

**Dalhousie University / Capital District Health Authority**  
**Department of Medicine IT Steering Committee**  
**Terms of Reference**

- Name:** Department of Medicine IT Steering Committee
- Authority:** Standing Committee, Dept of Medicine Executive Committee
- Membership:**
- Department of Medicine Physicians  
(N=3 with interest in IT issues)
  - Department of Medicine Administrator
  - Department of Medicine Data Manager
  - Department of Medicine IT Technical Service Representative(s)
  - Dalhousie University Faculty of Medicine IT Director
  - Capital Health ITS Divisional Manager
  - Others as deemed necessary by Committee
- Chairperson:** The meetings will be chaired by a Dept of Medicine Physician.
- Reporting:** The Chair will report to the Executive Committee & Dept of Medicine membership on an annual basis or more frequently should issues deemed to be of major consequence arise.
- Voting/Quorum:** Resolution of issues will be mainly by consensus. However, as necessary voting may take place. All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum will be 50 percent plus one.
- Attendance:** Members are to attend at least 50% of the meetings.
- Scheduling:** Meetings will be scheduled monthly, normally on the 2nd Thursday of the Month 1630 – 1730 hours. However, meetings may be held less frequently depending issues arising.
- Purpose:** To provide a forum for:
- ensuring that the Dept of Medicine provides a clear picture to ITS of its needs as a consumer of IT resources;
  - discussion and resolution of significant IT issues within Dept of Medicine;
  - communication between Dept of Medicine, the CDHA IT Services Department, and Dalhousie University Faculty of Medicine IT Department regarding issues of mutual interest and/or concern;

- strategic planning regarding IT issues within Dept of Medicine to ensure that each Dept of Medicine member, to the extent possible, is provided with the IT tools necessary to meet their goals for clinical care, education and research;
- Dept of Medicine members to bring new ideas forward for discussion and, where possible and practical, implementation.

**Process:** Issues identified as Action Items will be assigned by Chair to committee member(s) to review and report back on by a specific date.

**Performance Standards:**

1. To meet regularly or at the call of the Chairperson.
2. Agenda items will be forwarded to the Chairperson, who will develop meeting agendas.
3. Chair to report to Dept of Medicine Executive Committee and Dept of Medicine members semi-annually or more frequently as required.
4. Annual report of committee activity will be provided to Department Head.

**Approved by:**

**Dept of Medicine IT Steering Committee:** May 27 2004

**Dept of Medicine Executive Committee:** June 4, 2004

**Chair, Dept of Medicine IT Steering Committee:** \_\_\_\_\_  
Signature date

**Head, Department of Medicine:** \_\_\_\_\_  
Signature date

## **Department of Medicine Capital District / Dalhousie University IT Steering Committee Membership**

### **Current Members**

Dr. Kevork Peltekian, Chair, Gastroenterology, Sept 2011  
Dr. Ian Grant, Neurology, Sept 2011  
Dr. Chris Gray, Cardiology Sept 2013  
Ms. Heather Macpherson, Administrator, Sept 2001  
Mr. Tom Henneberry, Data Manager, Dept of Medicine, Sept 2008  
Mr. Greg Power, Director, Med IT Sept 2010  
Jim MacLean, eHealth, Capital Health, Sept 2013  
Mr. Mike Kivell, Manager, Dept of Medicine Sept 2013

### **Former Members**

Mr. Randall Leard, eHealth, Capital Health Sept 2011- April 2013  
Dr. Najaf Nadeem, Cardiology, Sept 2011 – June 2013  
Mr. Michael Twigg, Manager, Dept of Medicine Sept 2007 – August 2012  
Dr. Steven Soroka, Chair/Co-Chair Nephrology, Sept 2004 – June 2011  
Ms. Madeleine Clare, Director IT Services, Capital Health Nov 2006 – May 2011  
Dr. William Sheridan, Cardiology, Sept 2008 – June 2011  
Dr. Alwin Jeyakumar, Medical Oncology, Sept 2008 – June 2011  
Mr. John Roberston, Acting IT Director, Dal FoM, Sept 2008 – June 2010  
Dr. Rob Horton, Co-Chair, Palliative Medicine, Sept 2004 – June 2008  
Dr. Thomas Ransom, Endocrinology, Sept 2005 – June 2008  
Dr. Kevork Peltekian, Sept 2006 – June 2008  
Mr. Michael Aucoin, Dal Faculty of Med IT Director Sept 06 – May 2008  
Mr. Bob Kanygin, Information Officer Jan 2004 – June 2008  
Mr. Scott Hartling, DOM IT Tech, Mar 2005 – May 2007  
Dr. Nicholas Giacomantonio, Cardiology, Sept 2001 – Dec 2006  
Ms. Shannon Ryan, Manager, Oct 2005 – Dec 2006  
Mr. Leigh Whalen, Capital Health ITS Divisional Manager, Networking and Security Sept 2003 – Oct 2006  
Ms. Gail Blackmore, Manager, Sept 2001 – Sept 2005  
Mr. Wes Robertson, Dal Faculty of Med IT Director Sept 2001 – June 2005  
Dr. Sunil Patel, Gastroenterology, Sept 2001 – Aug 2005  
Dr. Timothy Pollak, Chair, General Internal Medicine, Sept 2001 – June 2004  
Mr. Neil Bell, IT Technical Services Representative Sept 2002 – Oct 2004  
Mr. Scott Murphy, IT Technical Services Representative Oct 2001 – Jan 2005  
Dr. Allan Purdy, Neurology, Sept 2001 – August 31, 2004  
Mr. Phil Cummings, Capital Health IT Senior Security Specialist Sept 2001 – Sept 2003  
Mr. Sandy Greenfield, Capital Health IT Sr. Systems Administrator Sept 2001 – Jan 2002  
Mr. Rob Harnish, Capital Health Sr. IT Network Administrator Sept 2001 – Sept 2003  
Mr. Paul Hussey, Dept of Medicine Systems Analyst Sept 2001 – Feb 2002  
Mr. Craig Layton, IT Technical Services Representative Sept 2001 – Feb 2002  
Ms. Nancy McCara, Capital Health IT Mgr, Mgmt Info Systems Sept 2002 – Sept 2003  
Ms. Joanna Legere, Capital Health IT Systems Administrator Sept 2002 – Sept 2003