



Our Values

Respect
Compassion
Excellence
Stewardship
Collaboration

Strategic Directions

Transform the care and service experience

Transform the work experience

Partner to improve health of the community

Build a sustainable integrated system

Our Mission

We improve health through excellence and innovation in service, education and research, building on the strengths of our people and partnerships.

Steering Committee Meeting Minutes

Date: April 16, 2015
Time: 4:15 – 5:30 pm
Location: RUH Telehealth Suite Room 6625
Chair: Jackie Mann, VP Integrated Health Services (SHR)

Attendees: Members: Jackie Mann, VP Integrated Health Services (SHR)
Mike Stensrud, Chairperson (SRHA)
Bette Boechler, Director Children's Services (SHR)
Leanne Smith, Director Maternal Services (SHR)
Dr. Jocelyne Martel, Physician Dyad/Department Head – Maternal Services (SHR)
Brynn Boback-Lane, President & CEO (CHFS)
Colin Tennent, Associate VP Fac. Mgt. (UofS)

Advisory Groups: Carol Gregoryk (PAPHR)

Regrets: Karen Lautsch, Assistant Deputy Minister (HEO)
Dan Florizone, President & CEO (SHR)
Nilesh Kavia, VP Finance & Corporate Services (SHR)
Dr. Laurentiu Givelichian, Department Head Pediatrics (SHR)
Dr. Beth Horsburgh, Associate VP Research - Health (UofS)
Rena DeCoursey, Member of the Public
Charmaine Pyakutch, Member of the Public
Dr. Roy Chernoff, Dept. Head Family Medicine (SHR)
Dr. Ayaz Ramji (PAPHR)
Sharon Garratt (RQHR)
Dr. Juliet Soper (RQHR)

Supports: Craig Ayers, Director CHS Planning (SHR)
Chris Arnold, Project Lead CHS Project (SHR)
Michele Bossaer, Communications Consultant (SHR)
Crystal McAra, CHS Program Manager (SHR)
Ken Unger, Interim Director of Financial Planning and Advisory Services (SHR)
Jonathan Harris, Senior Policy Analyst, Strategy & Innovation (HEO)
David Henselwood, ZW Project Management Inc.
Keith Henry, Prime Architect, HDHA/ZGF

Greg Yuel, Board Chairperson (CHFS)
Deborah Jordan, Exec. Director Acute & Emerg (HEO)
Brad Williams, Director Capital Asset Planning (HEO)
Pauline Rousseau, Executive Director Strategy & Innovation (HEO)
David Purdy, Health Facility Planner, Strategy & Innovation (HEO)
Julianne Jack, Director Regional Services, Communications Br. (HEO)
Shirley Xie, Communications Consultant (HEO)
Lynn Redl-Huntington, Communications and Stewardship Director (CHFS)
Clint Diener, Architect, ZGF

1. Call to Order
Jackie Mann, VP Integrated Health Services, called the meeting to order.

1.1. Approval of Agenda
Agenda was adopted as circulated.

1.2. Approval of Minutes – March 19, 2015
The minutes of March 19, 2015, were approved as circulated.

2. CHS Project Dashboard Report

2.1 Planning & Design

- Five addenda have been issued to pre-qualified bidders to inform on revisions due to ongoing coordination and responses to bid inquiries. As several bidders have submitted requests for extension due to several large concurrent projects, the SRHA and the Ministry of Health have responded by agreeing to extend the general contractor tender closing by three weeks, to May 14 and 15, 2015.

- The Design Team is proceeding with additional design services to reflect proposed enhancements from feedback received in the February Interior Committee sessions, including new and updated renderings. Sessions will be arranged with CHFS and clinical and family representatives for June to review this material.
- Updated FF&E budgets were provided to CHS Project Executive Team, CHFS and RUHF in early April, 2015.
- Updated ITS equipment lists, placement drawings and cost estimate have been provided and on April 1, 2015, the CHS Project Executive Team received an SBAR covering all IT applications, equipment, installation for CHS and region-wide IT initiatives.
- Audio/visual equipment list and placement drawings review sessions with stakeholders were completed on April 14, 2015.

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## 2.2 CHS Strategic Project Workplan Updates

- New milestones and deliverables for 2015/16 for the operational portion of the work is now included and will be augmented as a few more of the integrated plans are finalized.
- Work is continuing on the clinical units with a number of lean activities: an RPIW in Maternal Services was just completed at the end of March and follow up has commenced, scoping for an additional Maternal Services RPIW in Healthy and Home has commenced as well; 5S work is continuing in NICU storage areas and Pediatric Inpatients treatment rooms; ED is working through the registration process for future state of CHS; Surgery is prepping for Kanban activities; flow station learning sessions to gain understanding of flows and design of those stations were held at the end of March and the learnings will be applied to the CHS future state.
- Kick off for the automated drug cabinets will occur in April to understand what that implementation plan will look like and what resources will be associated with that. The implementation of automated drug cabinets will likely be scheduled for the year prior to move-in.
- Data collection on the multi-skilled worker role will be occurring next week and will help inform a larger data collection plan. The focus will be on getting supplies from RUH to CHS, as well as removal of supplies.
- A number of units, including Diagnostic imaging, Food & Nutrition, and Peds Outpatients are working to understand the gaps from current state to future state, using value stream mapping, which will inform the work that needs to occur.
- ITS and eHealth are finalizing the roadmap and putting final touches on pieces of this work.
- Implementation of Clinical Documentation in ED, currently showing as red, has been pushed back to September due to technical issues and the challenge to provide training to staff in the summer; plans are to go live at the end of September. Emergency Department will be the main CHS unit with an automated Clinical Documentation.
- In-room Kanban is also red as mock-ups for Adult ED and PICU have shown there are challenges in understanding the frequency of restocking and the best fit; a working group is being developed for this issue.

