Quality Improvement & Patient Safety (QIPS) Advisory Group

Terms of Reference

Purpose

The purpose of this Advisory Group is to provide input, expertise, and guidance to the QIPS Project Team responsible for development of QIPS Postgraduate Medical Education curriculum and QIPS resources for Residents and Faculty. While responsibility for advancing the project rests with the QIPS Project Team, collaborations with the QIPS Advisory Group is essential for successful design and implementation.

Composition

The QIPS Advisory Group is composed of faculty, staff, and learners representing a range of departments, locations, and interests related to Quality Improvement and Patient Safety. Members will be added as gaps are defined. QIPS Advisory Group Members and Corresponding Members are recruited by Project Leads as experts in order to provide input as project needs are identified.

Roles and responsibilities

QIPS Project Leads

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Project Manager</td>
<td>Jennifer McKay, Interim Program Manager, Office of Faculty Development</td>
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<tr>
<td>Project Sponsor for Faculty Development</td>
<td>Kiran Veerapen, Assistant Dean, Office of Faculty Development</td>
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<tr>
<td>Oversight from Faculty Development</td>
<td>Erica Amari, Interim Associate Director, Office of Faculty Development</td>
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<tr>
<td>Faculty Lead</td>
<td>Mia Remington, Faculty Lead &amp; Associate Director, Pediatric Residency Training Program, Postgraduate Medical Education</td>
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<tr>
<td>Project Sponsor for PGME</td>
<td>Ravi Sidhu, Associate Dean, Postgraduate Medical Education</td>
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<tr>
<td>Lead Instructional Designer</td>
<td>Sharon Doucet, Instructional Designer, Office of Faculty Development</td>
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<tr>
<td>Instructional Designer</td>
<td>Fiona Rough, Instructional Designer, Office of Faculty Development</td>
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<tr>
<td>Content Consultant</td>
<td>Andrew Wray, Executive Director, Learning, Analytics &amp; Strategic Initiatives, BC Patient Safety &amp; Quality Council</td>
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<tr>
<td>Content Consultant</td>
<td>Ben Ridout, Director, Analytics &amp; Strategic Initiatives, BC Patient Safety &amp; Quality Council</td>
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The Project Leads are responsible for

- Assembling, chairing, and engaging the QIPS Advisory Group;
- Reporting on progress to the sponsors.
• Faculty development is responsible for format, organization, and instructional design.
• Faculty Lead, PGME is responsible for direction, content, and final decision making.

QIPS Advisory Group Members

• Malcom McClure, Undergraduate academic chair of patient safety
• Mark Mackenzie, Family Practice
• Maria Hubinette, Family Practice
• Evelyn Cornelissen, Family Practice, Curriculum
• Mark Fok, Geriatric Medicine
• Jagdeep Ubhi, Obstetrics & Gynaecology
• Trina Montemurro, Internal Medicine
• Shavaun MacDonald, Emergency Medicine
• Melissa Harvey, Pediatrics
• Stephane Voyer, General Internal Medicine
• Sophia Wong, Pathology
• Celine Kim, Pediatric Emergency
• Benetta Soo Chin, Pediatric Medicine
• Peter Skippen, Pediatric Critical Care

The QIPS Advisory Group members are responsible for

• Providing input, expertise, and guidance on context, content and delivery to the Project Leads;
• Attending Advisory Group meetings or providing input through email;
• Reviewing meeting minutes for accuracy

Guests may be invited to join specific meetings or portions of specific meetings at the Chair’s discretion.

Term

The term of membership is expected to be until January 2021, which is the estimated date of project completion.

Meeting Schedule and Participation

The QIPS Advisory Group will meet no more than once per month. This meeting schedule may be adjusted at the discretion of the chair and in consultation with members.

The chair will assign an individual to be responsible for capturing decisions, action items, and high-level discussion notes that will be circulated to all members within one week of the meeting. Members must raise any disagreement about the notes within one week of the date the notes were distributed. If no disagreement is raised, the notes will be deemed true and accurate.
An available member from the QIPS Project Team will chair the QIPS Advisory Group. They may delegate chair responsibilities to cover periodic absences, if required.

**Decision Making Process**

The QIPS Advisory Group does not make formal decisions. It provides input, expertise, and guidance to the QIPS Project Team for their consideration.

The QIPS Advisory Group will generally be able to achieve consensus regarding the advice it gives the Project Leads. In the event that consensus does not emerge within a reasonable timeframe, the Project Leads will consider the perspectives of all members and make a decision. If there is a difference of perspective with which the Project Leads would like support, the Project Leads will escalate to the Project Sponsors, the Associate Dean of Postgraduate Medical Education and/or the Assistant Dean, Office of Faculty Development.

**Communication**

If members are unable to attend a QIPS Advisory Group meeting they are expected to send a delegate and notify the meeting organizer at their earliest convenience. Meetings will coordinated through email and members are expected to answer communications within 7 days.