

Professional Advisory Committee Terms of Reference

PURPOSE:

The Professional Advisory Committee (PAC) serves as an interprofessional body that provides advice/direction on matters concerning professional practice, education, and research related to health disciplines at Holland Bloorview Kids Rehabilitation Hospital. The PAC supports a shared governance approach to professional practice throughout the hospital. The PAC facilitates dialogue, supports decision-making, and promotes excellence in the domains of health disciplines practice, education, research and quality.

OBJECTIVES/RESPONSIBILITIES:

The Professional Advisory Committee will:

1. Ensure that each profession has mechanisms of accountability in place to monitor and promote standards for professional practice, including: scope of practice and roles; credentialing; controlled acts (under the Regulated Health Professions Act); continuous professional learning; evidence-based practice and quality assurance, patient safety and risk management requirements
2. Advise on the provision of clinical practice that is consistent with legislative requirements, standards of professional practice, the respective codes of ethics for each of the professional disciplines, and the code of conduct of the hospital.
3. Ensure that regulatory changes, issues, and initiatives that impact practice are identified, discussed, and directed appropriately for follow-up.
4. Advise on, and provides leadership recommendations to the Senior Director of Collaborative Practice, the Chief Nursing Executive and the Senior Executive Team on initiatives related to professional practice, including; interprofessional collaboration and communication; communication amongst and between health professionals and management on matters related to professional practice, education and research, quality improvement, professional standards and regulatory requirements.
5. Facilitate the development of profession-specific and interprofessional standards of care, policies, procedures and processes, and approve all standards of care and review as per the Standard of Care policy.
6. Promote quality improvement initiatives and assessment of outcomes on a profession-specific and interprofessional basis.
7. Act as a forum for discussion, resolution, and decisions/recommendations regarding professional scopes of practice.
8. Encourage, facilitate, and promote excellence and innovation within professional and interprofessional practice.
9. Proactively identify and respond to external trends and pressures within the health sector as they relate to clinical practice.
10. Address recommendations forwarded through discipline-specific groups or individuals.
11. Act as a clinical resource with respect to hospital wide initiatives.
12. Liaise with Teaching and Learning in regards to health disciplines' undergraduate, graduate and post-graduate education programs, and student placements and interprofessional education and practice.

13. Ensure that the professional welfare of the staff is promoted, and that the role and work of professional staff is valued in a manner consistent with the Mission and Vision of the hospital.
14. Evaluate the effectiveness of the Professional Advisory Committee in alignment with the achievement of broad programmatic goals, and the strategic and operational objectives of the hospital.
15. Ensure that the client and family's perspective is embedded throughout all processes and decision-making.

MEMBERSHIP

Chair: Senior Director, Collaborative Practice

Members: One member from each profession within Holland Bloorview's health disciplines group; Collaborative Practice Leaders; one member from Teaching and Learning; one Operational Manager; two Family Leaders; one Youth Leader, Director CFIC, Clinical Bioethicist, Manager Privacy and Risk, and one Representative from Evidence to Care.

ACCOUNTABILITY

The Professional Advisory Committee reports to the Senior Management team.

RELATIONSHIPS

The Professional Advisory Committee links with the Nursing Advisory Committee and the Medical Advisory Committee. The Practice Councils report to the Professional Advisory Committee.

DECISION-MAKING

A majority of members (50% + 1) must be in attendance for decision-making to take place. All representatives from the health disciplines will have voting privileges.

The consensus approach will be utilized for decision-making. If this is not feasible, a vote will occur with a majority (of 50% + 1 of those in attendances) for it to carry.

A confidential vote can take place upon request.

The chairperson holds an option for a discretionary determination vote.

Procedural guidance: Roberts Rules of Order.

MEETING FREQUENCY

Monthly or at the call of the chair

ROLES AND RESPONSIBILITIES OF THE CHAIR

- Provide Leadership to the Committee and at the monthly meetings
- Develop an annual schedule of the PAC meetings

- With input from members, develop meeting agenda and circulate agenda with attachments to members 5 days before the next scheduled meeting
- Be responsible for circulating the minutes of meetings prior to the next meeting
- Be responsible for ensuring there are actions and follow-up from previous meetings related to discussed issues
- Facilitate the development and annual review of objectives of PAC
- Maintain a current membership list, a full set of agendas, minutes, and all handout material
- Communicate pertinent organizational information to PAC membership, in matters that are relevant to the function of the PAC.
- Come prepared by reviewing the agenda and pre-circulated material

ROLES AND RESPONSIBILITIES OF THE MEMBERSHIP

- Communicate respectfully and contribute to discussions in a constructive manner
- Practice Council representatives are expected to attend 100% of the meetings. If a practice council representative cannot attend, it is their responsibility to identify a delegate from their discipline to attend in their place.
- Members should review all pre-circulated material and be ready to participate in the discussions during the meeting
- Members are responsible to represent the perspectives of their professional group and solicit their issues / ideas / solutions for discussion at PAC
- Members should notify the Chair 10 days before a scheduled meeting of agenda items and forward the appropriate documents as necessary by that date for inclusion in the PAC meeting package
- Members are expected to present relevant items from PAC to their respective practice council and shall follow-up on actions as recommended by the committee

FREQUENCY OF REVIEW OF TERMS OF REFERENCE

Every two years or earlier as required