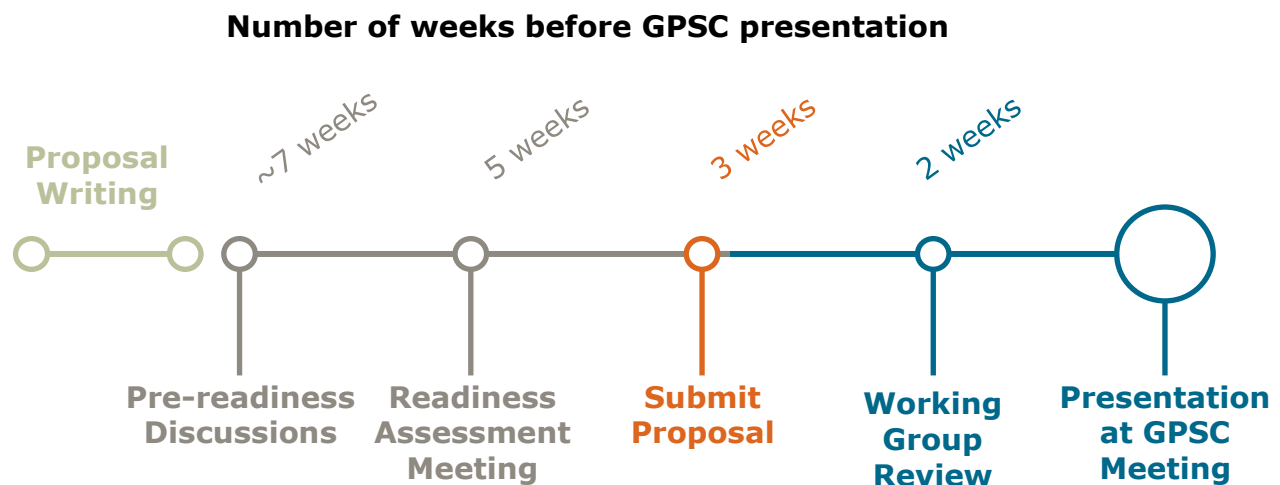


Implementation Proposal Approval Process

This process has been set up with the aim to provide a division ample opportunity for support and feedback in proposal preparation, to optimize the chances of success as the proposal moves through the formal review process.

The approval process consists of five stages. The following timeline counts back from the GPSC meeting when a division would like to present its proposal.



A schedule of dates for readiness assessments, Working Group reviews, and GPSC meetings is included at the end of this document.

STAGE 1 – PRE-READINESS DISCUSSIONS

**7 weeks
before GPSC
presentation**

When the division feels it is getting close to ready to submit its proposal, and can have the proposal about 80 per cent complete within a couple of weeks, it should contact the provincial office (agpforme@doctorsofbc.ca) about arranging a readiness assessment meeting.

- This optional (but highly recommended) meeting is intended to help divisions understand what the Working Group and the GPSC are looking for to approve submissions. It will help minimize delays in the approval process if the proposal is missing key information.
- Division can use the *Implementation Readiness Checklist* to complete a self-assessment.



STAGE 2 – READINESS ASSESSMENT

**5 weeks
before GPSC
presentation**

Division completes its draft proposal. It doesn't need to be in its final, polished form but should identify all strategies, activities, partners, budget, etc.

Readiness assessment meeting occurs between the division and the A GP for Me support team.

The support team consists of the provincial A GP for Me Initiative Lead; division's Physician Engagement Lead (PEL); division's A GP for Me Project Lead and/or Executive Director; division's A GP for Me Physician Lead; health authority Collaborative Services Committee (CSC) representative or alternate; GPSC representative (if available); and PSP Quality Improvement Senior Advisor.

Division and support team jointly decide on one of two outcomes:

Outcome 1

Division submits the proposal to A GP for Me Working Group for formal review (incorporating any feedback from the meeting).

OR Outcome 2

Division further develops its proposal before submitting it for review.

- Initiative Lead documents the feedback and outcome of the discussion, and provides a written summary for the division and PEL to confirm.
- Division documents clarifications and changes as a result of the feedback.
- At the meeting, additional supports (and sources) may be identified that the division needs to complete the assessment and planning process.

