



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

### **EDUCATION STANDING COMMITTEE TERMS OF REFERENCE**

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

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

#### **MANDATE**

Using best practices and innovation, oversee and provide recommendations to guide the core formal educational initiatives of the HNHB HPC Network in partnership and consultation with key stakeholders across the LHIN area.

#### **RESPONSIBILITIES**

- Recommend to the Network Advisory Committee, followed by the Transfer Payment Agencies for HNHB interdisciplinary education funding, the planning, coordination, implementation and evaluation of local educational initiatives, including but not limited to: Fundamentals, Advanced Hospice Palliative Care Education (AHPCE), and Comprehensive Advanced Hospice Palliative Care Education (CAPCE);
- In partnership with the Life Long Learning Committee, Division of Palliative Care, Department of Family Medicine, McMaster University, recommendation the planning, coordination, implementation and evaluation, including but not limited to Pallium Learning Essential Approaches to Palliative and End-of-Life Care (LEAP) and Innovations Day;
- Identify HPC educational needs within the HNHB LHIN area;
- Provide recommendations to the Advisory Committee related to educational needs and initiatives;
- Promote collaborative partnerships with stakeholders providing HPC education, and facilitate the effective use of existing educational resources within the HNHB LHIN area;
- Identify potential opportunities and resources that may facilitate the fulfilling of the HPC Education Committee mandate;
- Provide consultative support to HNHB HPC Network committees related to education; and
- Draft appropriate policies regarding HPC education for HNHB HPC Network consideration and approval.

#### **COMPOSITION**

- HNHB HPC Network Advisory Committee Education Lead
- Life Long Learning Committee Representative
- HNHB HPC Network Hamilton Community Committee Representative
- HNHB HPC Network Niagara Community Committee Representative
- HNHB HPC Network Haldimand Norfolk Brant Community Committee Representative

- Community-at-large Representatives from:
  - Hamilton
  - Niagara
  - Haldimand/Norfolk
  - Brant
  - Burlington
- HNHB HPC Consultants (x4)
- HNHB HPC Network Director

### **ACCOUNTABILITY**

The Committee is accountable to the HNHB HPC Advisory Committee through the HNHB HPC Network Education 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 the most central LHIN location being the HHS.

### **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 Education 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 50% plus 1 of the membership 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 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 vote will be deferred to the next meeting.

### **CONFLICT OF INTEREST AND CONFIDENTIALITY**

Members of 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.

Draft 2 - September 2008

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