

Category	Description
Purpose	<p>The purpose of the Facilities and Equipment Planning Committee (FEPC) 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.</p> <p>FEPC will collaborate with the BC Renal Provincial Renal Emergency Management to ensure response practice needs are in place.</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 BC Renal. 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 BC Renal / PHSA, and then to appropriate MOH divisions, revisions or enhancements to the facilities and equipment planning processes. 7. To report to BC Renal / 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 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 work with other associated committees within BC Renal to ensure all needs are met. 11. To collaborate with the Provincial Renal Emergency Management Committee (EMC) to ensure on-going needs are met. 12. To exercise, by delegation, the quality-of-care functions of the BC Renal Executive Committee - a regional quality

	<p>13. Committee approved and authorized by the Boards of the Provincial Health Services and the BC Health Authorities and Providence Health Care - in respect of quality-of-care matters within the scope of Facilities and Equipment Planning Committee.</p>
<p>Deliverables</p>	<ol style="list-style-type: none"> 1. Annually updated provincial plan submissions to the MOH via BC Renal / PHSA. 2. Ranked facility and equipment lists as requested by BC Renal or the Ministry of Health. 3. Updated Provincial Renal Emergency Management Plan as required.
<p>Composition</p>	<p>Membership of the committee will include:</p> <ul style="list-style-type: none"> • One director or manager representative from each of the health authorities, with VCH and PHC having one representative each. Each representative will have an alternate. • One technical representative from each of the health authorities, with VCH and PHC having one representative each. Each representative will have an alternate. • BC Renal project manager • Committee chair • Committee vice-chair • BC Renal administrative support • BC Renal financial analyst • One or two nephrologist representatives from the Medical Advisory Group (MAG). • Emergency management member (ad hoc). • Provincial planning member from PHSA (ad hoc). • PROMIS manager of development (ad hoc). • Planning personnel from 2 of 5 health authorities with responsibility of reporting back to that group (ad hoc). <p>Membership will be reviewed annually. The chair and vice-chair position will be reviewed by the committee every 2 years.</p>
<p>Reporting Relationships</p>	<p>The FEPC is a standing committee reporting to the BC Renal Executive Committee.</p>

BC Renal Facilities & Equipment Planning Committee

Terms of Reference



<p>Meetings</p>	<p>Regularly scheduled annual face-to-face meetings to:</p> <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. <ul style="list-style-type: none"> • Q3-monthly video meetings to review current status, updates, etc. • Meetings held at the call of the chair on an ad hoc basis be by video conference or face-to-face. Meetings will be scheduled at a location and date that is convenient for most members. • Health authority renal program (HARP) representatives may join a meeting as a guest upon request. • Quality and safety reviews under Section 51 of the BC Evidence Act shall be maintained as, “Privileged and Confidential: For Quality Improvement Purposes.” This part of the meeting that is performing the quality and safety assurance function shall be recorded “in camera” separately in the meeting minutes.
<p>BC Renal Staff Support</p>	<p>BC Renal administrative support will ensure minutes and communications are distributed to the committee members.</p>