

Process for Medical Directives (MD) – Site Specific and Provincial

Medical Directive: medical directives are given in advance by physicians/ordering authorizers to enable an implementer to decide to perform the ordered procedure(s) under specific conditions without a direct assessment by the physician or authorizer at the time.

Provincial Medical Advisory Committee (PMAC) Medical staff Bylaws: Responsibilities of the Provincial Medical Advisory Committee shall include but not limited to: 15 (1) (b) in conjunction with the Executive Director of Medical Affairs, develop for approval by the Board, rules and regulations and policies and procedures relating to Medical Staff affairs in Health PEI; and (c) make recommendations to the Chief Executive Officer, the Executive Director of Medical Affairs and the Board in accordance with and as required by these Bylaws.

Health PEI Board: 4(1) The Board is responsible for the internal organization and proceedings of Health PEI, and the general conduct and management of the affairs and activities provided at its facilities or delivered through its programs and services.

Contact Details: Health PEI Policy Coordinator – healthpeipolicy@ihis.org Policy Office Admin - 902-368-6367

	Step	Responsible	Process
Drafting a Medical Directive	1	Policy Author	<ul style="list-style-type: none"> Policy Author contacts Health PEI Policy Coordinator at healthpeipolicy@ihis.org of their intent to write MD (or shares existing draft). *See note on page two for expedited process
	2	Health PEI Policy Coordinator	<ul style="list-style-type: none"> Health PEI Policy Coordinator sends information to Medical Directors Group (<u>Executive Director of Medical Affairs, Chiefs (MHA and Family and Community Medicine, Medical Directors of QEH, PCH/Hospital Services West, Kings County Medical Director)</u> and the Nursing Research Lead (from the office of the Chief of Nursing, Allied Health and Patient Experience) for review with a copy to PMAC Chair and PMAC admin. Medical Directors Group to determine/confirm if MD is provincial or site-specific. Health PEI Policy Coordinator advises Policy Author of the Medical Directors Group decision in writing and sends the most recent MD template.
	3	Policy Author	<ul style="list-style-type: none"> Policy Author to draft MD. Policy Author to have MD reviewed by appropriate stakeholders (any one or group who is impacted by the MD or who can provide expertise). Policy Author to incorporate stakeholder's feedback in MD. When MD is in the final draft stages the Policy Author will submit it to the Health PEI Policy Coordinator for review.
	4	Health PEI Policy Coordinator	<ul style="list-style-type: none"> Health PEI Policy Coordinator reviews MD using track changes. Health PEI Policy Coordinator sends reviewed MD back to Policy Author along with Template Coversheet Memo for MDs and Policies for PMAC Endorsement/Approval
	5	Policy Author	<ul style="list-style-type: none"> Policy Author to incorporate the Health PEI Policy Coordinator's feedback into the MD. Once the MD has incorporated all feedback it is now ready for endorsement and approval.

	Step	Approving Body	Process
Endorsement	1	Provincial Medical Advisory Committee (PMAC)	<ul style="list-style-type: none"> • Policy Author to identify appropriate person to present the MD to PMAC (if required). • Policy Author to contact PMAC Admin and send along the filled out template memo to get on the PMAC meeting agenda. • PMAC Admin will obtain signature from PMAC Chair and return MD to Policy Author. • PMAC provides directive to ED of Medical Affairs for endorsement on advice of PMAC.
	2	Executive Director of Medical Affairs	<ul style="list-style-type: none"> • Policy Author to send MD to ED of Medical Affairs Admin with a brief description of why the MD is needed and its key points (or amendments if this is a revised MD). • ED of Medical Affairs provides direction to CEO for endorsement on advice of ED of Medical Affairs and PMAC. • ED of Medical Affairs Admin will obtain ED of Medical Affairs signature and return to Policy Author.
	3	Health PEI CEO	<ul style="list-style-type: none"> • Policy Author sends finalized electronic version and signed hard copy of MD to Policy Office Admin. Include the brief description of why the MD was needed and its key points (or amendments if it is a revised MD) along with PMAC and ED of Medical Affairs endorsement dates. • Policy Office Admin will have the ED of Medical Affairs sign memo and attach it to the MD. The MD will then be submitted to the CEO Admin for signature. • CEO provides directive to Health PEI Board for their approval following his/her endorsement including signature. • CEO Admin will return signed document to Policy Office Admin.
Approval	4	Health PEI Board	<ul style="list-style-type: none"> • Policy Office Admin will contact Policy Author notifying them the MD has been endorsed by the CEO and is ready for Health PEI Board approval. Policy Office Admin will give the MD to the Health PEI Board Admin to obtain signature. • Policy Author contacts Board Admin to be put on the agenda and identifies individual to speak to the MD and answer any questions the Board may have. • Board Admin will obtain signature and return the MD to the Policy Office Admin.

	Step	Responsible	Process
PDMS Posting	1	Policy Office Admin	<ul style="list-style-type: none"> • Policy Author is notified by Policy Office Admin that the MD is approved and ready for posting and requests the folder locations in which the MD should appear on the PDMS.
	2	Policy Author	<ul style="list-style-type: none"> • Policy Author submits PDMS folder locations to the Policy Office Admin.
	3	Policy Office Admin	<ul style="list-style-type: none"> • Policy Office Admin posts the MD on the PDMS. • Policy Office Admin sends out a communication for Provincial and some site-specific MDs to all Chief/CAO Admins for distribution as per their divisions communication trees.

*For Medical Directives requiring an expedited review please follow step 1 and contact the Health PEI Policy office (healthpeipolicy@ihis.org) with MD information. We will work with PMAC to determine if the MD request is of an urgent nature and will be expedited.