

## **Yellowhead East Health Advisory Council Work Plan 2010 – 2011**

### **Status:**

The Work Plan has been reviewed by Teri Lynn Bougie, Member, Alberta Health Services Board and Colleen Vennard, Chair, Yellowhead East Health Advisory Council on Monday, November 15, 2010. Suggested amendments will be reviewed and approved at the next Health Advisory Council meeting on Wednesday, November 17, 2010.

### **Purpose of the Work Plan:**

The Work Plan allows each council the opportunity to describe the work to be undertaken for each year and ensure adequate resources are made available to support their efforts. Each council will develop a Work Plan to be submitted to the Health Advisory Committee of the Board at the beginning of the fiscal year that shall include the goals and strategies to meet those goals, as determined by the council, and include proposals for formal consultations and engagement activities with communities. This allows the Alberta Health Services Board to ensure support for the work of the councils and anticipate needs and expectations each year.

The process for these Work Plans is out of sync with the planning cycle in this initial year of council existence. In many cases councils have considered the work they have already done and placed it on the Work Plan and this will be reported as completed activity in their 2010/2011 Annual Report. Plans for 2011/2012 may be included in this Work Plan but councils will not undertake this work until that time.

We have asked each council to consider three goals when creating their Work Plans.

### **Roles and Functions of Health Advisory Councils – to act in an advisory capacity to Alberta Health Services.**

- A) Engage the public, gather information and provide the public input with respect to health, health needs and health services in the area
- B) Provide feedback and advice to Alberta Health Services on what is working well and areas for improvement regarding;
  - i) the health care system and services, issues, needs and priorities, access, promotion of health and any other matters requested by Alberta Health Services
  - ii) strategies to further engage the community on health care delivery, and
  - ii) consider information provided by Alberta Health Services, and identify issues and trends from a local perspective
- C) Promote and participate in activities that enhance the health of residents

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<b>GOAL</b>					
<b>A. ENGAGEMENT OF THE PUBLIC</b>					
<b>STRATEGY</b>	<b>ACTIONS REQUIRED TO ACHIEVE (HOW)</b>	<b>SUPPORTS/RESOURCES REQUIRED</b>	<b>RESPONSIBILITY (WHO)</b>	<b>TIMELINE</b>	<b>OUTCOME (measurements)</b>
<b>1. To promote dialogue with local municipal leaders to encourage and improve discussion and local engagement</b>	<ul style="list-style-type: none"> <li>Organize 2 meetings per year with Health Advisory Council members, municipal leaders and senior Zone Alberta Health Services staff.</li> </ul>	<ul style="list-style-type: none"> <li>Financial support for meeting venues, advertising, beverages/ snacks.</li> <li>E-mail address for the council Chair.</li> <li>Promotional materials for the Health Advisory Council.</li> </ul>	Council members <ul style="list-style-type: none"> <li>Wendy Bannister,</li> <li>Elaine Sorochan.</li> <li>Colleen Vennard.</li> <li>Community Engagement Officer.</li> <li>Alberta Health Services Communications.</li> </ul>	Spring 2011 Fall 2011.	<ul style="list-style-type: none"> <li>Improved communication, transparency and engagement with local municipalities (# meetings per year, # attendance/ communities represented, # Chair e-mails).</li> </ul>
<b>2. To improve communication and ensure accurate information between Health Advisory Council members and Alberta Health Services on operational issues within the council area</b>	<ul style="list-style-type: none"> <li>Develop a mechanism to inform council members of health service changes in the council area.</li> </ul>	<ul style="list-style-type: none"> <li>E-mail linkage of council members to senior leadership and communications within the Health Advisory Council area.</li> </ul>	<ul style="list-style-type: none"> <li>Senior Zone leadership.</li> <li>Alberta Health Services Communications.</li> <li>Community Engagement Officer.</li> </ul>	December 2010.	<ul style="list-style-type: none"> <li>Improved communication, transparency and engagement with local communities about health services in the area (# correspondence).</li> </ul>

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GOAL					
B. PROVIDE FEEDBACK AND ADVICE TO ALBERTA HEALTH SERVICES					
STRATEGY	ACTIONS REQUIRED TO ACHIEVE (HOW)	SUPPORTS/RESOURCES REQUIRED	RESPONSIBILITY (WHO)	TIMELINE	OUTCOME (measurements)
1. <b>Assess healthcare themes as they are brought to the Health Advisory Council</b>	<ul style="list-style-type: none"> <li>Forward feedback received from communities on health services gaps and concerns to Alberta Health Services.</li> </ul>	<ul style="list-style-type: none"> <li>Time to collate and store data.</li> </ul>	<ul style="list-style-type: none"> <li>Council members.</li> <li>Community Engagement Officer.</li> </ul>	Ongoing.	<ul style="list-style-type: none"> <li>Increased satisfaction in health services by communities in the council area, (# briefing notes, # consultations, # meetings with senior Alberta Health Services leadership).</li> </ul>
2. <b>Provide consultation and feedback as requested by sectors within Alberta Health Services</b>	<ul style="list-style-type: none"> <li>Provide written or oral consultation as requested.</li> </ul>	<ul style="list-style-type: none"> <li>Time on the agenda for presentation by senior Alberta Health Services staff.</li> </ul>	<ul style="list-style-type: none"> <li>All council members.</li> <li>Senior Alberta Health Services staff.</li> <li>Community Engagement Officer.</li> </ul>	Ongoing.	<ul style="list-style-type: none"> <li>Community feedback is provided to Alberta Health Services through the council members, (# briefing notes, # community presentations).</li> </ul>
3. <b>Improved communication on health services within the area</b>	<ul style="list-style-type: none"> <li>Provide agenda opportunities for zone leadership updates and consultation on healthcare themes in the area.</li> </ul>	<ul style="list-style-type: none"> <li>Time allocated on the council agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Council Chair.</li> <li>Zone leadership.</li> </ul>	Ongoing.	<ul style="list-style-type: none"> <li>Council members are informed and provide consultation in Health services planning and delivery (# consultations at the zone level).</li> </ul>

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<b>GOAL</b>					
<b>C. PROMOTE AND PARTICIPATE IN ACTIVITIES THAT ENHANCE THE HEALTH OF RESIDENTS</b>					
<b>STRATEGY</b>	<b>ACTIONS REQUIRED TO ACHIEVE (HOW)</b>	<b>SUPPORTS/RESOURCES REQUIRED</b>	<b>RESPONSIBILITY (WHO)</b>	<b>TIMELINE</b>	<b>OUTCOME (measurements)</b>
<b>1. To advocate for and inform the public on healthcare initiatives in the area</b>	<ul style="list-style-type: none"> <li>Council members inform public members on healthcare opportunities in their area.</li> </ul>	<ul style="list-style-type: none"> <li>Linkages to information on primary care networks available on the website.</li> <li>Promotional material on primary care networks in the area.</li> <li>Promotional material on the Health Advisory Council.</li> </ul>	<ul style="list-style-type: none"> <li>Council members.</li> <li>Community Engagement staff.</li> <li>Alberta Health Services staff.</li> </ul>	Ongoing.	<ul style="list-style-type: none"> <li>Increased knowledge of residents on primary care networks (# hits on the website, # promotional materials distributed).</li> </ul>