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| SBAR |  |
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| Title | Topic title |
| Date | Month, Date, Year |
| Purpose | **[ ]** Decision [ ]  Discussion [ ]  Information |
| Attachment | Describe the attachment, if any |
| Prepared By | Name and title |
| VCH Lead | Name and title (In this case the Manager) |
| Staff Consulted | Name and title |

**SITUATION**

* Describe the need or oppourtunity at hand
* Convey the importance of the problem, including the impacts/consequences if not addressed
* No more than 1-3 lines

**BACKGROUND**

* Outline the matter at hand and how this will advance strategic priorities – be clear, specific and brief
* Size the need or opportunity – how many people, facilities etc does this recommendation impact?

 How does it align to VCH strategic priorities, MoH mandate, operating plan priorities, etc?

* Identify any previous decisions, discussions or history that is relevant

**ASSESSMENT**

* Provide a strategic analysis of the matter at hand
* Outline key facts, timelines that are relevant to the recommendations
* Identify collaborators and/ or operational impacts if this is a change in strategy or direction
* Provide key insights on how data / analytics has informed decision-making (attach as appendix any additional data in easy-to-consume visuals / charts if meaningful)
* Describe collaborator engagement process – who did you meet, what were the outcomes, outstanding challenges (ensure relevant CoC and program have been a part of the discussion and support the recommendations)
* Has this initiative/recommendation been considered from an Indigenous lens, where relevant?

**RECOMMENDATIONS**

* Outline any strategic considerations that informed the recommendation or motion
* Outline proposed options (ie. 1, 2, 3)
* Include insights on each option including impacts to budget, timing, stakeholders and other resources
* Indicate a priority recommendation if applicable
* Identify risks related to reputation, financial, or stakeholder expectations on proceeding / not proceeding and any consequences