

Category	Description
<p><b>Purpose</b></p>	<p>The purpose of the Infrastructure and Capacity Planning Committee (ICPC) is to serve as a provincial forum to facilitate and inform kidney care facilities planning across health authority renal programs in collaboration with key health authority and government partners – supporting alignment and consistency in processes, advocacy for capital funding where appropriate, and ensuring the availability of services to meet patient needs.</p>
<p><b>Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. To establish “provincial guiding principles” upon which facility planning is based.</li> <li>2. To regularly review and update these principles in accordance with overall directions and goals established by BC Renal, PHSA and the Ministry of Health.</li> <li>3. To foster dialogue and mutual understanding regarding supply and demand for kidney services in each health authority renal program, as well as interdependencies and sustainability of services.</li> <li>4. To have oversight into facilities planning activities across health authority renal programs to ensure alignment of plans within and between regions.</li> <li>5. To compile recommended growth planning to the appropriate Ministry of Infrastructure (MoI) - Health Division and the 10-year planning requirements.</li> <li>6. Act as a forum to report to BC Renal, PHSA, and each health authority any issues or opportunities related to facility planning that may need to be addressed at the provincial level.</li> <li>7. To validate and support advocacy efforts led by the health authority renal programs for capital funding requests.</li> <li>8. To work with the Equipment Funding Allocation Subcommittee (EFAS) and other associated committees within BC Renal to ensure growth needs are identified.</li> <li>9. To exercise, 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 BCR Infrastructure and Capacity Planning Committee.</li> </ol>

<p><b>Deliverables</b></p>	<ol style="list-style-type: none"> <li>1. Annually updated provincial 10-year project plan for capital projects to Mol</li> <li>2. Final provincial capital planning report to be submitted annually to the BC Renal Executive Committee for review, along with proposed action items and requests.</li> <li>3. Communicate urgent capital needs to Mol between annual provincial project plans.</li> </ol>
<p><b>Composition</b></p>	<p>Membership of the committee will include:</p> <ul style="list-style-type: none"> <li>• Infrastructure and Capacity Planning Committee Chair</li> <li>• BC Renal Executive Director</li> <li>• BC Renal Director of Strategic Initiatives, Education and Development</li> <li>• BC Renal Analytics and Methodology Lead</li> <li>• BC Renal Senior Medical Lead</li> <li>• BC Renal Project Manager</li> <li>• BC Renal Administrative Support</li> <li>• PHSA Business Planning Director</li> <li>• Regional Executive Sponsors</li> <li>• Regional Capital Planning/Facilities Management representative</li> <li>• One regional administrative director from each health authority, with VCH and PHC having one representative each. Each representative will have an alternate.</li> <li>• Regional Medical Directors-Kidney Service</li> <li>• PHSA Business Planning Lead</li> </ul> <p>Membership will be reviewed annually. The chair position will be reviewed by the committee every 5 years.</p>
<p><b>Reporting Relationships</b></p>	<p>The ICPC is a standing committee reporting to the BC Renal Executive Committee.</p>

**BC Renal Infrastructure and Capacity Planning  
Committee (for Kidney Services)**  
**Terms of Reference**



<p><b>Meetings</b></p>	<p>Regularly scheduled virtual bi-annual planning meetings to:</p> <ol style="list-style-type: none"> <li>1. Review forecasted patient demand and assess the capacity of each health authority.</li> <li>2. Anticipate and plan for increased demand for hemodialysis.</li> <li>3. Understand the facility capacity for hemodialysis services at the regional level.</li> <li>4. Collaborate to ensure planning efforts are coordinated and aligned with provincial kidney services goals and priorities.</li> <li>5. Ensure kidney service facility and equipment resources are effectively managed, sustainable, and capable of meeting the needs of the kidney population now and in the future.</li> <li>6. Inform the decision-making process for capital projects related to kidney care.</li> </ol> <p>Additional virtual meetings may be held at the call of the chair on an ad hoc basis. Health authority renal program representatives may join a meeting as a guest upon request.</p> <p>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.</p>
<p><b>BC Renal Staff Support</b></p>	<p>BC Renal administrative support will ensure minutes and communications are distributed to committee members.</p>