

BCR Renal Administrators' Committee

Terms of Reference

Category	Description
Purpose	The Renal Administrators Committee serves as an advisory body for its members and the provincial renal network, focusing on programs, policies, and guidelines that affect the care of BC renal patients. It provides a platform for exchanging information essential for the successful implementation of BCR-driven initiatives.
Responsibilities	<ol style="list-style-type: none"> 1. Allows for project and systems evaluation: To provide input and review output of BCR work groups to ensure the successful resourcing and implementation of potential initiatives. 2. Prevents duplication and creates project planning efficiencies: Sharing outcomes and learnings from RRP-funded projects, allowing for others to learn from ongoing or completed projects outside of their health authority. 3. Provides a reporting platform: Acts as a forum to report to BC Renal, PHSA, and each health authority any issues or opportunities that may need to be addressed at the provincial level. 4. Provides program and project updates: Reports on the status of ongoing programs and initiatives, including successes and challenges. 5. Promotes knowledge exchange: Actively engages in knowledge sharing and the promotion of best practices across the BC renal network. 6. Fosters dialogue and mutual understanding: Share information regarding ongoing provincial/regional projects which may be valuable to teams in multiple HAs to help avoid duplication. 7. Validates and supports advocacy efforts: Provides support and resources to help programs in capacity planning. 8. 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.
Deliverables	<ol style="list-style-type: none"> 1. Update the workplan annually. 2. Monitoring completion or ongoing work on 1-2 projects max per year.
Composition	<p>Membership of the committee will include:</p> <ul style="list-style-type: none"> • Committee Chair • Committee Vice-Chair • BC Renal Project Manager • BC Renal Project Coordinator

	<ul style="list-style-type: none"> Provincial Renal Managers & Directors <p>Membership will be reviewed annually.</p> <p>The chair and vice chair position will be reviewed by the group every 2 years. Request for applicants in the Chair and Vice-Chair positions to be communicated to the BCR network within 2 months of the end of those position's tenures.</p>
Reporting Relationships	The BC Renal Administrators committee is a standing committee reporting to the BC Renal Executive Committee.
Meetings	<p>Meetings occur 4-5 times per year, online – typically in January, March, May, September and November.</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.”</p> <p>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>