

Perinatal Data Registry (PDR) Steering Committee TERMS OF REFERENCE

MISSION

Develop an industry-leading PDR system for collecting relevant, high quality perinatal data that directly supports the vision and mission of PSBC.

PURPOSE

The PDR Steering Committee will direct the PDR project to successful conclusion through governance related deliberation and decision making.

RESPONSIBILITIES

Through collaboration, the committee will:

1. Serve as the decision making authority on project issues, risk mitigation and scope;
2. Act as the approving body for project schedule and deliverables;
3. Advise and provide strategic oversight on costs and project priorities;
4. Oversee implementation of all deliverables while providing effective, timely, and consistent communications to the project team;
5. Ensure alignment with Ministry of Health and PHSA organizations and initiatives;
6. Serve as the primary advocate for the project to external stakeholders.

CHAIR

The PDR Steering Committee meetings will be chaired by the PDR Project Manager.

MEMBERSHIP OF THE PDR STEERING COMMITTEE

- Lily Lee, Acting Provincial Executive Director, Perinatal Services BC
- Allan Aoyama, Director, Provincial Health Technologies, IMITS
- Ellen Giesbrecht, Senior Medical Director, Maternal Newborn Program, BC Women's Hospital
- Kenny Der, Manager, Clinical Data Integrity, Privacy and Access, Perinatal Services BC
- Philip Pang, PDR Project Manager, Perinatal Services BC

REPORTING STRUCTURE

Escalations and communications to executives will leverage the existing reporting structure:

- Vice President, Maternal & Newborn Health Services, PHSA
- Chief Information Officer, IMITS
- Executive Director, Provincial Health Technologies, IMITS

Reporting out of the Steering Committee to the project will be conducted through the working groups for each of the project work streams.

Reporting to the stakeholder community will follow the protocols set forth in the Communications Plan.

DECISION-MAKING PROCESS

Decisions will be made by consensus and recorded in the PDR Steering Committee minutes that each member has acknowledged agreement to that decision.

In order to reach consensus a quorum is required. For the purposes of the PDR Steering Committee a quorum requires a minimum of 4 members where Perinatal Services BC, IMITS and Clinical members are represented.

If the PDR Steering Committee cannot reach consensus on a decision, it will be escalated to the executives identified in the 'Reporting Structure' section above.

Should a decision be required prior to the next scheduled steering committee meeting, an out-of-band meeting will be set up. If a meeting cannot be coordinated an email requesting decision support will be sent out to the committee members.

PDR Steering Committee members shall not provide votes by proxy.

APPROVAL OF DELIVERABLES

Project deliverables will be sent via email to committee members when they are ready to enter the review and approval process. As a guide, committee members will have 5 business days to review and provide feedback or approval on project deliverables.

CONFIDENTIALITY

All confidential information which comes into the possession of the committee members is for the sole purpose of enabling the committee to seek solutions to issues requiring strategic counsel. Committee members will hold in confidence and treat as confidential all confidential information; use confidential information only as required to enable the member to perform his or her duties on the committee and not use the confidential information for any other purpose.

FREQUENCY OF MEETINGS

The PDR Steering Committee will meet on the first Wednesday of each month. As required, the Chair may move meeting dates or call additional meetings to be held. A conference bridge will be set up for members that cannot attend in person. Meeting minutes will be distributed to the PDR Steering Committee within two weeks after a steering committee meeting.

The PDR Steering Committee agenda and presentation will be distributed a minimum of 3 business days prior to a scheduled PDR Steering Committee meeting.

ADMINISTRATIVE SUPPORT

Administrative support is provided by the Administrative Assistant to the Director, Provincial Registry, Surveillance, Performance, and Analytics, PSBC.

EVALUATION

The terms of reference will be reviewed annually or as required by the steering committee.