**Purpose:**

To provide forum that promotes and fosters excellence in quality and delivery of care through evidence informed practices, collaboration, communication and support for professionals in accordance with the mission, vision and values for South Bruce Grey Health Centre.

Responsibilities

* To identify the need for and make recommendations on the development, implementation, evaluation and/or approval of best practices, competencies, clinical practice guidelines, interprofessional policies, and/or standards of professional practice.
* To facilitate the implementation of any legislative requirements and policy, accreditation standards and/or emerging trends, relating to professional practice.
* Review and provide input to organizational policies and procedures that affect clinical interprofessional practice, education and/or research.
* Facilitate and promote evidence informed practice, continuous learning and leadership.
* Link with other hospital committees and forums, as well as academic and community agencies in pursuit of promoting the advancement of interprofessional collaborative practice within the organization.

Make relevant recommendations to the leadership of the organization that relate to professional practice

**Reporting Relationship/Accountability:**

1. The Committee is accountable to the senior management team, through the CNE as the executive sponsor
2. Attendance is essential to ensure our mandate is realized. All members are accountable for keeping their colleagues informed as well as seeking input from colleagues as needed.

**Membership**:

Co-Chairperson: who do we want to have as co-chairs

Recorder: Executive Assistant

* Vice President Clinical Services, Chief Nursing Executive
* Professional Practice and Education Coordinator
* Human Resources
* Kincardine Charge
* Walkerton Charge
* Chesley charge
* OR charge
* Charge Nurse – Labour and Delivery
* ONA President
* OPSEU steward (RPN)
* Registered Nurses – 4
* Registered Practical Nurses – 4
* Patient care managers x5

**Term**

* Recommend 2 years participation (site RN and RPNs) .
* Annual Membership review to allow for resignations and call for new memberships with no more than half the current memberships resigning in a given year.

 **Responsibilities of the Co-Chair:**

* Provide leadership and direction to the meeting objectives.
* Ensure reports are submitted to the appropriate people within the appropriate time frame.
* Set the agenda following open invitation for all to submit items.
* Prepare and distribute the agenda, minutes and related documentation to membership prior to meetings.
* Obtain approval of the minutes from the previous meeting noting any changes required.
* Ensure follow-up from meetings is actioned.

**Responsibilities of Members:**

* Attend at least 70% of the meetings representative must send alternate if they are unable attend.
* Review minutes and documents prior to each meeting.
* Actively participate at meetings.
* Identify a designate (when applicable) who would attend in her/her absence.
* Communicate and disseminate information discussed at the meeting to the members and respective programs and services.
* Participate in working groups as appropriate.

**Meeting Frequency and Quorum:**

* The team will meet every month (12 times a year) on the third Tuesday of each month, in the afternoon
* In addition, to these regularly scheduled meetings the team will meet on an adhoc basis at the call of the co-chair(s) when required.
* A quorum of fifty percent plus one must be met in order to move forward with recommendations or decisions. Meetings may continue without a quorum but no decisions will be made that impact the team’s outcomes.

**Evaluation**

The Terms of Reference will be reviewed annually.