

Fraser Northwest (FNW) Primary Care Network (PCN) Steering Committee Terms of Reference

Committee Purpose

The purpose of the FNW PCN Steering Committee is to provide governance and leadership to the activities, working groups and strategic planning for the FNW PCNs.

Committee Mandate

To oversee the implementation of the FNW PCN. To provide feedback and transparent reporting of both subjective and objective lessons learned.

Expected Outcomes

1. Attachment to Primary Care for all people living in FNW
2. Improved Access to Primary Care
3. Improved Population Health for people living in FNW

Structure

The FNW PCN Steering Committee reports to the CSC and directs the work of the PCN working groups.

The voting members of the FNW PCN Steering Committee include:

- Kwikwetlem First Nations Representative or designate
- Fraser Health Authority Executive Director or designate
- Fraser Northwest Division of Family Practice PCN Physician Lead or designate

Non-voting members of the FNW PCN Steering Committee include, but not limited to:

- FNW Division PCN Program Manager
- PMH & PCN Provider Advisory Group Members
- First Nations Health Authority Representative
- Community Services Organization Representative
- Patient Representative, Aboriginal Peoples
- Patient Representative, Mental Health & Substance Use
- Patient Representative
- The FNW Division Executive Director
- FHA PCN Director
- GPSC Representative
- FNW Family Practice Department Head
- FHA Primary Care Executive Director

Accountability & Reporting

The committee reports into the FNW Collaborative Services Committee. The committee will release public evaluation reports bi-annually.

Responsibilities of Chairperson

Each year the responsibility of chairing the committee will rotate amongst the three partner organizations. The chair will be responsible for:

- Chair meetings of the committee in accordance with the agenda

Patients and Family Members

Qualifications:

- A patient or family member of a patient in Fraser Northwest in the past 2 years.
- Respects diversity and differing opinions
- Works collaboratively with staff and other members of the public
- Respects privacy and confidentiality
- Provides constructive advice
- Can represent families as a well-informed participant

General Requirements

- Attend a screening interview
- Sign a confidentiality agreement and volunteer contract
- Attend meetings

Terms

- Patient and family members of the committee are asked to participate for two (2) years. Members can serve for three (3) terms maximum.

Reimbursement and Compensation

- An hourly stipend for meeting times will be provided at \$25/ hour

Meetings

Frequency: The committee will meet monthly.

Decision-making: Will strive for consensus and will use voting when there is no clear agreement. A historical decision-making log will be maintained by the Division PCN Manager.

Quorum: At least 51% of the voting members must be present for a vote to take place.

Voting: Show of hands or secret ballot if requested.

The FNW Division PCN staff liaison will send the minutes out within 2 days of each meeting. Minutes will be sent by email to all voting and non-voting members of the committee.

Conflict of Interest

All members of the committee will review and sign the Confidentiality and Conflict of Interest Policy and Disclosure Form. At the beginning of each meeting, a Conflict of Interest Disclosure form will be circulated, shared and included with the meeting minutes.

Review

The committee will review these terms of reference every 1 year and approve any revisions.