

## Appendix 2.7 – Furniture, Equipment and Information Technology Sub-Committee Terms of Reference

### HEALTH CAPITAL JOINT STEERING COMMITTEE –

### Sub-Committee for Furniture, Equipment and Information Technology

## TERMS OF REFERENCE

### Overview

Furniture and Equipment and Information Technology (F&E/IT) are an integral component of health facility design and the effective delivery of health services to Albertans. Alberta Infrastructure provides funds to Alberta Health Services (AHS) to cover the procurement, delivery, setup and commissioning of F&E/IT in support of health capital projects. Given the impact on service delivery and capital costs, all three parties will have a role in the review and implementation of new F&E/IT standards and guidelines (Alberta Health, AHS and Alberta Infrastructure). The Sub-committee will act as an advisory body that reviews and makes recommendations for the implementation of F&E/IT standards and guidelines in the interests of delivering F&E/IT solutions that support high performance service delivery while observing fiscal responsibility.

### Purpose

The purpose of the Sub-committee is to oversee collaborative review of the planning and procurement processes for F&E/IT. This includes providing advice and recommendations to the Joint Operations Committee concerning annual updates to the guidelines for the Health Facilities Capital Program Manual. These guidelines ensure clear accountabilities and ease of administration.

### Scope

Broadly, the scope of the Furniture, Equipment and Information Technology Sub-committee is as follows:

- 1) Oversee the ongoing development of the Health Facilities Capital Program Manual processes including template design;
- 2) Provide oversight on behalf of the Parties to ensure the training and engagement of staff within the Project Teams;
- 3) Develop recommendations concerning the funding of F&E/IT procurements (funding eligibility); and
- 4) Develop guidelines for equipment installation responsibilities and diagnostic imaging (DI) procurements.

## Guiding Principles

The following general principles will govern the Sub-committee:

- Sub-Committee members have full opportunity to voice their opinions and participate;
- Discussions and decisions should be made acknowledging the range of viewpoints from various stakeholders who are participating;
- Discussions will take place in the spirit of cooperation and in recognition of the shared goal of enhanced guidelines focusing on accountability and ease of administration.
- Sub-committee members are encouraged to discuss and share information on overlapping issues and recommendations;
- Sub-committee members agree to work towards consensus wherever possible (where, in the opinion of the chair, consensus cannot be reached, the chair will refer those issues to the Joint Operations Committee for decision via the Executive Director of the Health Facilities Branch); and
- The Sub-committee members will meet monthly or more frequently to ensure work plan timelines are met.

## Deliverables

A draft Health Facilities Capital Program Manual F&E/IT chapter for review and approval by the Joint Operations Committee.

## Sponsor

Brian Fedor, Executive Director, Health Facilities Branch, Alberta Infrastructure

## Reporting

The Chair of the Sub-committee will report directly to the Sponsor: the Executive Director of the Health Facilities Branch, Alberta Infrastructure. The Sponsor will be responsible for reviewing draft proposals prior to their presentation by the Chair to the Joint Operations Committee for their approval.

## Membership

Organization representatives		Phone Number	Email address
<b>Alberta Health and Wellness (AHW)</b>			
Michael Mah	Senior Manager, Capital Planning	(780) 427-0571	Michael.Mah@gov.ab.ca
<b>Alberta Health Services (AHS)</b>			
Leonid Oukrainski	Vice President, Strategic Sourcing & Capital	(780) 735-0038	Leonid.Oukrainski@albertahealthservices.ca
Darrell Degenhardt	Director, Equipment Planning, Capital Projects	(780) 735-0042	Darrell.Degenhardt@albertahealthservices.ca
Spencer Shandro	Director, Contracting, Procurement and Supply Management	(780) 735-1420	Spencer.Shandro@albertahealthservices.ca

Dean Feser	Director, Finance	(780) 735-0022	Dean.Feser@albertahealthservices.ca
Robert Martin	Executive Director, Security and Compliance IT	(780) 342-6235	Robert.Martin@albertahealthservices.ca
Heidi Liersch	Senior Project Manager, Facility Projects	(780) 342-6021	Heidi.Liersch@albertahealthservices.ca
<b>Alberta Infrastructure (AI)</b>			
Vince Farmer-Chair	Director, Program Management and Integration (Edmonton)	(780) 644-2739	Vince.Farmer@gov.ab.ca
Anna Ellert	Manager, Process Development and Integration	(780) 415-2570	Anna.Ellert@gov.ab.ca
John Pedwell	Director, Financial Services	(780) 644-7031	John.Pedwell@gov.ab.ca

### Meetings

- Meetings will be called and arranged by the Chair.
- Agenda will be prepared by the Chair in consultation with the membership and distributed to the committee prior to the meeting.
- Meetings shall be scheduled for no more than 2 hours.
- The meetings will be held by teleconference at the AI offices in Edmonton, to allow for convenient participation from Calgary.
- Minutes including action items and member responsible will be taken and distributed following the meeting.