



BCPRA/Renal Managers Working Group Terms of Reference

Category	Description
1. Purpose	<i>The renal managers working group functions as an advisory body, to its members and to the provincial community, around programs/policies/guidelines that influence the direct care delivery to renal patients in BC.</i>
2. Responsibilities	<i>The renal managers working group provides a forum for the exchange of information needed to successfully implement various BCPRA driven initiatives. Three areas of distinct responsibility for this group are the 1) support of the members 2) task force vehicle conducting GAP analysis on relevant issues 3) advisory capacity for both reactive and proactive issues.</i>
3. Deliverables	<i>The renal managers group will provide written reports to the BCPRA executive committee on a bi-annual basis. A review/survey of the impact of the formalization of this group will be conducted in December 2006</i>
4. Composition	Provincial renal managers & directors BCPRA Coordinator Clinical Networks and Special Project
5. Reporting Relationships	Accountable to the executive committee of the BCPRA
6. Meetings	Face to face meetings to be held in conjunction with the Executive Committee Meeting of 2 times/year (May and Dec) with teleconferences 2/year (Feb and Sept)
7. Staff Support	<i>Administrative Assistance through clerical staff BCPRA</i>
8. Key Individuals for Inclusion on an as needed basis	<i>BCPRA Director of Informatics BCPRA Director of Business Affairs & Planning BCPRA Director of Communications</i>
9. Chair Appointment and responsibilities	<i>2 year appointment, using alphabetical rotation as per last name, with understanding that individuals may decline chair Chair will set agenda, ensure follow-up on action items</i>