

**BC Renal Equipment Funding Allocation  
Subcommittee  
Terms of Reference**



Category	Description
<p><b>Purpose</b></p>	<p>The purpose of the Equipment Funding Allocation Subcommittee is to facilitate the processes for planning provincial equipment needs, reviewing and prioritizing equipment requests, submitting recommendations for approval, and tracking and reconciling associated funding approvals.</p>
<p><b>Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. To establish “guiding principles” upon which equipment planning is based.</li> <li>2. To regularly review and update these principles in accordance with overall directions and goals established by BC Renal.</li> <li>3. To establish and regularly review methodologies for setting priorities for equipment acquisition, and to develop ranking criteria to support priority setting.</li> <li>4. To oversee provincial equipment planning activities to ensure alignment of plans within and between regions.</li> <li>5. To receive and review health authority renal equipment plans and apply accepted methodologies to create a ranked provincial plan.</li> <li>6. To recommend to BC Renal / PHSA, and then to appropriate MOH divisions, revisions or enhancements to the equipment planning process.</li> <li>7. To report to BC Renal / PHSA, and to MOH, any issues or opportunities related to equipment planning that may need to be addressed at the provincial level.</li> <li>8. To establish a process for assessing and responding to emergency equipment requests / requirements.</li> <li>9. To work with other associated committees within BC Renal to ensure all needs are met.</li> <li>10. To exercise, by delegation, the quality-of-care functions of the BC Renal Executive Committee - a regional quality</li> <li>11. 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 the Equipment Funding Allocation Subcommittee.</li> </ol>

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<p><b>Deliverables</b></p>	<ol style="list-style-type: none"> <li>1. Annually updated provincial plan equipment submissions to the MOH via BC Renal / PHSA.</li> <li>2. Priority ranked equipment lists as requested by BC Renal or the Ministry of Health.</li> <li>3. Funding letter to be provided to the HARPs through PHSA Finance</li> </ol>
<p><b>Composition</b></p>	<p>Membership of the subcommittee will include:</p> <ul style="list-style-type: none"> <li>• One technical representative from each of the health authorities, with VCH and PHC having one representative each. Each representative will have an alternate.</li> <li>• BC Renal project manager</li> <li>• Committee chair</li> <li>• Committee vice-chair</li> <li>• BC Renal administrative support</li> <li>• BC Renal financial analyst</li> </ul> <p>Membership will be reviewed annually.</p>
<p><b>Reporting Relationships</b></p>	<p>The Equipment Funding Allocation subcommittee reports to the BCR Infrastructure &amp; Capacity Planning Committee (for kidney services).</p>
<p><b>Meetings</b></p>	<p>The Equipment Funding Allocation subcommittee has a meeting cadence of 4 times a year to:</p> <ol style="list-style-type: none"> <li>I. Review and prioritize equipment project requests.</li> <li>II. Review provincial planning documents for internal and external consistency, and to identify issues that may impact long-term strategies.</li> <li>III. Review and prioritize renal equipment requests, submit recommendations for approval to BC Renal Executive Committee, and track and reconcile associated funding approvals.</li> </ol> <ul style="list-style-type: none"> <li>• Q3-monthly video meetings to review status, updates, etc.</li> <li>• Meetings held at the chair's call ad hoc by video conference.</li> <li>• Health authority renal program (HARP) representatives may join a meeting as a guest upon request.</li> <li>• 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.</li> </ul>

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<b>BC Renal Staff Support</b>	BC Renal administrative support will ensure minutes and communications are distributed to the subcommittee members.
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