, one vision approach – plan provincially and implement locally
2. Ensure the tertiary, quaternary, academic, learning and research mandates are embedded
3. People centred
4. Outcomes focused
5. Communicate clearly and openly, and involve key stakeholders as appropriate.
6. Act consistently with our values and LEADS leadership framework

CRITICAL SUCCESS FACTORS:

- Ongoing support from NSHA Senior Leadership Team
- Clear decision making framework
- Ongoing commitment of project partners i.e. TIR/DHW/BIAM/Clinical teams/Foundation
- Data to inform decision making
- Ongoing commitment to dedicated resources ie Clinical functional planner

MEETING EXPECTATIONS:

Attendance at these meetings is essential. Attendees are expected to:

1. Regularly attend and participate in meetings.
2. Be prepared for meetings.
3. Take responsibility to obtain an update if unable to attend.
4. Be respectful of all members and presenters.

MEETINGS

Committee meetings will be held biweekly.

STANDING MEMBERSHIP:

The Committee membership shall be:

- Senior Director QEII Redevelopment – Karen Mumford (co chair)
- Department Head for Surgery – Dr Kirkpatrick (co chair)
- Executive Director Central Zone – Vickie Sullivan
- QEII Operations Senior Director – Victoria van Hemert
- Surgery Representative – Dr Bell
- Anesthesia Representative – Dr Shukla
- Medicine Representative – Dr Jackson
- Critical Care Representative – Dr Patrick
- Support services Representative – Ann Hiltz
- Ambulatory Representatives – Dr. Nicolela, Peter MacDougall, Dr. Couban
- Clinical Director Representatives – Sherri Parker/Joanne Dunnington/Debbie Hutchings
- Patient Flow Representative – Brian Butt
- NSHA Finance Representative – Bob Kolanko
- NSHA BIAM Representative – Bill Levangie/ Dennis Gillis
- NSHA Primary Care Representative – Shannon Ryan Carson
- TIR Representation – Bryan Darrell/Denis Pellichero
- HR and Labour Relations – Dave Collins
- DHW – TBA
- FTB – TBA
- Project Management team
 - Engineer (s)
 - Director of Infrastructure
 - Project Manager

INVITEES

As specific topics and issues warrant, the committee will invite to sit at the planning table other subject matter leadership experts including, but not limited to:

- QEII Foundation representation
- Other Zone Leadership
- Ancillary services including Lab, DI, Pharmacy, etc.
- Additional Support Services including Legal, Infection Prevention & Control, etc.
- Others as the Standing Committee deems necessary for proper planning and decision-making purposes

ATTENDANCE

Each member will ensure an alternate for planned absences of more than one meeting and when someone is in an acting position.

MINUTES

The minutes will be recorded by the Administrative Assistant for the QEII/DGH Redevelopment Senior Director and copied to QEII/DGH Facility Renewal Committee Co-Chairs.

QUORUM

For all items intended for decision, there must be a minimum of 60% of members present.

Governance Structure

Functional Planning Teams (including Provincial Representation i.e. Senior Director if applicable with Representation from other Zones) will report to QEII Steering Committee

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