



Primary Care Networks Steering Committee

Terms of Reference

Updated May 2022

Definition: Primary Care Networks (PCN's) are patient medical homes (PMH's) and urgent care centre(s) providing inter-disciplinary primary care services in partnership across the North Shore Division of Family Practice, Vancouver Coastal Health, Squamish Nation, and Tseil-Waututh Nation, with formal links to specialized community service programs and specialists within a geographical area (network).

1.0 Committee Purpose:

1.0 Provide strategic guidance, direction, and decision-making for the development and implementation of North Shore's Primary Care Networks, guided by the Quadruple Aim framework. All decisions, plans, strategies, discussions and agreements shall be conducted in a manner that reflects the Calls to Action of the Truth and Reconciliation Commission (TRC) of Canada and the United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP).

2.0 Responsibilities:

- 2.1** Provide strategic guidance, direction, oversight, recommendations, and support to North Shore's PCN Implementation Committee for the development and implementation of PCN and PMH's, and related projects and activities.
- 2.2** Approve the allocation of resources, where applicable and as per MOH funding guidelines, for the implementation and on-going operations of PCN's; ensure all PMH's have equitable access to resources as per the intention of North Shore's PCN Service Plan.
- 2.3** Provide support to the PCN Implementation Committee by addressing project barriers and challenges through collaborative problem-solving and decision-making.
- 2.4** Ensure standardized operating procedures are implemented across all PCN's as appropriate.
- 2.5** Ensure clinical pathways and formal links to specialized community service programs and specialists are developed.
- 2.6** Ensure the activities of the PCN's are coordinated with the activities of the Aboriginal Primary Care Network.
- 2.7** Ensure evaluation, monitoring, and support for quality improvement is embedded in PMH & PCN activities.

3.0 Reporting:

- 3.1** The Primary Care Network Steering Committee is made up of select CSC members and reports to the CSC.
- 3.2** The Primary Care Network Steering Committee will receive regular reports from the PCN Implementation Committee, including reports from PCN working groups and sub-committees.

4.0 Decision-Making:

- 4.1** Creativity and innovation in the PCN Implementation Committee and working groups will be encouraged and supported, within the parameters established by the respective committees.



4.2 Decision-making at the PCN Steering Committee is made by consensus minus one, guided by the goals of PCN's, the attributes of PMH, evidence-informed practices, and a shared commitment of the members to achieve the best possible outcomes for the people served by the PCN's.

4.3 When consensus cannot be reached, the decision will be brought forward to CSC for decision-making.

4.4 Quorum requires minimum:

4.4.1 1 Physician

4.4.2 1 NSDFP Director

4.4.3 1 VCH Operations Director

4.4.4 1 First Nations Representative

4.5 The centralized Primary Care Network Steering Committee may be dissolved once each PCN is operating and has created its own PCN Steering Committee at the local level to promote decentralized decision-making.

5.0 Membership:

5.1 Representation from NSDFP:

5.1.1 *PCN Physician Lead (dual role with Medical Director, VCH)*

5.1.2 Executive Director

5.1.3 Board and/or Physician Member

5.1.4 PCN Director

5.1.5 PCN Managers (as appropriate, non-voting)

5.2 Representation from VCH:

5.2.1 *Department Head FP and Medical Director, Community & Family Health (dual role)*

5.2.2 Director, Community & Family Health

5.2.3 Director, MHSU

5.2.4 Department Head, NP's (as appropriate, non-voting)

5.2.5 Project and Program Managers (as appropriate, non-voting)

5.3 Representation from First Nations:

5.3.1 Squamish Nation, Health Director

5.3.2 Tseil-Waututh Nation, Health Director

5.3.3 Aboriginal Primary Care Network, Coordinator

5.4 Representation from Community:

5.4.1 Patient Advisory Committee

5.4.2 Community Representation

5.5 GPSC Representation

5.5.1 GPSC Liaison or delegate (non-voting)

6.0 Meeting Frequency:

6.1 The PCN Steering Committee meets monthly and/or as needed to provide timely direction and decision-making to the Implementation Committee.