

Hemodialysis Technical Group BCPRA Hemodialysis Committee

Terms of Reference (April 2016)

Category	Description
<p>1. Purpose</p>	<p>The purpose of the Hemodialysis Technical Group (HD Technical group) is to:</p> <ol style="list-style-type: none"> 1. Discuss/address technical issues related to hemodialysis therapy. 2. Support processes for deciding the thresholds for reporting and escalating incidents. 3. Provide support/expertise to the Hemodialysis Committee (HD Committee), to Health Authority Renal Programs (HARPs) and BC Clinical and Support Services (BCCSS) Society (formerly HSSBC) in technical matters and interaction with suppliers.
<p>2. Responsibilities</p>	<ol style="list-style-type: none"> 1. Track and monitor technical issues related to hemodialysis therapy across British Columbia. 2. Discuss such issues and recommend a specific course of action to address each of them. 3. Establish the impact parameters and risks of each issue and determine the appropriate reporting and escalation path. 4. Support the Hemodialysis Committee and HARPs in addressing the issues and interacting with suppliers. 5. Promote communication and dissemination of results of issues resolution and their impact on best practices throughout the network. 6. Ensure BCCSS and other partners are involved, as required. 7. Advocate for best possible patient care related to the results of issues resolution.
<p>3. Deliverables</p>	<ol style="list-style-type: none"> 1. Recommendations, guidance and support on technical issues and incidents related to hemodialysis therapy. 2. Provincial communication of information/reports from technical issues and incidents related to hemodialysis therapy through the Hemodialysis Committee channels. 3. Regular reports to the BCPRA Hemodialysis Committee.
<p>4. Composition</p>	<p>Membership of the Group will include the following:</p> <ul style="list-style-type: none"> • Led by Technical/Biomedical Leader with focus on

	<p>hemodialysis therapy.</p> <ul style="list-style-type: none"> • Supported by BCPRA Project Manager / Admin. • Representation from each HA of appropriate Biomedical Engineering or other renal team members. • Includes a manager-representative. • Membership should be manageable at ≈ 6-10, with larger groups for specific assessment tasks as needed. <p>Membership will be reviewed annually. The Chair position will be reviewed by the group every 2 years.</p>
5. Reporting Relationships	The HD Technical Group is a standing working group of the Hemodialysis Committee and reports to the Hemodialysis Committee.
6. Meetings	<ul style="list-style-type: none"> • Bi-monthly teleconference/ video/ WebEx meetings to review current status, updates, etc. during the months that fall in-between the Hemodialysis Committee meetings. • Meetings may also be 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.
7. BCPRA Support	<ul style="list-style-type: none"> • BCPRA project management support will ensure the group's projects are implemented within scope, timeline, and budget. • BCPRA administrative support will ensure minutes and communications are distributed to the group members and the Hemodialysis Committee.

Contact for adverse events and emergency issues reporting:

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