

Electronic Medical Record (EMR) Co-Management Committee Terms of Reference

The EMR Co-Management Committee is responsible to the SMA Board of Directors and Deputy Minister, Ministry of Health (Principals).

1.0 Role

To provide strategic oversight and direction of the Saskatchewan Electronic Medical Record (EMR) Program.

2.0 Responsibilities

The EMR Co-Management Committee shall:

- Oversee the administration of the Saskatchewan EMR Program.
- Provide strategic direction on EMR interoperability and the relationship of EMR to health informatics, data analytics, integration/innovation of systems related to primary health care and community care
- Advance the Saskatchewan EMR Program and make enhancements as necessary to reflect changes in business processes, health care technology, Electronic Health Record (EHR) services, informatics and integration of provincial health information systems, physician needs, and the vendor marketplace.
- Create and receive reports from Working Groups made up from the SMA, Ministry of Health, and other stakeholders, as necessary.
- Receive and review budgets and financial statements for the program.
- Inform and align the Saskatchewan EMR Program's work with the direction of the province's integrated, strategic health IT approach.
- Consider such other matters pertinent to the operation of the EMR program as may be agreed upon from time to time in consultation with the SMA Board of Directors or the Ministry of Health.

3.0 Membership, attendance & term

Members of the EMR Co-Management Committee shall include:

- CEO, Saskatchewan Medical Association
- Five physicians (SMA representatives)
- CEO, eHealth Saskatchewan
- Executive Director, Medical Services Branch, Ministry of Health
- Executive Director, Primary Health Services Branch, Ministry of Health

- Physician Executive, Integrated Rural Health, Saskatchewan Health Authority
- Vice-President, Integrated Urban Health, Saskatchewan Health Authority
- Executive Director, Informatics, Saskatchewan Health Authority

The term of a committee member is two consecutive, three-year terms which may be extended at the discretion of the Principals.

In addition to the term of a committee member, the term of the chair is two consecutive, three-year terms unless otherwise stated by the Principals.

A Committee member who does not uphold their responsibilities, (i.e.) contribute/participate in decisions, or misses three consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the Committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the Committee.

A committee member is expected to comply with the Saskatchewan Medical Association Code of Conduct.

A chairperson who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Principals to resign.

4.0 Meetings

The EMR Co-Management Committee will meet at a minimum four times a year, or more often as required. The meetings may be in-person, by teleconference, or videoconference.

If a member cannot participate in a meeting, they may send a delegate in their absence with pre-approval from the Chair. It is expected the delegate will come fully prepared for the meeting and bring the members' perspective to the meeting. Delegates will be allowed to participate in decision making and voting. The conduct of the business of the Committee will follow the rules and procedures of Roberts' Rules of Order, Newly Revised.

5.0 Chair

The Chair is appointed by agreement from both Principals. The Chair shall:

- call meetings of the EMR Co-Management Committee;
- chair meetings of the EMR Co-Management Committee; and
- designate another EMR Co-Management Committee member to chair the Committee in the Chair's absence

6.0 Quorum

Quorum shall be simple majority (more than 50%) of the voting committee members present at a meeting. Voting cannot take place without quorum

7.0 Decision making

The Committee will strive for consensus (i.e., “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, the Committee members must agree on how to deal with the outstanding issue, i.e., vote, continue discussion, table the issue to another meeting, or take the issue to the Principals. Decisions that require authority and approval beyond the Committee’s core responsibilities will rest with the Principals.

There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

8.0 Confidentiality

All Committee materials, documentation, and information shall be considered confidential, and shall not be disclosed to any person (s) other than the members of the Committee without the knowledge and agreement of the Committee.

9.0 Conflict of interest

Committee Members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities, and responsibility as a Committee member. Committee members must act in a manner that will prevent conflicts of interest from arising.

10.0 Duration of committee

The committee will remain in place until such time as the Principals authorize an alternative governance structure.

11.0 Minutes

The SMA's EMR Program Coordinator shall take minutes at committee meetings, distribute them electronically to members within 2 weeks of the meeting. The minutes will be reviewed by the Chair and shall be reviewed and formally adopted by the Committee at subsequent meetings.

Approved minutes shall be distributed to the Principals.

12.0 SMA support resources

The EMR Co-Management Committee is supported by:

- Director, EMR Program of the Saskatchewan Medical Association
- EMR Program Coordinator of the Saskatchewan Medical Association
- Appropriate Program Directors from eHealth Saskatchewan
- Directors from Medical Services Branch in the Ministry of Health
- Appropriate representatives from Saskatchewan Health Authority
- Data analytics and performance measurement staff from respective agencies

13.0 Accountability

The EMR Co-Management Committee is accountable to the Principals.

14.0 Amending the Terms of Reference

The Terms of Reference will be approved by EMR Co-Management Committee members and reviewed annually.

Date of Last Review: June 11, 2026