

EDAC: High Level Work Plan

ENHANCING ED LEADERSHIP & COLLABORATION				
Task #	Key Deliverable	Goals & Outcomes	Timing	Next Steps
1.	Develop ED Resource Toolkit	Develop standardized orientation materials and guiding resources for EDs to improve role clarity and enhance consistency	Dec - March	- Identify 3-4 ED 'Resource Toolkit' work group members Note: request for Ministry funding
	<i>Develop orientation materials for EDs (including roles & responsibilities, reporting, funding diversity, accountability, etc.)</i>			
	<i>Identify and compile sample manuals, policies & templates within the resource section of the member's only website (including privacy policy, medical directives manual, risk mitigation plans, etc.)</i>			
2.	Develop Mentor/Buddy System	Establish a peer mentorship program for new EDs to support knowledge translation and improve collaborations	March	- Approach to be discussed at next EDAC meeting
	- <i>Identify "mentor" ED within each LHIN</i>			
	- <i>Confirm process for "mentor" ED to identify new EDs within their LHIN</i>			
3.	Support Development of Regional ED Networks	Provide ongoing support to the development of regional ED networks to advance knowledge transfer and exchange, enhance collaborations, and foster leadership capacity.	Jan - March	- Confirm number and status of existing networks at next EDAC meeting
	- <i>Determine number of existing ED networks within each LHIN</i>			
	- <i>Determine number of existing networks established to support FHTs with distinct needs (ie. Blended Salary Model, Academic FHTs, Aboriginal/Inuit FHTs, Francophone FHTs)</i>			
	- <i>Identify mechanisms to support existing networks and the establishment of new regional networks required</i>			

4.	Establish ED Continuous Learning Collaborative	Support and foster ED leadership capacity and promote a culture of continuous learning	March	- Identify Webinar topic of learning (may be done in collaboration with GLAC)
	<ul style="list-style-type: none"> - <i>Set up quarterly education webinars for EDs (may include board members and physicians as appropriate)</i> - <i>Identify specific topics requested by ED's (e.g. privacy & data sharing; fundamentals of governance)</i> 			
5.	Enhance ED Provincial Communications	Keep all EDs informed of the work of EDAC and promote continuous information sharing	Ongoing	- AFHTO staff to draft communique post EDAC meetings
	<ul style="list-style-type: none"> - <i>Develop internal EDAC provincial communique for EDs post EDAC meetings</i> 			

MAINTAINING ONGOING ED OPERATIONAL SUPPORT				
Task #	Key Deliverable	Goals & Outcomes	Timing	Next Steps
6.	Prepare for next cycle of business plans/quarterly reports	Recommend approach and identify mechanism's to streamline reporting processes and templates	Jan	- Confirm approach for EDs to identify current challenges and streamline reporting
	<ul style="list-style-type: none"> - <i>Identify current challenges with timelines and templates and develop recommendations to inform future reporting process</i> 			
7.	Accountability Reform Initiative	Provide the knowledge, skills and tools for EDs and Boards to work together to meet the requirements of the ARI	Jan – June (Based on receiving funding letters)	- Provide outreach to FHTs that did not receive ARI approval and/or in response to member requests - Initiate planning to provide 'Fundamentals of Governance' webinars
8.	<ul style="list-style-type: none"> - <i>Prepare for next application process by providing education/training to EDs and leadership teams as needed</i> 			
9.	<ul style="list-style-type: none"> - <i>Promote 'Fundamentals of Governance' through regional training and further promotion of Toolkit</i> <ul style="list-style-type: none"> o <i>Develop series of 6 webinars (based on 6 dimensions of governance)</i> o <i>Provide regional and/or local in person sessions in response to member requests</i> o <i>Promote access to website material</i> 			

10.	Establish mechanism to collect repository of current broad based challenges/issues and recommendations raised by the EDs	Establish a repository of operational challenges, recommendations and best practices to enhance collaborations and communications of EDs provincially	April	TBD
11.	- <i>Leverage the use of members only resource area on the website to establish a repository of operational challenges; theme emerging trends and identify potential solutions.</i>			

WORKING TOWARDS THE NEXT MINISTRY CONTRACT				
Task #	Key Deliverable	Goals & Outcomes	Timing	Next Steps
12.	Support Measures to Harmonize Working Relations between Physician-Funded & FHT-Funded groups - <i>Act as a sounding board to enhance physician group and FHT working relations</i>	To promote greater harmony between the physician-funded groups and the FHT-funded groups to ensure optimal interprofessional comprehensive primary care delivery	Jan - March	TBD (based on further discussion within Lead MD/NP Council and EDAC)