

Working Group Representative Role Description

Bone and Joint Health Strategic Clinical Network – Stakeholder Networks

A Working Group Representative (WG Rep) is a regular standing member of any of the Bone and Joint Health Strategic Clinical Network (BJH SCN's) working groups (WGs). The WGs are groups organized around spreading action; as opposed to a Clinical Committee (CC) which is organized for the purpose of establishing clinical standardization, and a Steering, Governance or Managing Committee (SC, GC or MC) which has the purpose of setting strategic direction for a Bone and Joint Program. Refer to the Terms of Reference for WG you've been invited to join.

As a WG Rep you are representing a local group. The local group may be your discipline-colleagues (i.e. pharmacy) or the team from a specific location (i.e. a hospital or clinic) or both. Each local group will be made up of a variety of stakeholders including: front-line staff, colleagues in equivalent positions (i.e. if a nurse unit manager is the Rep, their discipline counterpart manager in rehab), as well as leaders (i.e. executive directors and zone leaders).

A WG Rep is expected to:

- Have current knowledge about the stakeholders that makes up their local group, how best to communicate with each and ensure that every stakeholder knows that they are the WG Rep for the relevant bone and joint health topic.
- Faithfully represent the local group they were chosen to stand for by conversing **often** with all of their colleagues to understand the spectrum of opinions, concerns, and ideas related to the bone and joint topic so that the WG Rep can summarize and share the perspective of the needs of their clients, local patient population and the local gaps in care when:
 - Speaking at a BJH SCN WG meeting;
 - Reviewing and editing provincial materials (i.e. order sets, teaching books, etc.); or
 - Providing a report-out to WG Leadership – whether electronic or verbal.
- Thoroughly disseminate key messages and requests to their local group, from the WG meetings and co/tri-leads, in a format and frequency that works for the local group.
 - After a WG meeting or WG Leadership communication this may involve:
 - Arranging for a follow-up meeting with the local group specifically to summarize recent WG activity;
 - Presenting at a regularly scheduled local meeting;
 - Booking 1:1 catch-ups with senior leaders;
 - Posting information in central bulletin boards on site;
 - Physically handing out materials; and/or
 - Re-circulating email communications from program leaders.
- Attend all meetings for the WG, to the best of their ability
 - When unavailable for a meeting: the WG Rep should arrange for and send an alternate in their place. Preparing that individual with enough background understanding to faithfully represent and with a plan to disseminate after the meeting.
- Respond to the designated Alberta Bone and Joint Health Institute (ABJHI) Quality Improvement Manager's (QI Manager's) requests for help or queries regarding local current state as the

primary contact for that local group. This also involves faithfully representing and thoroughly disseminating.

- Review ABJHI-distributed data **every** reporting period and identify data that illustrates patient care which should be either celebrated or investigated
 - And whether celebrated or investigated the data should be thoroughly disseminated
 - The WG Rep should follow their local Quality Improvement Processes for and champion that process
- Implement changes in workflow for patient care as requested by WG Leadership, Clinical Committee and/or WG consensus to better meet the standardization of care set out by the Clinical Committee for achieving quality care.
 - Use a team approach with the local group to determine the precise implementation process for the local group (which may vary site to site because of resource or funding legacies)

Agreement:

I have read the above and agree to become a WG Rep on behalf of the _____ local group for the BJH SCN's _____ WG.

I hereby agree to perform the duties described above to the best of my ability and to ask my direct leaders or WG leaders for help when I am not able.

Signature:

Date:

If applicable, supervisor sign-off:

Name:

Position:

Signature:

Date:

List of identified stakeholders in local group (specific names wherever possible):

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