



Clinical Practice Improvement (CPI) Committee Terms of Reference

1.0 Roles of Members of the CPi Committee

It is the intention of the members of the CPI committee that our radiology workforce becomes better prepared to face challenges of rapid changes in the healthcare system and develops a stronger presence in discussions and actions that add value to imaging in our hospitals.

To succeed as a radiology leader today, skills beyond diagnosing images accurately and efficiently are needed. These skills should enable radiologists to make wise decisions about practice management at every level.

2.0 Responsibilities

Key duties of the committee are:

- Discuss the strategic planning and by-laws of the Departmental CPI strategy
- Develop and plan seasonal CPI inter-hospital rounds (topics, invitees' suggestions)
- Provide CPI mentoring within the members' domain of influence
- Assist in the development and approval of CPI projects' templates, if appropriate
- Assist in the planning of annual CPI half-days in which CPI projects conducted by trainees and faculty are presented to peers within the Medical Imaging Department
- Provide regular updates of local hospital CPI activities to other committee members

3.0 Membership

The Clinical Practice Improvement (CPI) committee membership will be comprised of Department of Medical Imaging faculty and postgraduate learners. The committee will have broad representation from the TASHN hospitals. The current Core CPI membership includes:

- Andrea Doria – The Hospital for Sick Children - Department Vice Chair, CPI (Committee Chair)
- Alan Moody – Sunnybrook Health Sciences Centre - Department Chair
- Dimitri Parra – The Hospital for Sick Children
- Helen Branson – The Hospital for Sick Children
- Mini Pakkal - Toronto General Hospital
- Rachel Fleming - Women's College Hospital
- George Chiramel - The Hospital for Sick Children
- Alex Bilbily - Sunnybrook Health Sciences Centre
- Adam Tunis - North York General Hospital
- Amy Lin - St. Michaels Hospital/Unity Health
- Pascal Tyrrell – University of Toronto - Data Scientist

- Omid Shearkhani – Radiology Resident

The CPI Steering Committee membership includes:

- Linda Probyn – Sunnybrook Health Sciences Centre - Department Vice Chair, Education
- Birgit Ertl-Wagner - The Hospital for Sick Children - Department Vice Chair, Research
- Ania Kielar - Toronto General Hospital - Department Vice Chair, Research
- Elsie Nguyen – Toronto General Hospital - Department Vice Chair, onsite
- Phyllis Glanc - Sunnybrook Health Sciences Centre - Department Vice Chair, Continuing Professional Development
- Catherine Wang - Toronto General Hospital
- Masoom Haider - Toronto General Hospital
- Farzad Khalvati - The Hospital for Sick Children

Non Voting Members:

- Alison Clute – University of Toronto – Department Assistant

4.0 Meetings

The CPI Committee will meet on a monthly or bimonthly (every two months) basis. The meetings may be in-person or virtual.

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member’s perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting.

Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

5.0 Term

The terms of this document are valid from October 1st, 2022 for a period of one year (August 31st, 2022), with the possibility of being renewed as appropriate.

6.0 Chair

The Vice Chair, Clinical Practice improvement will chair the CPI Committee. The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another member who is a committee member to chair the committee in the Chair’s absence.

Approved by Clinical Practice Improvement Committee: [to be presented to the committee in the September 2022 committee meeting]

- Report to the Department Chair on the work of the committee.

7.0 Quorum

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

8.0 Minutes

The minutes will be taken at the committee meetings and then will be distributed to members for review prior to the subsequent meetings and approved by the committee during that meeting. Minutes will be kept and stored in accordance with the organization's practice.

9.0 Guests

The Chair may invite guests to attend meetings as a resource as required.

10.0 Accountability

The Clinical Practice Improvement Committee will be accountable to the Chair of the Department through the Chair of the committee.

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