



BC Renal Agency
An agency of the Provincial Health Services Authority

FACILITES & EQUIPMENT PLANNING GROUP (FEPG)

Revised January 2009

Category	Description
Purpose	<p>The purpose of the FEPG is to facilitate the processes for planning provincial facilities and equipment needs, reviewing and prioritizing facility and equipment requests, submitting recommendations for approval, and tracking and reconciling associated funding approvals. FEPG is also responsible for overseeing the BCPRA Provincial Renal Emergency Management Program.</p>
Responsibilities	<ol style="list-style-type: none">1. To establish “guiding principles” upon which facility and equipment planning is based.2. To regularly review and update these principles in accordance with overall directions and goals established by the BCPRA.3. To establish and regularly review methodologies for setting priorities for facility development and equipment acquisition, and to develop ranking criteria to support priority setting.4. To oversee provincial facilities and equipment planning activities to ensure alignment of plans within and between regions.5. To receive and review Health Authority Renal facility and equipment plans and apply accepted methodologies to create a ranked provincial plan.6. To recommend to the PRA /PHSA and then to appropriate MOH divisions, revisions or enhancements to the facilities and equipment planning processes.7. To report to the PRA/PHSA and to MOH any issues or opportunities related to equipment and facilities planning that may need to be addressed at the provincial level.8. To work with the each of the regional planning teams and the appropriate persons responsible for the provincial planning to ensure consistency and advocacy as required.9. To establish a process for assessing and responding to emergency facility or equipment requests/requirements.10. To oversee the Provincial Renal Emergency Management Program to ensure on-going needs are met.

Deliverables	<ol style="list-style-type: none"> 1. Annually updated provincial plan submissions to the MOH via PRA/ PHSA. 2. Ranked facility and equipment lists as requested by BCPRA or the Ministry of Health. 3. Updated Provincial Renal Emergency Management Plan as required.
Composition	<p>Membership of the Group will include:</p> <ul style="list-style-type: none"> • One representative from each of the Health Authorities with VCH and PHC having one representative each. Each of these representatives will have an alternate. • BCPRA Project Lead • BCPRA Financial Analyst • One or two Nephrologist representative from MAC • Equipment Plan Facilitator • Emergency Management member from PHSA (Ad Hoc) • Provincial Planning member from PHSA (Ad Hoc) • Planning personnel from 2 of 5 HA with responsibly of reporting back to that group (Ad Hoc) <p>Membership will be reviewed annually. The Chair position will be reviewed by the group every 2 years.</p>
Reporting Relationships	<p>The FEPG is a standing committee reporting to the BCPRA Executive Committee.</p>
Meetings	<ol style="list-style-type: none"> 3. Regularly scheduled annual meetings to: <ol style="list-style-type: none"> i. review and prioritize equipment and facility project requests ii. review provincial planning documents for internal and external consistency, and to identify issues that may impact long term strategies iii. review and update the Emergency Management plan. • Q6 monthly teleconference/ video/ webex meetings to review current status, updates, etc. • Meetings held at the call of the Chair on an ad hoc basis, and will be by teleconference or face-to-face. Meetings will be scheduled at a location and date that is convenient for most members. • Health Authority Renal Program representatives may join a meeting as a guest upon request.
BCPRA Support	<p>BCPRA Administrative support will ensure minutes and communications are distributed to the committee members</p>