STAGE 3 – WORKING GROUP REVIEW

**3 weeks
before GPSC
presentation**

Division submits its proposal to the A GP for Me Working Group one week in advance of the Working Group meeting (*see the Schedule of Important Dates below*) along with the documented feedback and response from the readiness assessment meeting.

**2 weeks
before GPSC
presentation**

Working Group meeting occurs:

- Working Group discusses and assesses the proposal based on the criteria outlined in the *Implementation Proposal Application Guidelines*.
- PEL attends the meeting, and the division's Project Lead is available (by phone) at a pre-arranged time to answer questions if needed.

Division receives feedback:

- After the meeting the Initiative Lead and PEL provide verbal feedback from the Working Group to the division.
- Within two days the Initiative Lead provides written feedback to the division based on a summary of the feedback from the Working Group discussion.



Working Group feedback contains one of two outcomes:

Outcome 1

Working Group recommends forwarding the proposal to GPSC with no or minor changes/clarifications. Division incorporates Working Group feedback into the proposal.

OR Outcome 2

Working Group requests additional information and/or major revisions before recommending proposal for presentation to GPSC. Timeline for receiving revised proposal depends on division capacity, additional supports available, and extent of revisions needed. Division resubmits proposal to Working Group.

STAGE 4 – GPSC REVIEW AND DIVISION PRESENTATION

**1 week
before GPSC
presentation**

GPSC receives proposal for review along with the summary report from the Working Group's review.

At the GPSC meeting:

- The division's A GP for Me team, including the Physician Lead, Executive Director or Project Lead as appropriate for the division, gives the presentation.
- Division's health authority CSC co-chair or designate attends the division's presentation in a supportive role.
- There is the opportunity for GPSC questions and discussion with the division about the proposal.
- Division leaves, and GPSC discusses and determines one of three outcomes:

Outcome 1

GPSC approves proposal. Initiative Lead provides feedback after the meeting. Division receives written feedback from GPSC co-chairs within one week.

OR Outcome 2

GPSC approves proposal with conditions and requests additional information and/or revisions to proposal. Initiative Lead provides feedback after the meeting. Division receives written feedback from GPSC co-chairs within one week.

OR Outcome 3

GPSC refers proposal back to Working Group for further development and/or clarification by the division. Initiative Lead provides feedback after the meeting. Division receives written feedback from GPSC co-chairs within one week.



STAGE 5 – FUNDING RELEASE

After GPSC approval, and receipt of additional information if required, Provincial Divisions Office prepares the funding agreement.

If additional information or clarification was requested from GPSC, A GP for Me Working Group co-chairs and GPSC Executive Lead will review and approve it prior to funding release.

Note: A division will not be required to rewrite its proposal after GPSC approval, but any additional information and changes as a result of the GPSC feedback can added to the document as an addendum and submitted.

Schedule of Important Dates for Divisions

HOST READINESS ASSESSMENT MEETING BY*	SUBMIT PROPOSAL TO WORKING GROUP	WORKING GROUP MEETING	GPSC MEETING PRESENTATION
January 17, 2014	February 3, 2014	February 10, 2014	February 18, 2014
March 19, 2014	April 2, 2014	April 9, 2014	April 29, 2014
April 23, 2014	May 7, 2014	May 14, 2014	May 27, 2014
May 21, 2014	June 4, 2014	June 11 2014	June 24, 2014
June 18, 2014	July 2, 2014	July 9, 2014	July 22, 2014
August 15, 2014	August 27, 2014	September 3, 2014	September 16, 2014
September 17, 2014	October 1, 2014	October 8, 2014	October 20, 2014
October 14, 2014	October 29, 2014	November 5, 2014	November 18, 2014
November 10, 2014	November 26, 2014	December 3 2014	December 16, 2014
December 22, 2014	January 7, 2015	January 14, 2015	January 27, 2015
January 19, 2015	February 4, 2015	February 11, 2015	February 24, 2015
February 9, 2015	February 25, 2015	March 4, 2015	March 17, 2015

* Divisions should start organizing their readiness assessment meeting two to three weeks before this date to have enough time to coordinate schedules among all the participants.