

**Timmins FHT Administration Workplan 2014-15**

Element	Performance Goal & Strategic Direction	Activities	Responsibility	Status In progress Upcoming Completed Not Started	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	
Board & Governance	#1 Access and Care Transitions: Enhance patient access to the care team and facilitate a collaborative care experience	Review Progress with Strategic Plan	ED, Lead Physician				Annual Report at AGM										
		Board Meetings to be held a minimum of 5 x per year	Board Chair, ED		9	14	4th & 18th			10		12		14	11 (Tentative)	11 (Tentative)	
		Annual Board Meeting to be held	Board Chair, ED				18										
		Board Self-Evaluation	Board Chair, ED														
		Review & Revision of Risk Management Plan	ED														
Organizational Management	#3 Organizational Capacity: To ensure that the organization has the infrastructure and resources in place to full implement and evolve the collaborative model of care	Management Team Meetings to be held monthly to facilitate ongoing collaborative decision making for the TFHT	ED, Admin Assistant, Finance Manager, Lead Physician, Site physician leads, IHP lead														
		Meetings with Primary Care Providers to be held monthly to facilitate communication and clinical consultation	Lead physician, ED, TFHT Clerical Staff member														
		Meeting with White Pines FHN monthly to facilitate collaboration with physician's group	ED, Lead Physician, Clerical Staff member														
		Administration Staff Meetings to be held monthly	ED, Admin Assistant, Finance Manager, Admin Staff														
		Hold General Staff Meetings quarterly	ED, Admin Assistant,								12						
		Hold meetings monthly with IHP staff providing FHT wide services	ED, Dietitian, QIDSS, Health Promoter, SW, Geriatric RN														
Financial Accountability	#3 Organizational Capacity: To ensure that the organization has the infrastructure and resources in place to full implement and evolve the collaborative model of care	Complete quarterly financial report (Schedule E) and submit to MOHLTC on SRI	Finance Manager, ED		Q4 Report 30th			Q1 Report 31st			Q2 Report 31st			Q3 Report 31st			
		Complete ASRER & submit to MOHLTC on SRI	Finance Manager, ED				30th										
		Submit Audited Financial Statement to Board/MOHLTC	Finance Manager, ED		Audit	Board	MOHLTC 30th										
		Complete annual operating budget & submit to Board/MOHLTC	Finance Manager, ED												Budget	Board	MOHLTC 13th
		Complete Telemedicine Nursing Funding Report to the NELHIN	Finance Manager, ED, OTN Coordinator														
		Complete Health Link Report and submit to the NELHIN	Finance Manager, ED, HL Program Manager		Q4 30th				Q1 30th			Q2 Report 30th			Q3 Report 30th		





