

North Peace Primary Care Network Advisory Committee

Terms of Reference (TOR)

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1. Background

To support the priority of the partners to implement Primary Care Networks across the province of British Columbia to enhance attachment, capacity and patient access through team based primary care services, the North Peace Collaborative Services Committee (CSC) has established this local primary care network advisory committee for the purpose described in these Terms of Reference.

2. Purpose

The Advisory Committee will provide input for the development, implementation, and ongoing operations of the PCN by providing recommendations and updates to the Collaborative Services Committee (CSC) on a regular basis.

3. Guiding Principles

- Embed principles of collaboration and engagement throughout the planning, implementation, and operations of the PCN.
- Ensure cultural safety throughout the implementation of the PCN.
- Embed the principles of a collaborative learning environment in all aspects of the work: openness, curiosity, commitment to learning, together with creativity, collaboration, innovation and connection.
- Take the lessons learned from our collective CSC work as the foundation for the PCN roll-out (e.g. Relationship-based care, self-management of care teams, local governance, quality improvement, collaboration and consensus).

Our values

- We communicate by listening to and encouraging all voices. We ask questions when something is said that we don't understand.
- We learn from the cultures and worldviews of others and embrace a perspective of being part of a team.
- We believe that each of us is coming from a place of good intent.
- We respectfully embrace difficult tasks and conversations rather than avoid them.
- We choose to do what is right over what is fast, easy or comfortable.
- We understand that this work is an iterative process that will require us to be flexible.
- We seek evidence-based solutions and recognize the need for innovation.

4. Responsibilities of the Advisory Committee

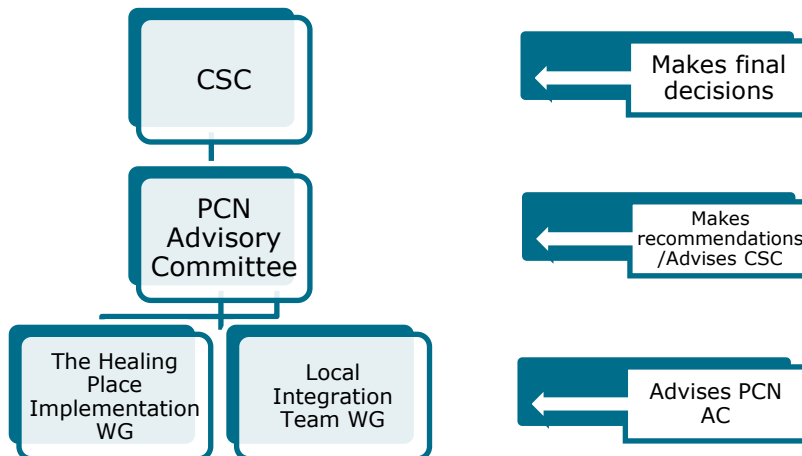
The responsibilities of the PCN Advisory Committee are to:

- Provide regular progress updates to the CSC.
- Bring any recommended changes to the PCN vision to CSC for approval as required.
- Determine PCN strategic changes and direction based on recommendations from working groups (WGs) an/or PCN and/or CSC leadership. Report changes to CSC for approval.
- Ensure periodic, quarterly and annual reporting is provided to the CSC in accordance with the implementation schedule approved by the Ministry.

5. Governance

- The PCN Advisory Committee reports to the CSC and will provide updates to the Collaborative Services Committee to ensure ongoing community coordination and partnership.
- The PCN Advisory Committee shall aim to operate by consensus. Consensus is achieved when everyone accepts and supports a decision and understands how it was reached.

North Peace PCN Organizational Chart



Working Groups (WG) advise the PCN Advisory Committee (AC), which then advises the CSC. CSC makes the final decisions.

6. Membership

The local PCN Advisory Committee will be comprised of:

North Peace Division of Family Practice:

- PCN Physician Lead
- Executive Director
- PCN Manager

First Nations Health Authority:

- Regional Manager, Primary Care

Northern Health:

- North East Chief Operating Officer
- North East Medical Director
- North Peace Health Services Administrator
- North Peace Community Services Manager

Other local partners may be invited to participate as members of the PCN Advisory Committee, or as ad hoc participants at the discretion of the CSC. Other partners could include but are not limited to:

- Northern Health Regional Director, Nurse Practitioner
- Director of Women's Resource Centre
- Indigenous Community Health Directors
- Northern Health Business Analyst
- Northern Health Human Resources Advisor
- Primary Care Physicians
- City of Fort St. John Mayor or delegate

Ad hoc members are those who may be invited to contribute to the committee regarding specific related topics, practice issues, etc.

Orientation of New Members

The orientation of new members is the responsibility of the organization that they represent and the PCN Manager.

Member Responsibilities

- Members will be responsible for endeavouring to attend all meetings of the PCN Advisory Committee and contributing to discussions in a collaborative and effective manner; and
- Members who will be presenting information at a meeting will ensure that any resources and materials are prepared and available at the time of the meeting. If detailed information will be presented at the meeting, those materials should be provided to the chair of the meeting to ensure it is distributed in advance.

Working Groups

The PCN Advisory Committee may establish working groups from time to time for the purpose of making recommendations to the PCN Advisory Committee on specific matters. The working groups will be responsible for making recommendations to the PCN Advisory Committee on those matters within the working group's mandate.

7. Meetings

Frequency

Meetings will be held as deemed necessary or requested by the members, with a minimum of quarterly meetings. Any member can request a meeting of the PCN Advisory Committee. Meetings may take place in person or via video conferencing.

Agenda, Minutes and Materials

An agenda, minutes of the previous meeting and any other materials required for information to be considered at the meeting will be sent to the PCN Advisory Committee members in advance of the meeting.

8. Reporting

The PCN Advisory Committee will provide the following reports:

- Regular high-level reporting and PCN progress updates to CSC for each CSC meeting.
- Period reporting, quarterly reporting, and annual reporting provided to the CSC as required by the funding agreements.
- The PCN advisory committee is accountable to and reports to the CSC.

9. Amendments

These Terms of Reference will be reviewed on an annual basis and/or at the discretion of the PCN Advisory Committee. Any proposed revisions will require approval of the CSC.