

Local Health System Performance Improvement Collaborative Magnetic Resonance Imaging Task Team Terms of Reference

December 2007

WHAT WILL THE TASK TEAM DO?

Purpose

Improved performance is a key element of the plan to ensure the health system is delivering timely and quality care to residents. The Task Team will facilitate collaboration amongst the partners delivering MRI services to enable them to provide leadership in the identification, design and execution of performance improvement opportunities within the South West LHIN.

Strategic Objectives

1. Access Management – Focus on key attributes of the management of access to services function to ensure individuals receive care within accepted wait times.
2. Capacity Building – Use system and process redesign, efficiency, innovation and education to respond to future requirements in a safe, sustainable and cost-effective manner.
3. Accountability – Work within system and service parameters to provide equitable access to quality services.
4. Measuring, Reporting and Evaluation – Use information to guide the identification, design and execution of performance improvement opportunities with standardization as a key component.

Responsibilities and Functions

The Task Team will be solutions focused and its members will:

- In the spirit of partnership and system thinking, actively participate and contribute;
- Engage the appropriate individuals within their home organization to promote awareness, collaboration and acceptance of performance improvement opportunities;

More specifically:

- Focus on wait times improvement;
- Identify performance improvement opportunities and required plans to reach desired outcomes;
- Create a connection with the Provincial MRI Expert Panel.

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WHO COMPRISES THE TASK TEAM?

Membership and Term

- The Task Team will be Co-Chaired by members from health service providers.
- Membership will reflect the contributing roles in the delivery of MRI services.
- The Task Team will begin in December 2007 and conclude by March 2010. An assessment of identified goals will be completed at the end of each fiscal year. A determination on any on-going role for the team will be made early in 2010.

HOW WILL THE TASK TEAM OPERATE?

Decision Making

- The Task Team is accountable to the South West LHIN.
- Decisions on performance improvement opportunities will be based on consensus and determined in the spirit of partnership and system-thinking.
- Decisions of the Task Team cannot bind any individual health service provider to a specific action.
- Decisions on implementation will be advice to the Senior Management of the South West LHIN.

Meeting Frequency

- A monthly meeting schedule will be determined by the members and additional meetings will be at the call of the Co-Chairs to reflect a set deliverables. The goal is to hold in-person meetings but technology will be used as required and appropriate.
- Action-oriented minutes will be prepared by the South West LHIN and will be communicated within 2 business days following the meeting. Minutes will be made available in the spirit of transparency.

Communications and Confidentiality

- All communications on the work of the Task Team will be approved in partnership by the Co-Chairs and the South West LHIN. Members are encouraged to develop consistent messaging that reflects the values and principles of the collaborative process, the South West LHIN and the communities within the LHIN.
- Information or documents being reviewed or considered by the Task Team may be confidential and will be identified at the time of their distribution.

Evaluation

- There will be an evaluation process of the task team progress, mandate and goals at the end of each fiscal year and at the conclusion of the mandate.
- Indicators of effectiveness will be established and measured as part of the evaluation process of the strategies identified and implemented.