



## **THE HNHB HOSPICE PALLIATIVE CARE NETWORK**

### **ABORIGINAL HOSPICE PALLIATIVE CARE (AHPC) SERVICES COMMITTEE**

#### **TERMS OF REFERENCE**

##### **HNHB HPC NETWORK VISION**

Quality Hospice Palliative Care for all individuals in the HNHB LHIN area.

##### **MANDATE**

Work with all key stakeholders to improve Aboriginal Hospice Palliative Care throughout the HNHB LHIN area.

##### **RESPONSIBILITIES**

- Recognize, respect and nurture Aboriginal Hospice Palliative Care (AHPC) activities underway in communities across the HNHB LHIN area;
- Contribute to raising the awareness of the unique HPC requirements of Aboriginal communities within HNHB;
- Support activities that will increase AHPC capacity, expertise and leadership within the HNHB LHIN area;
- Collect and inventory AHPC leading practices, current information on what programs and services are available and how to access them for sharing throughout the HNHB LHIN area;
- Partnering with all key stakeholders, identify issues and problems specific to the AHPC related to access to programs and services on and off reserves across the HNHB, and develop and/or recommend strategies to address these issues if no current process is underway;
- Support and advise local AHPC projects and research as requested;
- Collaborate in the development and implementation of AHPC education and training activities/initiatives that are culturally and traditionally sensitive, including the development of generic materials that can be customized by each community;
- Collectively support ongoing AHPC outreach education to the broad community to enhance understanding of hospice palliative care from the aboriginal perspective;
- Support steps to ensure AHPC issues are part of many other aspects of the broad health care delivery system including but not limited to continuing care, home care, mental health, diabetes, along with other chronic diseases, and that these issues are recognized and included in program planning and policy decision making locally, provincially and nationally;

- Support and enhance an AHPC collective capacity to coordinate and collaborate, by developing and advancing of a common lexicon of terms or commonly understood language as a foundation to mutual understanding;
- Share HNHB HPC Network information and invite input and feedback by local AHPC community committees and bodies, including but not limited to the Six Nations Palliative Care Network, to support local community capacity building;
- Collaboratively work with other AHPC groups and associations locally, provincially and nationally to promote the coordinated sharing of leading practices, tools and resources, and collectively advocate for effective AHPC programs, policy and legislation;

### **COMPOSITION**

- HNHB HPC Network Aboriginal HPC Services Lead
- Six Nations of the Grand River LTC/HCC Palliative Network Representative
- Juravinski Cancer Centre Aboriginal Patient Navigator
- HNHB CCAC HPC Manager
- St. Joseph's Health System Research Network
- McMaster University
- West Haldimand General Hospital Representative
- New Credit Home and Community Care Manager
- Aboriginal Palliative Care Research Community Facilitator
- Ad hoc representation based upon priorities identified by the committee

### **ACCOUNTABILITY**

The Committee is accountable to the HNHB HPC Advisory Committee through the HNHB HPC Network Aboriginal HPC Services Lead. This is a standing committee of the HNHB HPC Network

### **MEETINGS**

It is anticipated that the Committee will meet a minimum of four (4) times per year, or more as required at the call of the chair. The meetings will be formally laid out a year in advance. Teleconference options will be an available alternative. Meetings will be held at central LHIN locations.

### **ATTENDANCE**

Members will be expected to participate regularly and attend as many meetings as possible. If for some reason members are unable to attend a meeting they will inform the Chairperson or the Director of the Network.

## **CHAIR**

The Chair of the Committee will be the Aboriginal HPC Services Lead on the HNHB HPC Network Advisory Committee

## **NOTES**

Notes of meetings will be kept and approved by consensus as the first order of business at the following meeting. A recorder will be delegated by the Chairperson, and can be a volunteer.

## **QUORUM**

Ordinary quorum is 4 members of the Committee. If this cannot be achieved the meeting will be cancelled and rescheduled.

## **DECISION MAKING**

Every effort will be made to achieve consensus for major issues in decision making. Decisions will be based on dialogue and discussion, and within the context of the shared principles. If it is not possible to achieve consensus, the decision will be deferred to the next meeting. All members not in attendance at meetings will be consulted on the issues and will have 2 weeks to respond.

## **CONFLICT OF INTEREST AND CONFIDENTIALITY**

Members of the Committee providing advice to the HNHB HPC Network must declare at the earliest convenient time to the group any direct pecuniary conflict of interest and not participate in discussion or vote on the matter at hand which prompted the deliberation.

Approved – May 3, 2011

The Terms of Reference will be reviewed annually from the final approved date.