



Ministry of
Health



First Nations Health Authority
Health through wellness



Standing Committee on Health Sector Information Management and Information Technology

Terms of Reference

March 16, 2015

V3

Committee Purpose

The Standing Committee on Health Sector Information Management and Technology (SCIMIT) is a Ministry of Health (the Ministry) and Health Authority collaborative forum and governance body.

The purpose of SCIMIT is to undertake work on behalf of the Standing Committee of Interdisciplinary Co-Chairs and ultimately Leadership Council, and provide direction, guidance and governance to supporting committees and working groups, in relation to initiatives/efforts intended to achieve transformation of the health care system in alignment with the strategic priority areas and goals identified in the *BC Health System Strategy*¹ (the Strategy).

The primary purpose of SCIMIT is to provide and facilitate execution of strategies, tactics and principles that govern sector-level decision-making across the full lifecycle of information management and information technology (IM/IT) within areas of common or shared interest² to the BC health sector as a whole.

Committee Objectives

- Promote standardization of technologies and information across the province.
- Support health authorities, the Ministry and Leadership Council in making evidence-informed decisions in a timely manner.
- Balance opportunities to improve health system outcomes with the need to manage health care costs.
- Prioritize the health and safety of British Columbians and care providers.
- Review, monitor progress and mitigate issues and risks to ensure successful implementation of initiatives to support the priority areas identified in the Strategy
- Avoid duplication by leveraging existing reporting, and align, coordinate and focus the activities of existing management and committee structures wherever possible.

Committee Principles

- Alignment with *BC's Health System Strategy*
- Partnership and collaboration
- Clear objectives, accountabilities, and roles and responsibilities
- Cross functional representation and process supporting integration
- Flexible to appropriately and respectfully accommodate local circumstances within an established framework
- Transparent decision making

¹ B.C. Health Systems Strategy, A Disciplined Approach to Strategic Execution – BC Ministry of Health, 2014

² Common or Shared Interest Policy : IM/IT solutions and assets within the BC health sector will be assessed using a decision support selection criteria to determine whether or not they are considered to be of common or shared interest (CSI). Items deemed to be of CSI will flow through the Standing Committee Health Sector IM/IT (SCIMIT) governance process, to determine the level of future involvement; in some cases, SCIMIT will have the authority to disapprove or halt progress of CSI initiatives and/or assets.

- Jointly developing common or shared interest IM/IT solutions.
- Promoting Information sharing culture, supported by technology
- Expectation of confidentiality

Priority Areas

The priorities of SCIMIT will be in alignment with the Strategy, in particular SCIMIT will support the provision of and system transformation toward high quality, patient centred care, in the following areas:

Strategy

- Ensure alignment of IM/IT efforts with larger strategic intent and direction of the sector as a whole, as articulated by Leadership Council.
- Oversee development and implementation of BC health sector IM/IT strategic plans.

Decision-Making

- Establish a common or shared interest policy for which is consistent and repeatable method is established and documented.
- Establish and apply an IM/IT prioritization and decision-making process for items of common or shared interest, that is transparent, credible, consistent and fair. Identify and prioritize IM/IT items of common or shared interest to the sector, specifically including any items or actions required to address:
 - the objectives of the strategic plan, or
 - common risks or opportunities facing the sector.
- Facilitate alignment of IM/IT decisions and directions across member organizations.
- Endorse, reject, halt, and/or resume initiatives of common or shared interest for which they are accountable.

Oversight

- Coordinate allocation of resources towards initiatives addressing common or shared interest IM/IT needs.
- Oversee execution of provincial IM/IT initiatives to ensure delivery of intended results.

Committee Membership

- Health Sector CIO and Assistant Deputy Minister, Health Sector IM/IT
- CIO from each the six health authorities
- Chief Medical Information officers from each of the seven health authorities, including First Nations Health Authority
- CIO of the Ministry of Health
- Chief Technical Officer, Health Shared Services BC (HSSBC)
- Doctors of BC

Individual Member Responsibilities

- Work collaboratively to resolve issues and reach decisions to support successful outcomes.
- Within their own organization to be accountable to connect and to communicate with their organization and/or committee they are representing to help with integration and alignment across the system.
- Ensure that meeting materials for discussion are forwarded to the secretariat according to a predetermined schedule.
- Represent organizations or roles for which they are nominated and no others (unless specified).
- Holding each other accountable for ensuring alignment of member organization IM/IT decisions of common or shared interest with the larger goals of the BC health sector, and when local interests prevent such aligned action, will disclose to SCIMIT in a timely manner for evaluation.

Meetings

- Co-Chairs shall consist of the Assistant Deputy Minister of Health Sector IM/IT and senior medical officer from a health authority, appointed on a rotating basis for a period of one year.
- The SCIMIT members shall convene meetings every month.
- Meeting dates and times will be pre-scheduled to ensure availability of members
- Upon agreement by the voting members, new voting members may be added by invitation from the Chair.
- Attendance at meetings is restricted to committee members, their appointed alternates, invited guests and the secretariat.
- Committee decisions, direction and advice will be reached by consensus. When consensus is not achieved, the co-chairs will bring the issue forward to the interdisciplinary committee for direction/decision.

Confidentiality

- To support their ability to provide well-informed advice, SCIMIT members may receive confidential information. All members are expected to maintain confidentiality regarding materials and committee discussions.
- Members may be asked to sign a *non-disclosure agreement* under circumstances when they are reviewing and discussing information of a particularly sensitive nature.
- The Chairs will ensure that everyone participating in the meeting, telephone discussion, email exchange, or in another form of communication has received clear instructions on the confidentiality of the proceedings.

Committee Accountability and Reporting

SCIMIT is accountable to the Standing Committee of Interdisciplinary Co-Chairs and ultimately to Leadership Council. The Committee will maintain a record of all significant decisions, table a formal report on its activities which have systemic or provincial implications and a work plan for the next year, as well as provide regular verbal briefings (e.g., quarterly). In addition, items for information or for decision will be provided on an as needed basis. These items will likely include:

- Health Sector IM/IT Strategic Plan
- Health Sector IM/IT Investment Plan
- Progress reports on the strategic and investment plans
- Inventory of common or shared interest initiatives, and their priorities, in the health sector

SCIMIT provides leadership for sector-level IM/IT in a manner that:

- Promotes standardization of technologies and information across the province
- Supports health authorities, the ministry and Leadership Council in making evidence-informed decisions in a timely manner
- Balances opportunities to improve health system outcomes with the need to manage health care costs
- Promotes the health and safety of British Columbians and care providers

SCIMIT will approve the Terms of Reference, work plans and final products for all standing and issue-specific working groups created to further the strategic agenda.

Staff Support

The Ministry will provide secretariat support for SCIMIT with responsibilities to include:

- Providing timely status reports
- Providing the provincial level project management function, such as maintaining the master work plan, overarching risk register, and decision log
- Ensuring meeting agendas, previous minutes and materials for discussion are distributed no less than one week in advance of committee meetings
- Coordinating with the PHSA committee secretariat to ensure consistency in reporting and approach

Review

The Terms of Reference will be reviewed on an annual basis and adjusted as necessary.