

CorHealth Ontario Cardiac Surgery Reporting Task Group: Terms of Reference

1. BACKGROUND

CorHealth is developing a collaborative and phased approach to measurement and reporting across the clinical domains of cardiac, stroke and vascular. Within the overarching cardiac reporting strategy, defining outcomes and performance measures for the cardiac surgery population has been prioritized for fiscal year 2018/19.

2. PURPOSE & FUNCTIONS

To advise on this important work we are forming a **Cardiac Surgery Reporting Task Group** comprised of cardiovascular surgeons, hospital administrators, data experts and other key stakeholders within the healthcare system. The key functions of the Task Group are:

1. Identify and prioritize indicators to monitor cardiac surgery outcomes and support quality improvement.
2. Develop a reporting strategy for these indicators, which includes identifying the purpose, audience, frequency, and review cycle for the chosen indicators.
3. Advise on considerations for data acquisition.

3. MEMBERSHIP

The Cardiac Surgery Reporting Task Group comprises a diverse group of inter-professional experts (e.g., cardiovascular surgeons, care coordinators, hospital administrators) in cardiac surgical care. Additional stakeholder representation will be considered as required.

The Cardiac Surgery Reporting Task Group will be Chaired by Deb Bedini, Program Director for Cardiac and Vascular at Hamilton Health Sciences. The final membership list of the Task Group will be finalized and circulated after input from the Cardiac Leadership Council at the end of September 2018.

Task Group members are expected to:

- Act in good faith and in the best interests of the people of Ontario and of CorHealth.
- Come prepared to each meeting and actively participate and contribute to the discussion.
- Represent the interests of CorHealth and the provincial cardiovascular system.

- Be a member in good standing at their place of employment and/or hospital, with no conditions on licenses or limitations in clinical practice.
- Ability to commit the necessary time to participate in Task Group meetings and preparation.

4. TERMS OF OFFICE OF MEMBERS AND MEETING SCHEDULE

- The Task Group will meet 3 times (once per month) from October to December 2018. A fourth meeting will take place in February/March 2019 to finalize the recommendations after review from the Cardiac Leadership Council. Each meeting will be 3 hours long.
- Membership commitment to attend all four meetings, and participate in assigned activities between meetings, is requested to ensure continuity and completion of deliverables.
- Meetings will include both options for in person and webinar.
- Meeting agendas and related meeting materials will be prepared and distributed by CorHealth in collaboration with the Chair. Agendas will be approved in advance by the Chair. Minutes will be prepared and distributed by email.

5. CONFLICT OF INTEREST

Task Group members must ensure that any actual or potential conflict of interest arising in regard to any matter under discussion by the Task Group is drawn to the attention of the Task Group Chair. The Chair will determine what action, if any, is required arising from the conflict of interest and will take appropriate action.

6. DECISION MAKING:

The Cardiac Surgery Reporting Task Group is an advisory group of CorHealth Ontario created for the purpose of advising the development a Cardiac Surgery Reporting Plan. The Chair and CorHealth will provide necessary facilitation to support consensus-building efforts, and meetings will be conducted to support open and direct communication based on honesty, respect, and transparency to ensure that all perspectives are heard. While consensus will be strived for, all perspectives, recommendations, and/or consensus from the group will be documented and distributed back to the Task Group for review in the form of meeting minutes. CorHealth will use these perspectives, recommendations, and/or consensus from the Task Group to develop the Cardiac Surgery Reporting Plan recommendations. Recommendations will be presented to the Cardiac Leadership Council for review and input, and the Executive Team of CorHealth for final approval.