

# PROMIS Executive Steering Committee

## Terms of Reference

Category	Description
<b>Purpose</b>	To establish the Vision, Mandate, Governance, and Guiding Principles to guide the PROMIS team and other PROMIS governance structures.
<b>Guiding Principles</b>	<ul style="list-style-type: none"> <li>• Focus on patient safety and better patient care</li> <li>• Legitimacy through participation and consensus</li> <li>• Strategic view</li> <li>• Responsiveness, effectiveness and efficiency</li> <li>• Accountability</li> <li>• Transparency</li> </ul>
<b>Responsibilities</b>	<p>Develop a provincial and cross-agency consensus on the approval of the following deliverables (as proposed by the PROMIS team):</p> <p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• PROMIS Mandate</li> <li>• PROMIS Governance</li> <li>• PROMIS Application Vision</li> </ul> <p><b>Strategic-Operational</b></p> <ul style="list-style-type: none"> <li>• Guiding Principles for operational decision making E.g. Principles for Application Vision development and maintenance; for project scoring and prioritization; for engaging stakeholders</li> </ul> <p>Also provide support to the PROMIS team in the following areas:</p> <ul style="list-style-type: none"> <li>• Resolve escalations</li> <li>• Provide input to Application roadmap plans (multi-year plans)</li> </ul> <p><b>**Not responsible for allocation of funding. All funding requests to follow PHSA budget allocation processes and formal delegation of financial authority.</b></p>
<b>Accountabilities</b>	<p>Decisions will be made by consensus, defined as the willingness among all members to support a decision once it is made in the best interest of the provincial community of PROMIS stakeholders. Consensus does not mean all members necessarily believe in the chosen decision as the single best alternative. Rather, all members feel that their position has been expressed, heard and understood. Input of all members will be sought and incorporated to the greatest extent possible.</p> <p>Collaborating within a provincial community of PROMIS users while representing their discipline, program, and geographic area</p> <p>Being an active and visible advocate for and communicator of committee decisions to other leaders in their discipline, program, and geographic area</p>

