

**BOARD MANUAL**

<b>SUBJECT: Digital Health Strategy Subcommittee Charter</b>		<b>NUMBER: 2-A-17</b>
<b>SECTION: Structure, Roles and Responsibilities</b>	<b>APPROVED BY: Board of Directors</b>	
<b>DATE: September 29, 2021</b>	<b>REVISED/REVIEWED: April 27, 2022</b>	

**1. Application**

Reporting to the Resource Committee of the Board, the Digital Health Strategy Sub-Committee of the Board has the primary responsibility to oversee the successful execution of the Cambridge Memorial Hospital digital e-health plan. The Committee is a temporary committee to support the strategies and the requirement for it to continue will be evaluated by December 31, 2025.

**2. Composition**

- a. The Sub-Committee shall be a sub-committee of the Resources Committee, composed of the following voting members:
  - i. Up to three (3) elected Directors
  - ii. Up to five (5) other members from the broader community who have experience in clinical informatics, information technology and digital health.
  - iii. One member, appointed by the Patient Family Advisory Committee
  
- b. Non-voting resources to the Sub-Committee will include:
  - i. President & Chief Executive Officer (CEO)
  - ii. Vice President, Finance and Corporate Services and Chief Financial Officer
  - iii. Senior Director Strategy, Performance and Chief Information Officer

- iv. Director, Digital Health
- v. Clinical Representative(s)

The Committee Chair is appointed by the Board and is a Director.

### **3. Meetings**

- (a) The Sub-Committee shall meet at least four (4) times annually. The Sub-Committee may conduct all or part of any meeting in the absence of management, and it is the Sub-Committee's policy to include such a session on the agenda of each regularly-scheduled Sub-Committee meeting.

The Sub-Committee may invite or exclude from its meetings any Director, member of management or such other persons as it considers appropriate in order to carry out its duties and responsibilities.

### **4. Specific Duties and Responsibilities**

The Sub-Committee shall:

- (a) Monitor project performance for projects and make recommendations with respect to:
  - 1. Reporting and progress updates
  - 2. Risk mitigation strategies on project deliverables
  - 3. Benefits realization and return on investment
  - 4. Innovation and further intellectual capital development opportunities
- (b) Approve the use of expenditures from each project's contingency and/or change requests, as guided by policy
- (c) Provide private sector and/or international implementation and operations experience and advice
- (d) Optimize opportunities for effectiveness and certainty for project deliverables of scope and function, capital and operating costs, schedule, quality, communication and risk management
- (e) Provide oversight of the capital financing strategy regarding required debt or alternate financing models, when appropriate

- (f) Provide regular progress updates to the Resources Committee

## 5. **General**

The Sub-Committee shall have the following additional general duties and responsibilities:

- (a) Reporting to the Resources Committee on material matters arising at the Sub-Committee meetings following each meeting of the Sub-Committee.
- (b) Maintaining minutes or other records of meetings and activities of the Sub-Committee.
- (c) Conducting an annual evaluation of the Sub-Committee in which the Sub-Committee (and/or its individual members) reviews the Sub-Committee's performance for the preceding year for the purpose, among other things, of assessing whether the Sub-Committee fulfilled the purposes and responsibilities stated in this Charter.
- (d) Reviewing and assessing the adequacy of this Charter on an annual basis and submitting any proposed amendments to this Charter to the Governance Committee and the Board for approval.
- (e) Providing an orientation for new committee members.
- (f) Performing such other functions and tasks as may be assigned from time to time by the Resources Committee.

At the completion of the digital health plan, the Resources Committee will review the continuing need and relevance of the Sub-Committee and make a recommendation concerning its continuance through the Governance Committee to the Board.