Association of Workers'
Compensation Boards
of Canada

ACATC
Association des
commissions des accidents
du travail du Canada

AWCBC

Connecting members, advancing knowledge Relier les membres, développer les connaissances

Every AWCBC Committee is asked to develop an annual work plan. The objective is to achieve efficiency and consistency in the level of detail reported by each group. Although there will be specific operational activities, each committee plan should also contain efforts to align with and support the appropriate strategic goals and priorities outlined in the AWCBC Strategic Plan 2023-2026.

AWCBC Committee Work Plan-NWISP

Executive Sponsor:	Committee Co-Chair(s):	Date:
Mandate	*The committee's mandate defines the purpose or mission of the committee. It clarifies what the committee aims to achieve. The mandate description is concise and focused.*	
Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.	
Goal #1	*Enhance Understanding of Psychological Injuries*	
Measures #1		
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.	
	Increase accessibility and understanding of national workplace injuries and disease statistics through timely releases and clear public and member communications by Aligning on when and how psychological claims are coded and how to report the injuries to stakeholders	
Objectives		
	Fully understand what each jurisdiction is currently doing, why, and any limitations (e.g., system or resources) they may have.	

	Ensuring coders in every jurisdictions understand how and when to code these injuries.			
	Align on a consistent definition of psychological injuries reported throughout the life of a claim			
Activities	*Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."*			
Activities		Member and other resources required	Target Date(s)	Status
A thorough scan of each jurisdiction to better understand how each jurisdiction defines, flags, and summarizes psychological injuries for their jurisdiction compared to how it is tabulated for AWCBC. This will include questions about coding such as the timing and what happens when additional information is received.		Jilal, CTC, DSAC		
Discuss options for how to consistently report psychological injuries throughout the life of a claim as not always identified when coding, for example adding a flag when identified.		DSAC		
Continue to administer Psychological specific coding test annually		CTC		
Opportunities for Cross-Collaboration with other Committees	*Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?*			
Opportunities		Member and other resources required	Target Date(s)	Status
AWCBC Support Required	*What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?*			

Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.
Goal #2	***Continuously improve coding of claims***
Measures #2	
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
	Harmonize statistical standards across the country to improve data consistency and accuracy by reviewing the current approach to coding claims and looking for ways to better align the jurisdictions. And by expand opportunities for more individuals to be involved in committee work.
Objectives	*Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.*
	Promoting alignments of when (Time) a claim is coded
	Understanding best practices of similar organizations (CIHI) to glean lessons learned
	Improving executive support for harmonization
Activities	*Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."*

Activities	Member and other resources required	Target Date(s)	Status
A thorough scan of each jurisdiction to better understand how each jurisdiction is currently coding claims, specifically the timing, how claims evolve and to better understand the opportunities and limitations for each jurisdiction.	CTC		
Researching and meeting with CIHI to explore lessons learned, challenges and successes of implementing a nationwide coding system.	Jilal, Chair, Ontario member		

Evaluate the effectiveness of the NWISP committee in executing change across the jurisdictions	Sponsor, Chair			
Engaging Executive Management and Board of Directors as to these challenges, recommendations for improving alignments, and what that may mean.	Sponsor, Chair			
Jurisdictional scan of NAICS and occupational codes currently used, challenges and opportunities for bringing these to something more recent	DSAC, Jilal			
Recommendations to the board of directors for the NAICS and occupational coding improvements	Sponsor, Chair			

Opportunities for Cross-Collaboration with other Committees	Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?			
Opportunities		Member and other resources required	Target Date(s)	Status

AWCBC Support Required	What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?

Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.
Goal #3	***Continue to support AOC transition***
Measures #3	
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
	Helping AWCBC become an information hub by facilitates the sharing of member initiatives across the country and liaison with AWCBC consultants to help facilitate an understanding of needs and desires to improve the AOC.
Objectives	*Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.*
	Making members available to AWCBC and consultants as needed
	Tapping into community functions available from an enhanced system
Activities	*Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."*

Activities	Member and other resources required	Target Date(s)	Status
Setting up a communication channel for members to connect on ideas and issues throughout the year	DSAC		

Opportunities for Cross-Collaboration with other Committees	*Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?*		
Opportunities	Member and other resources required	Target Date(s)	Status

AWCBC Support Required	What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?

Goals	Goals are specific achievements that the committee strives to accomplish. They are action-oriented, focused, and measurable.
Goal #4	***Learning and development of NWISP members***
Measures #4	
Alignment with AWCBC Strategic Plan	Outline how the committee goals support AWCBC in achieving its strategic plan.
	By connecting members, identifying centralized coding resources and fostering cross-Canada relationships and networking
Objectives	*Objectives are specific milestones or outcomes the committee aims to achieve while working towards each Goal.*
	Leveraging online courses for coders
	Promoting the use AWCBC's Committee Forum and online materials
	Succession planning for changing members
Activities	*Activities are undertaken to achieve the set objectives. They provide further detail on how the objectives will be accomplished. Activities answer the question "what will be completed and when."*

Activities	Member and other resources required	Target Date(s)	Status
Add the AWCBC online training as part of onboarding plan for new coders	Diane to work with CTC members		
Maintain a current list of members of the NWISP and Sub committees, this will be added to the Website. Each jurisdiction to identify an alternate member as a replacement for their position on the committee and provide to Jilal.	Jilal, all members		
Ensure every new members participates in a knowledge transfer session including introduction of the committee, it's mandate, workplan, and available online resources	Chair, Jilal		

Onboarding Carrie Sonier as the Chair of the NWISP CTC subcommittee	Carrie, Diane, Veronica		

Opportunities for Cross-Collaboration with other Committees	*Are there issues being addressed by the committee that cross over to the work of other committees? Is there opportunity or requirement to collaborate to achieve your committee goals and objectives?*		
Opportunities	Member and other resources required	Target Date(s)	Status

AWCBC Support Required	*What support/assistance can AWCBC provide to help ensure your committee work is productive and successful?*