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## 2.3 Infant Security

- Craig responded to a question about the infant security system saying it will be incorporated in the building using Wi-Fi infrastructure to create zones. Floors two to four will use a tag-based system using arm bands that if activated will set off transmitters and lock off exits. Leanne added that infant security is currently being reviewed with other organizations that use security systems in order to mitigate operational challenges. Current infant security is being reviewed and evaluated by bringing in consultants in that field to examine what they offer, whether that could be utilized in CHS, and if the current system could potentially be enhanced before CHS is operational. Jackie pointed out that the Region is taking this approach rather than going to RFI.

## 3. CHS Program Structure Update

- Crystal has updated the scope and structure of the CHS Program developed for 2014/15 based on Hoshin planning work done last fall. The revised structure was presented as Appendix A in the materials distributed and reflects the integrated approach that will govern the work over the current year.
- One of the big pieces of this work was achieving representation of all the CHS integrated clinical unit plans on one page.
- Working groups have now been formed to execute the plan.
- The role of the CHS Project Executive Team has shifted in the last few months and is now meeting regularly every two weeks to provide support in working through issues.

#### 4. CHFS Update

- Brynn Boback-Lane announced that the CHFS Grants Committee will be recommending another \$400,000 of new research funding for the Board's approval, in addition to the \$5 million already allocated for future research endowments. The Foundation is investigating matching this to double funding and potential opportunities.
- The Foundation has recently received the updated CHS equipment list and cost estimate from the CHS Project Team but will need further details on what will be purchased and what will be brought over in order to be completely transparent with donors on funding allocations.
- CHFS and SHR need to work together to ensure scheduling of procurement will abide with CHFS policy and auditor expectations to align with timing for release of funds from investment portfolios, in order to avoid penalty charges.
- As the Foundation is responsible for raising millions of dollars that will provide all of the special features and enhancements that will truly make this facility a children's hospital, they welcome the opportunity to be a bigger part of the interior design process. The majority of the feedback given at the February Interiors Committee sessions originated from the SHR Community Engagement Report and Brynn stressed this is an opportunity to take this valuable insight and come to an exciting end result. The Foundation's focus would remain on the public and specialty spaces and rooms.
- The Foundation understands that funds for signage and marketing for the new CHS is limited by budget restraints and requests that approval be given for CHFS to provide banner and signage that would further the message that a children's hospital is being built for the province of Saskatchewan. Visible signage to the outside of the construction site and in other places throughout the province, acknowledging that 71% of donors live outside of SHR, would maximize public awareness of what will be the greatest health care capital project of our generation. This effort will also translate into additional donor support for this project.
- The Foundation also proposes to provide Q and A brochures at the site of the large scale 3D CHS model that will be displayed in the RUH main mall area as a take-home piece that will increase understanding of the project.
- Brynn reported that the Foundation is embarking on a provincial tour that will be an invitational opportunity to update communities of Swift Current, Regina, Prince Albert and Saskatoon on the progress of CHS and on the Foundation's capital campaign funding status. The Foundation welcomes SHR information for accurate representation of the Project, and would also appreciate updated renderings for this tour. This will be an opportunity to re-engage existing donors and reach out to new ones.
- CHFS and RUHF have met to discuss funding partnership for diagnostic imaging equipment for the CHS Adult and Children's Emergency Department.
- Brynn has been meeting with Maternal Services to ensure equitable representation when moving forward on fundraising/naming opportunities, research and with the granting process.
- Brynn was pleased to report that a partnership with Teammates for Kids and the Foundation is confirmed and they will work together to fundraise and design a Child Life Zone. As well, the architect for Teammates for Kids has contacted the Foundation, who put them in touch with Craig Ayers in order to collaborate in designing and developing the designated shell space.

**ACTION:** Michele Bossaer, representing SHR, Ministry Communications, and CHFS Communications colleagues will continue their tri-partnership for the development of a Q and A brochure for the public located where the CHS 3D model will be displayed.

**ACTION:** The tri-partnership will also collaborate on new signage and banners, on site and throughout the province, supporting the message that a Saskatchewan jewel, the Children's Hospital, is being built for the province. Maternal Services, a major piece of this new hospital, will be tied with this messaging.

#### 5. Communications Update

- Media enquiries received about the status of the Project have been directed to the CHS website; Craig has done a couple of status update interviews; Michele will be updating the home page tomorrow with the latest update on the tender extension.
- Michele recommends directing enquires to the main webpage as that gives the big picture perspective on the Project. The CHS website has a lot of content and includes information on who to contact if people have specific questions. Directors are encouraged to take a look at their department's webpages to see whether they would like anything added.

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## 6. Adjournment

### 6.1. Key Messages:

- Congratulations to the Children's Hospital Foundation of Saskatchewan for their announced partnership with Teammates for Kids and the confirmation of developing a Child Life zone in CHS. The CHS Project Team and Children's Services will work together with the Foundation in moving that forward.

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**Next meeting:** may be cancelled, but it is currently scheduled for:

May 21, 2015, 4:15 – 5:30 pm  
RUH Telehealth Suite Room 6625 / TCD Staff Development Centre

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