

Table of contents

| | |
|--|----|
| Introduction | 2 |
| Quality Assurance Committee | 2 |
| Committee panels and panel meetings | 2 |
| Getting started | 3 |
| Types of meeting | 4 |
| In camera | 4 |
| Strategy session | 5 |
| Ways to meet | 5 |
| In-person | 5 |
| Teleconference/videoconference/hybrid meetings | 5 |
| Email | 6 |
| The meeting: before, during and after | 6 |
| Before the meeting | 6 |
| Meeting package | 6 |
| Agenda | 6 |
| Logistics for remote participant | 7 |
| During the meeting | 7 |
| After the meeting | 8 |
| Decision-making | 8 |
| Staff/panel recommendations | 8 |
| Decision-making process | 8 |
| Consensus decision-making | 9 |
| Process | 9 |
| Important considerations for panel members | 9 |
| Resolutions | 10 |
| Recording decisions | 10 |

The chair 11
 During the meeting..... 11
 After the meeting 12

Introduction

Meetings of the Physician Practice Enhancement Panel (PPE Panel) of the Quality Assurance Committee are set to support the fulfillment of the legislated mandate set out in section 9-1 of the Bylaws made under the *Medical Services Act*, RSBC 1996, c.183. The panel provides oversight to the Physician Practice Enhancement Program (PPEP), which assesses the professional performance of a registrant, and Physician Office Medical Device Reprocessing Assessments (POMDRA), which reviews the reprocessing of reusable medical devices in community-based offices in accordance with criteria established by the Board. The panel is comprised of family physicians, specialists, podiatric surgeons, and public members.

(2)

Email

Email meetings are convened for one specific purpose only: either when information needs to be disseminated quickly, or an urgent decision is required that cannot wait until the next scheduled Panel meeting and must comply with section 1-21(16) or (17) of the Bylaws.

The meeting: before, during and after

Before the meeting

Meeting package

Prior to the scheduled meeting, the panel members will be emailed a notification that the committee meeting package is available on MS Teams. The package includes an agenda, briefing notes, supporting material and prior meeting minutes.

Upon notification, members should:

confirm access to the meeting package,

review the agenda and notify the chair and deputy registrar if a conflict of interest is identified such as

- o any interest, involvement with or connection to any issue discussed at the committee level, or

College

In addition to the tenets of the code, participants connected to the meeting remotely are advised to:

- give full attention to the meeting as they would if in the same room
- identify themselves if they wish to speak
- wait to be acknowledged by the chair before speaking
- speak clearly
- address participants by name if asking specific questions
- ask for clarity if any part of the discussion is unclear
- be patient if there is a slight delay in transmission
- mute the line when not speaking

After the meeting

All Physician Practice Enhancement Panel members are required to complete an online evaluation of how the meeting was conducted. The survey link will be sent electronically to each panel

4. Have we understood all the necessary facts and information?
5. Is there additional information we need to make a good decision?
6. Are the assumptions made reasonable?
7. Is there more than one possible course of action?
8. Do we have agreement on the outcome?
9. Would it be better to defer making a decision now, until we have further information or additional time to continue the discussion?

Timeliness of decision (a) 1.7 (b) 1.7 (c) 1.7 (d) 1.7 (e) 1.7 (f) 1.7 (g) 1.7 (h) 1.7 (i) 1.7 (j) 1.7 (k) 1.7 (l) 1.7 (m) 1.7 (n) 1.7 (o) 1.7 (p) 1.7 (q) 1.7 (r) 1.7 (s) 1.7 (t) 1.7 (u) 1.7 (v) 1.7 (w) 1.7 (x) 1.7 (y) 1.7 (z) 1.7 (aa) 1.7 (ab) 1.7 (ac) 1.7 (ad) 1.7 (ae) 1.7 (af) 1.7 (ag) 1.7 (ah) 1.7 (ai) 1.7 (aj) 1.7 (ak) 1.7 (al) 1.7 (am) 1.7 (an) 1.7 (ao) 1.7 (ap) 1.7 (aq) 1.7 (ar) 1.7 (as) 1.7 (at) 1.7 (au) 1.7 (av) 1.7 (aw) 1.7 (ax) 1.7 (ay) 1.7 (az) 1.7 (ba) 1.7 (bb) 1.7 (bc) 1.7 (bd) 1.7 (be) 1.7 (bf) 1.7 (bg) 1.7 (bh) 1.7 (bi) 1.7 (bj) 1.7 (bk) 1.7 (bl) 1.7 (bm) 1.7 (bn) 1.7 (bo) 1.7 (bp) 1.7 (bq) 1.7 (br) 1.7 (bs) 1.7 (bt) 1.7 (bu) 1.7 (bv) 1.7 (bw) 1.7 (bx) 1.7 (by) 1.7 (bz) 1.7 (ca) 1.7 (cb) 1.7 (cc) 1.7 (cd) 1.7 (ce) 1.7 (cf) 1.7 (cg) 1.7 (ch) 1.7 (ci) 1.7 (cj) 1.7 (ck) 1.7 (cl) 1.7 (cm) 1.7 (cn) 1.7 (co) 1.7 (cp) 1.7 (cq) 1.7 (cr) 1.7 (cs) 1.7 (ct) 1.7 (cu) 1.7 (cv) 1.7 (cw) 1.7 (cx) 1.7 (cy) 1.7 (cz) 1.7 (da) 1.7 (db) 1.7 (dc) 1.7 (dd) 1.7 (de) 1.7 (df) 1.7 (dg) 1.7 (dh) 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The chair

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Keep a list of issues that are more appropriately discussed offline or at another meeting.

Remember to formally close the meeting, thanking all participants, including those attending remotely.