

# Joint Nursing Advisory Committee

## Executive Oversight Committee

### Terms of Reference

#### 1. Purpose

---

The Executive Oversight Committee (EOC) exists to provide a senior level support and oversight for the SUN-SAHO Joint Nursing Advisory Committees (NAC). The EOC shall provide guidance on the implementation, monitoring and evaluation of the Joint NAC process. The EOC shall assist in removing barriers to success.

#### 2. Membership

---

The EOC is composed of: two representatives from SUN, one representative from SAHO and one representative on behalf of the Employers.

#### 3. Responsibilities

---

- A. Provide oversight and guidance to the Joint NAC regarding the implementation, monitoring and evaluation of the process and provide recommendations regarding the resolution of outstanding issues.
- B. Facilitate open, solution-oriented communication and support the timely sharing of data and information upon request from either party for the purpose of joint problem-solving.
- C. Oversee the development and delivery of joint education.
- D. Undertake review and ensure fair and equitable application of the Review Process.
- E. Endeavor to produce written recommendations upon completion of the Review Process.
- F. Communicate jointly identified timelines with the parties involved.
- G. Support the parties involved to adopt and implement the EOC recommendations.
- H. Remove barriers to successful resolution.

#### 4. Goals

---

- A. Increase the rate and frequency of low level resolution.
- B. Improve collaborative efforts and approaches.
- C. Enhance communication, problem-solving and transparency in decision-making.

#### 5. Meeting Schedule

---

The EOC will meet on a monthly basis or on an as needed basis requested by any member of the EOC.

#### 6. Referral Process

---

- A. Once it has been determined that agreement cannot be reached by the parties, the issue may be referred to the EOC.

- B. Referral shall be made jointly and submitted by either party. There may be an instance where one party wants to refer to the EOC. Both parties will still be expected to fill out the SBAR putting forward their recommendations.
- C. A request for referral is to be made in writing via email or letter to the EOC, with one copy sent to SAHO and one copy sent to SUN Provincial, and shall include:
  - C.1. identification and analysis of the issue in the form of a Situation-Background-Assessment-Recommendations Tool (SBAR);
  - C.2. recommendation(s) from each party for resolve; and
  - C.3. the SBAR, supporting materials, information, data, etc., for review.
- D. Acknowledgement of the request is to be made in writing by the EOC within ten (10) days of its receipt.

## 7. Review Process

---

- A. Issue is referred to the EOC by the parties jointly to request support and review.
- B. The parties work collaboratively to produce and submit an SBAR, in accordance with the SBAR Template. The parties will jointly develop "Situation", "Background", "Assessment" as common sections, and then each party will put forward a "Recommendation" from their individual perspective.
- C. The EOC meets to review the SBAR and accompanying information. Further details, data, etc., may be required at the request of the EOC.
  - i. *If requested by the EOC: Each party may need to present their recommendation in person or by teleconference to the EOC to assist the deliberation process (this is an opportunity for the EOC to clarify material, ask questions, etc.). The Employer and SUN will provide their presentation and all relevant documentation to the EOC committee members a minimum of two (2) weeks prior to the scheduled presentation date.*
- D. The EOC deliberates and provides written recommendations to the parties.
  - i. EOC recommendations may focus on steps to move toward a consensual resolution between the parties.
  - ii. Recommendations may include:
    - Review of current legislation and or regulations
    - Review of literature, evidence informed practice or research
    - Collection of data
    - Ongoing analysis
    - Recommendations for consideration/implementation
- E. The parties will determine whether the recommendations will adequately address the issue.
  - If the recommendations are accepted, the EOC will assist the parties to support and facilitate the implementation phase.
  - If the recommendations are rejected by either party, the issue can be escalated through the NAC process as per the collective agreement.
- F. In the event that the EOC is not able to reach consensus on a satisfactory recommendation, the EOC will provide the information in writing. The issue may then be

escalated through the NAC process as per the collective agreement.

# Joint Nursing Advisory Committee

## Executive Oversight Committee

### **SBAR Template – EOC Review**

#### Situation

---

- Provide a concise statement of the primary issue/problem and why it is a problem (i.e., impact on professional standards, quality of care).
- Details of the situation (where, who is involved, unit/facility, date issue was raised, etc.).
- Verification of issue (details are collected and confirmed to be accurate).

#### Background

---

- Background information that is directly relevant to the issue under consideration:
  - how the problem arose?
  - what historical conditions contributed to the issue?
  - has it been previously addressed and how?
  - what is the current status?
  - what additional work or solutions have been tried?

#### Assessment

---

- Provide a brief analysis of the primary issue/problem (and why it is a problem, i.e. patient safety compromised, not able to meet professional standards, etc.), along with any additional complicating factors that should be considered.
- Include any data or information that would be relevant.

#### Recommendations

---

- What is the desired outcome? How can the issue be resolved in the most reasonable and appropriate manner? How will all parties have their needs met?
- What actions should be taken to achieve positive resolve (best chance of positive outcome)?