

e-Health Committee – Terms of Reference

1. Purpose

- To provide strategic advice, guidance and direction to the Board of Directors on e-Health initiatives
- To develop Board briefings and input on the development of:
 - policy positions which address e-Health technology, communications and information management related initiatives;
 - proposed federal and/or provincial legislation that may have broad e-Health implications, and
 - changes to existing legislation which may have an impact on the membership’s ability to provide quality care
- To explore and make recommendations regarding e-Health tools and resources that would benefit a physician’s medical practice
- To undertake appropriate surveys, dialogues and outreach programs to ensure the committee understands and is representing the membership’s concerns

2. Duties and responsibilities

1. To ensure physicians have the opportunity to provide and demonstrate leadership involving e-Health initiatives that impact their practices and the practice of medicine
2. To provide advice and guidance on proposed e-Health initiatives in which Doctors Nova Scotia has been asked to participate and that affect physicians and the way in which they provide patient care
3. To develop and recommend policies, position papers, guidelines and standards appropriate to e-Health initiatives which impact on our members’ ability to practice
4. To consult and seek input from the membership, other stakeholders and interested parties on matters before the Committee, if required
5. To develop a relationship with Department of Health and Wellness officials, which provides an opportunity for the e-Health Committee (eHC) to influence physician participation and provide leadership on e-Health initiatives that impact on the membership
6. To recommend priorities for new e-Health initiatives that benefit the membership
7. To ensure that e-Health initiatives embody the overall mission and objectives of Doctors Nova Scotia
8. To evaluate the sustainability and governance implications of the e-Health initiatives we participate in
9. To ensure that the e-Health Strategic Plan is aligned with the Doctors Nova Scotia Business Plan
10. To submit an annual report on the committee’s activities, as part of the Reports to Council, for the annual general meeting
11. To submit a monthly eHC update to the Board of Directors on key issues, priorities, policy implications, recommendations, activities and actions

3. Committee membership

Composition

The e-Health Committee is comprised of eight to twelve members of Doctors Nova Scotia, including at least one Board member. All Committee members will be appointed by the Board of Directors.

The eHC will strive to be representative of the general membership. Geographic and gender representation will be taken into consideration, as well as varying degrees of computer competencies and maintaining a balance between specialists and family physicians. The committee may, at its discretion, invite a representative from the Dalhousie Medical Student Society to participate as an observer.

The process for selecting and appointing new Committee members is outlined in the Committees and boards section of the Doctors Nova Scotia website.

Committee Chair or Co-Chairs

The chair or co-chairs are responsible for the leadership of the committee and ensuring that the business of the committee is carried out efficiently, effectively, and in an appropriate manner.

The following skills are required:

- Strong leadership skills (communication, ability to motivate, positivity, integrity, responsibility, etc.),
- Strong organizational skills,
- A sense of diplomacy and democracy,
- Excellent facilitation skills, including the ability to:
 - encourage active participation by all committee members,
 - summarize the discussions, and
 - ensure all items are brought to a suitable resolution.

Duties include:

- Working with staff to schedule dates and locations of committee meetings,
- Facilitating committee meetings,
- Allowing the additional time required to plan and prepare for meetings,
- Reviewing meeting agendas and material in advance of the meeting,
- Ensuring minutes are complete and accurate and reviewed at the next meeting,
- Attending an orientation for new committee chairs with the chair of the Board and staff (and attending annual refreshers as needed),
- Ensuring the committee is aware of its responsibilities under the Code of Conduct/ Conflict of Interest Policy and the Respectful Workplace Policy (annual overview with the committee),
- Becoming familiar with the potential conflicts of interest by reviewing conflict of interest declarations submitted by the committee members at the beginning of the year,
- Liaising or conferring with the Board Chair as required for advice or guidance on governance matters or in response to a request from the Board Chair,
- As needed, providing Committee members with feedback and coaching regarding their participation and performance on the Committee; and
- Only voting in the event of a tie.

Sub-Committees/Working Groups

Sub-committees and working groups will be established as the need arises and at the direction of the committee chair. They will be tasked with definitive objectives related to a specific strategic issue.

Sub-committees and working groups will enable the eHC to seek out the appropriate subject matter expertise from within the membership to assist in the research, analysis and development of policy, guidelines and recommendations to be brought to the eHC and subsequently to the Board.

A sub-committee or working group will be chaired by a sitting member of the eHC.

Terms

Terms range from two to three years. Each member will be appointed for one term, with the option to extend for a second term. No member can serve more than two terms or six consecutive years on the committee.

The Chair or Co-Chairs will be selected by the Committee and appointed for a two-year term.

Ex-officio Members

The President, President-Elect and CEO are ex-officio, non-voting members of the committee.

Staff Resources

The Director of Health Policy and IT Strategy , Director of Strategy & Partnerships , EMR Advisors and other staff as required, are assigned to the committee as a resource and to provide support.

4. Committee Meetings

Meeting Schedule

The committee will have six to eight regular meetings per year. Meetings are scheduled for two and a half hours, but may be extended if required. Members will have the option to join meetings by telephone or video conference. Members may be called upon to participate in special meetings if a matter of urgency occurs between regularly scheduled meetings.

Quorum and voting

A minimum of one half of the voting committee members will comprise a quorum. A motion is passed by a majority vote of the members in attendance. The committee chair will cast the deciding vote only if required in the event of a tie.

Honoraria and travel

Travel expenses and honoraria will be paid according to the Doctors Nova Scotia Honoraria & Expense policy.

5. Review and Evaluation

The Governance Committee will complete

- (a) a review of the committee's terms of reference every two years; and
- (b) a committee evaluation at least once every year.

6. Accountability

The eHC is advisory to and accountable to the Board of Directors of Doctors Nova Scotia. Committee business and recommendations will be reported at regularly scheduled Board meetings. Any formal policy or position will require Board approval. Minutes of committee meetings shall be maintained and made available to the Board upon request.

Revised: April 2021

Approved by Board: May 2021