



# MEETINGS & COMMITTEES

## WHICH SHOULD YOU ATTEND AND WHAT ARE THEY FOR?

### ● Mandatory Meetings

#### Monthly Departmental meeting:

- **What:** Monthly meetings are crucial for communication as well as providing opportunities for collaboration, alignment of goals, recognition of efforts, and supporting continuous improvement within the department.
- **Who:** Chair (Department Head), Department members, may include unit managers and other allied health staff at the invitation of the chair.
- **When:** Usually set on a recurring day and week of each month. (Eg the third Thursday of each month).

#### Local Medical Advisory Committee meeting (LMAC):

- **What:** LMACs serve as a forum for discussion and decision on matters pertaining to the quality of medical care at the site, the appointment and delineation of privileges of the Medical Staff, the professional and ethical conduct of the Medical Staff, continuing medical and health education, and medical staff resource planning.
- **Who:** Chair (usually an appointed physician), Department Heads, Chief of Staff, MSA President, site Operations Directors, local Senior Medical Director (SMD), MAA. Sometimes special guests or other designated physician leads.
- **When:** Monthly, bimonthly or dependent on site size.

#### General Medical Staff Association (MSA) meeting:

- **What:** The MSA holds regular meetings at least semi-annually, attended by the CEO of the Interior Health Authority or a delegate, to deliberate on suggestions put forth by the HAMAC, RMACs, and LMACs. These assemblies may also showcase reports from various departments and committees, or conduct strategic planning discussions for the MSA.
- **Who:** Chair (MSA President), all medical staff, site Operations Directors, and other allied health staff at the invitation of the chair.
- **When:** Varies depending on site size. At least once in addition to the AGM.

#### Annual General Meeting (AGM) of the Medical Staff:

- **What:** At each facility with a Medical Staff Association, an AGM is held yearly as per the Medical Staff Bylaws, and is where officers are elected for the ensuing year and an annual report is presented.
- **Who:** Chair (MSA President), all medical staff, site Operations Directors, and other allied health staff at the invitation of the chair.
- **When:** Annually, within each fiscal business year.

### ● Discretionary Meetings

#### Committees

- Facility Engagement Working Group
- Inter/Intra-Departmental Committee meetings
- Quality Assurance Committee meetings. E.g. Medical Quality Management (MQM)
- Perioperative Management Committee meetings

### ● An Option...

Delegating Department Head responsibilities to share the burden is sometimes possible with support from Facility Engagement funding although it is site specific.

Work delegated by a Department Head, as contractually specified, should be compensated from that salary. However, Facility Engagement can support other department members attending special committee and project meetings.