

Digital Transformation and Innovation Committee Terms of Reference

1. Purpose

The purpose of the Digital Transformation and Innovation Committee (DTIC) is to:

- 1.1. Provide a forum to advise and assure the Board and the Chief Executive Officer (CEO) (who is the Accountable Operations Leader) in fulfilling its responsibilities with regard to the quality and integrity of the digital strategy and the safety, security and appropriate access and use of information to support health improvement and the provision of quality healthcare.
- 1.2. Provide advice and assurance in relation to the direction and delivery of the Digital Transformation and Innovation strategy to drive continuous improvement and support information technology-enabled health care for the citizens of the Province of Saskatchewan who are served by the SHA.
- 1.3. Advocate for and provide influence decision making on the overall Digital Transformation and Innovation strategies.

2. Membership - Attendance

- 2.1. The Committee members and Chair of the Committee will be appointed by the Board.
- 2.2. The Committee shall consist of a minimum of three (3) members of the Board and the Chair of the Board.
- 2.3. The Committee shall be chaired by one of the appointed Committee members.
- 2.4. The Board Chair sits on the Committee as a voting member¹
- 2.5. Where a vacancy occurs at any time in the Committee membership, it may be filled by the Board and shall be filled by the Board if the membership of the Committee is less than three (3) members as a result of the vacancy.
- 2.6. A quorum for meetings shall be the majority of the Committee members entitled to vote². Committee members may be present either in person or by telephone or other telecommunications device that permits all members participating in the meeting to speak to or hear each other.
- 2.7. The Committee may invite such members of management and staff of the SHA as well as external representatives from eHealth Saskatchewan, Ministry of Health, etc., as it may see fit from time to time, to attend meetings of the Committee, it being anticipated that there will be regular attendees from management who may be asked to leave the meeting before a vote is taken³. As defined by Bourinot's Rules of Order, and by virtue of the office and position, the CEO may attend as an ex officio.

3. Authority

¹ August 21, 2019 Public Meeting, Board Motion SHA 45-19

² General Bylaws, s.16 (8)

³ General Bylaws, s.16 (5)

- 3.1. Except where specifically so authorized by the Board, the Committee is not a decision-making body.
- 3.2. The Committee is accountable to the Board and conducts its business through processes consistent with the governance philosophy and decision-making model.
- 3.3. The Committee will provide effective oversight related to Digital Transformation and Innovation strategies and ensure compatibility in these areas with the SHA's Accountability letter, Roadmap and 5-year Integrated Roadmap.
- 3.4. The Committee members hold office by appointment from the Board and at the discretion of the Board.

4. Responsibility and Accountability

- 4.1. Advise and assure the Board and the Chief Executive Officer (CEO) in fulfilling its responsibilities in regard to the quality and integrity of the digital strategy and the safety, security and appropriate access and use of information to support health improvement and the provision of quality healthcare.
- 4.2. Advice and assurance in relation to the direction and delivery of the Digital Transformation and Innovation strategy.
- 4.3. Advocacy and provide influence decision making on the overall Digital Transformation and Innovation strategy.
- 4.4. Oversee the direction and delivery of the Digital Transformation and Innovation strategy and support the CEO to successful outcomes.

5. Commitment

- 5.1. The Committee will meet on a minimum on a quarterly basis, in advance of a scheduled Board meeting.
- 5.2. The Committee will meet for special purposes as required.
- 5.3. The Chairperson will establish agendas for Committee meetings in consultation with the CEO and other Leadership members as appropriate.
- 5.4. The Chairperson will submit minutes, reports and any recommendations to the Board⁴ on a timely basis following any meeting of the Committee. A verbal report by the Chair will be provided at each Board meeting.
- 5.5. The Committee may meet in camera for a portion of each meeting.

6. Resource

- 6.1. Administrative support will be provided by the Office of the Vice President, Quality, Safety and Chief Information Officer

DOCUMENT OWNER: Chairperson, Digital Transformation and Innovation Committee

Approved by the Board: November 28, 2024

Revision History:

⁴ General Bylaws, s.15 (4)