



Policy on Project Reporting Requirements

Date of Policy: May 2024

Intent of Policy

To outline the principles and process for fund holders to report on Shared Care Committee (SCC) projects.

Background

In alignment with the principles of the Physician Services Committee, Shared Care, and the other Joint Collaborative Committees are committed to the IHI Triple Aim. Demonstration of triple aim outcomes and dissemination of knowledge through a robust knowledge management strategy is critical. Reports provided to Shared Care allow staff to engage with ongoing projects more effectively and, at the end of a project, allow for knowledge dissemination and reporting both internally and externally.

Policy

Reporting is required for all Shared Care funded initiatives: Expressions of Interest (EOIs), Proposals, Local Steering Committees, and sustainability-funded projects must all submit reports on a regular basis.

Quarterly

Project status Report (quarterly): updates on the status, progress, and financial state of the project(s) submitted electronically on or before the 15th of the submission month.

End of Project

Final Project Report: identifies the activities and deliverables achieved over the term of the project, along with a financial statement. This Final Project Report must be submitted by the fund holder at the end of the FTA contract. Evaluation information on the project should be included in the final report.

Physician End of Project Survey: the purpose of this survey is to gather feedback from physicians at the conclusion of Shared Care projects. Results will be aggregated across the province to demonstrate the impact of involvement in Shared Care projects.

Additional Report(s) on Request: other reports may be required from time to time at the request of the SCC. Adequate notice will be provided to allow for report preparation and guidance will be given as to the purpose and information to be included in the report.