Category	Description																																																																										
<p><b>Composition</b></p>	<p>Members are appointed by Agency executives under the guidance of the VP Provincial Population Health and Chronic &amp; Specialized Populations</p> <p>Membership should represent senior leadership from all stakeholder agencies, clinical programs, clinical areas, geographic areas.</p> <p>Membership should be limited as much as possible to keep the group to a manageable size.</p> <p>Members:</p> <table border="1" data-bbox="404 537 1430 1394"> <thead> <tr> <th></th> <th>Name</th> <th>Program/Representation</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>PHSA</td> <td>Colleen Hart</td> <td>PHSA</td> <td>Executive Sponsor</td> </tr> <tr> <td rowspan="8">Transplant</td> <td>David Landsberg</td> <td>Administrative</td> <td>Executive Sponsor</td> </tr> <tr> <td>Ed Ferre</td> <td>Administrative</td> <td>Executive Sponsor</td> </tr> <tr> <td>Bob Levy</td> <td>Lung</td> <td></td> </tr> <tr> <td>Jag Gill</td> <td>Quality/Data</td> <td></td> </tr> <tr> <td>Mustafa Toma</td> <td>Heart</td> <td></td> </tr> <tr> <td>Vlad Marquez</td> <td>Liver</td> <td></td> </tr> <tr> <td>James Lam</td> <td>Immunology</td> <td></td> </tr> <tr> <td>Olwyn Johnston</td> <td>Kidney</td> <td></td> </tr> <tr> <td rowspan="11">Renal</td> <td>Adeera Levin</td> <td>Administrative</td> <td>Executive Sponsor</td> </tr> <tr> <td>Mike Bevilacqua</td> <td>Administrative</td> <td></td> </tr> <tr> <td>Gary Nussbaumer</td> <td>Administrative</td> <td></td> </tr> <tr> <td>Dan Martinusen</td> <td>VIHA, Pharmacy</td> <td></td> </tr> <tr> <td>Heather Cook</td> <td>IHA, Operations</td> <td></td> </tr> <tr> <td>TBD</td> <td>FHA, Operations</td> <td></td> </tr> <tr> <td>Anurag Singh</td> <td>NHA, Med Advisory, Transplant</td> <td></td> </tr> <tr> <td>John Antonsen</td> <td>VIHA, HD</td> <td>Co-Chair</td> </tr> <tr> <td>Sean Barbour</td> <td>PHC, GN</td> <td></td> </tr> <tr> <td>Daniel Schwartz</td> <td>FHA, PD</td> <td></td> </tr> <tr> <td>Monica Beaulieu</td> <td>CKD</td> <td></td> </tr> <tr> <td rowspan="2">IT</td> <td>Karen Whitson</td> <td>PHSA, IT</td> <td></td> </tr> <tr> <td>Cam Melvin</td> <td>PROMIS, IT</td> <td>Co-Chair</td> </tr> </tbody> </table>		Name	Program/Representation	Role	PHSA	Colleen Hart	PHSA	Executive Sponsor	Transplant	David Landsberg	Administrative	Executive Sponsor	Ed Ferre	Administrative	Executive Sponsor	Bob Levy	Lung		Jag Gill	Quality/Data		Mustafa Toma	Heart		Vlad Marquez	Liver		James Lam	Immunology		Olwyn Johnston	Kidney		Renal	Adeera Levin	Administrative	Executive Sponsor	Mike Bevilacqua	Administrative		Gary Nussbaumer	Administrative		Dan Martinusen	VIHA, Pharmacy		Heather Cook	IHA, Operations		TBD	FHA, Operations		Anurag Singh	NHA, Med Advisory, Transplant		John Antonsen	VIHA, HD	Co-Chair	Sean Barbour	PHC, GN		Daniel Schwartz	FHA, PD		Monica Beaulieu	CKD		IT	Karen Whitson	PHSA, IT		Cam Melvin	PROMIS, IT	Co-Chair
	Name	Program/Representation	Role																																																																								
PHSA	Colleen Hart	PHSA	Executive Sponsor																																																																								
Transplant	David Landsberg	Administrative	Executive Sponsor																																																																								
	Ed Ferre	Administrative	Executive Sponsor																																																																								
	Bob Levy	Lung																																																																									
	Jag Gill	Quality/Data																																																																									
	Mustafa Toma	Heart																																																																									
	Vlad Marquez	Liver																																																																									
	James Lam	Immunology																																																																									
	Olwyn Johnston	Kidney																																																																									
Renal	Adeera Levin	Administrative	Executive Sponsor																																																																								
	Mike Bevilacqua	Administrative																																																																									
	Gary Nussbaumer	Administrative																																																																									
	Dan Martinusen	VIHA, Pharmacy																																																																									
	Heather Cook	IHA, Operations																																																																									
	TBD	FHA, Operations																																																																									
	Anurag Singh	NHA, Med Advisory, Transplant																																																																									
	John Antonsen	VIHA, HD	Co-Chair																																																																								
	Sean Barbour	PHC, GN																																																																									
	Daniel Schwartz	FHA, PD																																																																									
	Monica Beaulieu	CKD																																																																									
IT	Karen Whitson	PHSA, IT																																																																									
	Cam Melvin	PROMIS, IT	Co-Chair																																																																								
<p><b>Reporting Relationships</b></p>	<p>Reports to and is accountable to the Executive Director, BCPRA; Provincial Operations Director, BC Transplant; Medical Director, Transplantation, BC Transplant; and VP, Provincial Population Health and Chronic and Specialized Populations.</p> <p>The committee sets the above direction and delegates execution of that direction and day-to-day decision-making to the PROMIS Team. The PROMIS Director of Operations is accountable to the committee for the PROMIS Team’s execution of that direction.</p>																																																																										
<p><b>Meetings</b></p>	<ul style="list-style-type: none"> <li>• Quarterly face-to-face meetings, additional meetings as required.</li> <li>• Teleconferences as required, to be called by the chairs.</li> <li>• Ad hoc email communications in between meetings</li> </ul>																																																																										