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<u>POLICY TITLE</u> TERMS OF REFERENCE Digital Health Committee		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Board of Directors	<u>DATE APPROVED</u> February 14, 2017	<u>CURRENT VERSION</u> <u>DATE</u> December 2017

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.1	December 2016	Initial Policy
1.2	February 14, 2017	Approved
1.3	December 5, 2017	Reviewed – no changes

1. PURPOSE

To advise the Board, at a strategic level, on the Fraser Health Authority's plans, priorities, risks and achievements in advancing digital health technology that enables:

- a. Health care providers to quickly and appropriately access health information in order to make informed and better decisions about patient/client/resident care;
- b. Health care providers to see a patient centered complete health record regardless of how many different care providers a patient/client/resident has encountered in their health care journey;
- c. Patients/clients/residents and their families appropriate access to their own information online such as viewing lab results when available, confirming health information is complete and to better understand and manage their health;
- d. Business and administrative process improvements to advance Fraser Health Authority's overall organizational performance and workplace environment in conjunction with staff, physicians, business partners, contractors and affiliates.

2. COMPOSITION AND OPERATIONS

- A. The Committee shall be composed of not fewer than three directors and not more than five directors. The Board Chair is ex-officio with full voting privileges.
- B. Non-voting membership to include:
 - i) President & Chief Executive Officer, ex-officio
 - ii) Vice President, Planning, Informatics & Analytics
 - iii) Vice President, Community Hospitals and Programs
 - iv) Vice President, Communications and Public Affairs

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- v) Other members of the Executive as appropriate
- C. A quorum shall be a simple majority of the voting membership.
- D. The Committee shall operate in a manner consistent with the Committee Guidelines of the Board Manual.
- E. The Committee shall meet at least six times a year and hold as many additional meetings as are necessary to ensure there is a continuing, timely, and effective focus on the critical issue of the quality of patient care.

3. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will:

- A. Provide Board leadership in promoting, supporting and recommending digital health initiatives designed to engage patients and citizens with their health care providers, their personal health information as well as their health and wellbeing.
- B. Receive summary reports of a strategic view of how technology trends are affecting the health care industry and consumer engagement in their health and health care.
- C. Provide Board leadership in identifying initiatives for digital health technologies to advance and accelerate Fraser Health Authority's service and detailed operational plan priorities as well as improvements to quality of care and services delivered by Fraser Health Authority.
- D. Receive reports and reviews of Fraser Health Authority's current and future state digital health platforms, electronic health record plans and technology roadmaps and their corresponding alignment to the Provincial IMIT enabling strategies established by the Ministry of Health.
- E. Review the annual IMIT investment priorities to ensure key elements are consistent with the strategic business priorities of the Board and the Ministry of Health.

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- F. Ensure Board oversight for major IMIT initiatives and projects by receiving periodic progress reports from executive sponsors with a particular focus on care and service delivery benefits.
- G. Review the IMIT risk register and mitigation plan to ensure the Board is aware of high risk areas associated with application, technology, data and security risks.
- H. Oversee special assignments, reviews or reports as directed from the Board in matters related to digital health and IMIT opportunities that support and enable the annual strategic priorities of the Fraser Health Authority.

4. ACCOUNTABILITY

The Committee shall report its discussions to the Board by distributing the minutes of its meetings and where appropriate, by oral or written report at the next Board meeting.

5. COMMITTEE WORK PLAN

The Committee will prepare and follow a work plan for the committee schedule of activities.