

## What is the Medical Staff Practice Description Tool?

The Medical Staff Practice Description Tool is a workload data collection form that has been developed to gauge the multifaceted nature of the departmental commitments, and to better detail how each individual medical staff member organizes their work to contribute to patient care.

This tool will allow medical department and division heads to collect information regarding all their medical staff members. The information you provide will enable departments to identify gaps in current service provision, including those that occur when a member leaves, and determine overall workloads. Ultimately, this information will help inform future medical staff human resource planning.

## What information are you asking me to provide?

The Medical Staff Practice Description Tool asks questions in 6 categories:

1. Administrative data: Department and Site(s) affiliated with
2. Core: call coverage, general office practice
3. Teaching: classroom, clinical practice
4. Administrative duties: Division Head duties, Medical Lead duties, designating call schedules, meetings, etc.
5. Outreach: outreach work for communities in each of the 4 Geos
6. Specialty clinics

## Why is this work being done?

The benefits of proactive, collaborative medical staff workforce planning are shared by patients, practitioners, the public, healthcare organizations and government. It is in the best interest of medical staff and administrators to collaboratively develop and maintain a Medical Staff Human Resource System.

Accurate knowledge of the current state of medical staff human resources is essential to understand what changes are needed within a department to ensure a healthy, productive medical staff that can deliver quality patient care across Island Health.

## Why should I participate in this initiative?

The Medical Staff Practice Description Tool was created to improve our understanding of medical staff care coverage, including the work that you do in specialty clinics and in the community. We understand that each of you have a unique and individualized practice. This tool was designed to help us better recognize how individual practices contribute to medical care in Island Health.

The information you will provide is critical for our communities – it is our responsibility to plan for effective and continuous coverage of health care needs for Vancouver Island residents. The results of this data collection will provide invaluable information for future workforce planning, anticipating future needs, and allowing individuals to evaluate and reflect on their own workload balance.

## How long does it take to complete the form?

The Medical Staff Practice Description Tool should only take about **5-10 minutes**.

## Who developed the Medical Staff Practice Description Tool?

The Practice Description tool was developed and endorsed by members of the Medical Planning & Credentials Committee (MPCC), where it has since received feedback and approval from each of the Department Heads as well as the Medical and Academic Affairs Leadership team.

## Who is being asked to participate?

All current medical staff with privileges at an Island Health facility will be asked to participate. The Medical Staff Practice Description Tool will be rolled out on a department by department basis.

## How do I access the Medical Staff Practice Description Tool?

All medical staff will be sent a unique link with an invitation to participate. Medical staff will have 8 weeks to respond.

## What do I do if the link doesn't work?

If your link to the Medical Staff Practice Description Tool does not work, please email [MedStaffHRSystem@VIHA.CA](mailto:MedStaffHRSystem@VIHA.CA) with the following information:

1. What web browser were you using (e.g., Internet Explorer, Chrome, Safari)?
2. What type of computer/device were you using (e.g., PC, laptop, Smartphone, tablet)?
3. What network were you on (e.g., Island Health, local Wi-Fi, and local home/office direct connection)?

## How is the data being collected/stored?

The data is being collected through Checkbox, a data collection application that is housed on servers internal to Island Health, which allows for increased privacy and security.

Practice information will be collected and analyzed by Decision Support with support from Medical and Academic Affairs. Individual responses will only be available to the Department Heads and select staff from Medical and Academic Affairs and Decision Support.

### How will my responses be used?

The information that you provide will be used for three purposes:

1. **For your local community of practice:** This data will guide discussions within your division/department in terms of your workload and workload balancing within your team. Your individual information will be provided to yourself and to your division/department head.
2. **For Medical & Academic Affairs:** Medical and Academic Affairs will create a practice description that provides an accurate summary of your clinical practice inclusive of workload. This practice description will support you and your division/department colleagues in effective workforce planning and projections when considering locum coverage, temporary staff member need, members choosing to alter their workload in a specific way, and succession planning.
3. **Island Health's annual medical staff workforce report:** Aggregate, rolled-up data at the geography or department level will be compiled to inform the current medical staff, and provide data to support proactive human resource planning to support population health needs. This aggregate data and annual report will be shared with the Ministry of Health for provincial level medical staff human resource planning.

### Who do I contact if I have questions about the Medical Staff Practice Description Tool?

For more information about the Medical Staff Practice Description Tool, please contact:

**Sara Campbell** | Project Lead, Medical and Academic Affairs | [Sara.Campbell@VIHA.CA](mailto:Sara.Campbell@VIHA.CA)