

Clinical Education Cross Continuum Committee

Terms of Reference

Draft V1.5

Context

Clinical governance is a systematic approach used by organizations to oversee, shape, manage and continuously improve the quality of care (HSO Standard 1003:2021(E)). To strengthen the foundations for clinical governance at Island Health, a single organizational governance structure for clinical planning, policies and standards aligned to best practices was adopted in 2022 to ensure culturally-safe, high-quality care. This structure, as one element of a refreshed clinical governance model, reflects the provincial/governmental, organizational, regional, and local point of care levels of the system: each with its own responsibilities and accountabilities. The role of the Clinical Education Committee is to provide leadership in the development and implementation of an interprofessional clinical education program, guidance to Operational Excellence Committees in implementation of change for clinical policy, standards and procedures and oversight to the assignment of educational resources.

All Clinical Governance Terms of Reference are supported by additional reference documents which specify expectations for all committees to align to: organizational priorities for improvement, governance principles and frameworks, definitions, process maps, tools and templates (links to include statements about Cultural Safety and DRIPA, Decision Making Framework, Patient Engagement, Diversity Equity Inclusion, Ethics, et al).

Accountability

- Establishes and maintains working relationships and communication pathways with all clinical governance committees, to coordinate and consolidate requirements and decision-making processes.
- Develops and maintains an interprofessional clinical education program that aligns with the organizational priorities and goals.
- Sets the standards for evidence-informed educational practices supporting the implementation and reinforcement of change initiated by clinical governance structures; maintains awareness and expertise in best/leading educational practices.
- In accordance with ICGC approved expectations, defines the administrative requirements (i.e. tools, timelines and templates) for committees to clinical education proposals and implementation plans.
- Provides guidance and coaching to committees in the preparation of clinical education plans.
- Receives clinical education proposals prepared by C.A.R.E. Networks in relation to the Quality Improvement Plans; reviews and assesses proposals to identify potential gaps; and determines whether proposal meets requirements for decision by C.A.R.E. Network or ICGC.
- Prepares, monitors and reports on progress of the consolidated clinical education schedule based on C.A.R.E. Network implementation plans, as delegated by the ICGC; provides feedback and coaching to the Networks during implementation.
- Oversees the timing and resource assignment for clinical education activities to promote achievement of results, mitigation of project risks and identify opportunities to achieve greater value from education activities.

- Prepares a report for ICGC on the committee's key activities conducted on an annual basis.
- Identifies and defines needs for management systems and resources to support clinical education functions.

Scope

In scope are the mechanisms, expectations and requirements to enable decision-making by the ICGC within and across the organizational or cross-continuum structures, in relation to the clinical governance function of education.

In scope is Clinical Education within the C.A.R.E. Network's Quality Improvement Plans or as determined by the ICGC.

Out of scope are corporate governance (i.e. operating budget process and broader organization-wide HHR policies), staff and medical staff performance and day-to-day clinical operations working within approved standards, policies and service plans.

Decision Rights

Approves:

- The administrative requirements (i.e. format, schedule, definitions and templates) for committees to complete their due diligence when preparing clinical education proposals and implementation plans.

Recommends:

- Best/leading practices to be used in the delivery of clinical education.
- Clinical education proposals when complexity or significant impact is identified, i.e. when resourcing constraints (need for net new resources) and broader implications are outside ability for the C.A.R.E. Network to approve.
- Consolidated clinical education schedule across C.A.R.E. Networks.
- Emerging clinical education needs, including mandatory clinical education requirements.
- Management systems and resources needed to support clinical education functions.

Membership

Members are selected following a transparent process led by the ICGC to ensure diversity and inclusion, and subject matter experts as required, with the following roles represented:

- Chair HAMAC Medical Education Resource Committee
- Representative from Medical and Academic Affairs
- Director Clinical Learning and Knowledge Services (CLKS)
- Representatives from CLKS and Regional Educators
- Representative from Professional Practice
- Representative from Quality, Safety and Improvement
- Director Simulation
- Director or Representative from Allied Health
- Representative from Clinical Operations

Ad-hoc members may be invited as required.

Cross Continuum Committee Chair

The Cross Continuum Committee Chair or Co-chairs is/are appointed by ICGC following a transparent process. The ICGC will nominate a delegate member in consultation with the Chair, for instances when the Chair is not available to fulfill their duties.

Meeting Frequency

The Cross Continuum Committee will meet as needed at the call of the Chair or Co-chairs.

Attendance and Delegates

Members of the Cross Continuum Committee are required to attend all scheduled meetings, except where on leave, and will make their best effort to attend ad-hoc meetings. Delegates are permitted.

Quorum

TBD

Committee Administration

A Clinical Governance Secretariat is responsible for the clinical governance information infrastructure, agenda management/scheduling and monitoring adherence to clinical governance processes.

Supports from internal structures will provide expertise and advice in the function, design and improvement of the clinical governance processes as needed.

Confidentiality

To support the Cross Continuum Committee's ability to provide well-informed advice and approvals, members may receive confidential information. Upon request of the Chair, all members must maintain confidentiality regarding specific materials and Cross Continuum Committee discussions as per Island Health policy and Code of Conduct.

The Chair ensures everyone participating in the meeting, telephone discussion, email exchange or any other form of communication receives clear instructions regarding the confidentiality of the proceedings.

This committee is not protected under Section 51 of the *Evidence Act*.

Dispute Resolution

TBD

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