

Category	Description
Purpose	The Renal Administrators Committee functions as an advisory body, to its members and to the provincial community, around programs, policies, guidelines that improve the quality of, and otherwise influence, the direct care delivery to renal patients in BC.
Responsibilities	<p>The Renal Administrators Committee provides a forum for the exchange of information needed to successfully implement various BCRenal-driven initiatives. Three areas of distinct responsibility for this committee include:</p> <ol style="list-style-type: none"> 1) Support of the members. 2) Task force vehicle conducting GAP analysis on relevant issues. 3) Advisory capacity for both reactive and proactive issues. <p>The Renal Administrators Committee also exercises, by delegation, the quality of care functions of the BC Renal Executive Committee – a regional quality committee approved and authorized by the Boards of the Provincial Health Services Authority and the BC Health Authorities and Providence Health Care – in respect of quality of care matters within the scope of the Renal Administrators Committee.</p>
Accountabilities	The Renal Administrators Committee will provide written reports to the BC Renal Executive Committee on a bi-annual basis.
Composition	<p>Provincial renal managers & directors.</p> <p>Representation from BC Renal and PROMIS leadership teams.</p>
Reporting Relationships	The Renal Administrators Committee reports to the Executive Committee of BC Renal.
Meetings	<p>Face-to-face meetings to be held in conjunction with the BC Renal Executive Committee meeting 2 times per year (approximately in May and December) with teleconferences 2 times per year (approximately in February and September).</p> <p>Quality and safety reviews under the 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>
Staff Support	Administrative assistance through BC Renal clerical staff.
Key Individuals for Inclusion on an As-Needed Basis	<ul style="list-style-type: none"> • BC Renal Director of Health Informatics and Statistics. • BC Renal Director of Business Planning. • BC Renal Director of Strategic Organizational Development and Stakeholder Engagement.
Chair Appointment and Responsibilities	Two-year appointment, using alphabetical rotation as per last name, with understanding that individuals may decline to be the chair.

BCPRA Renal Administrators Committee

Terms of Reference



	Chair will set agenda, ensure follow-up on action items.
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