



**THE HAMILTON NIAGARA HALDIMAND BRANT (HNHB)  
HOSPICE PALLIATIVE CARE (HPC) NETWORK**

**ORGANIZATIONAL MEMBERSHIP  
PARTICIPATION AGREEMENT**

THIS AGREEMENT made as of the \_\_\_\_\_.

BETWEEN:

The HNHB Hospice Palliative Care Network  
(Hereafter referred to as “Network”)

AND

Organizational Name  
(Hereafter referred to as the “Participating Organization”)

RECITES as follows:

- A. The objective of the Network is to improve care for patients and families in the HNHB LHIN area and to influence the system to ensure that hospice palliative services and supports are available to everyone throughout the HNHB LHIN area. The Network achieves this objective through collaboration among its participating organizations, each of which signs a participation agreement.
- B. The Network will be comprised of representatives of member institutions/organizations from across the hospice palliative care continuum of care within the HNHB LHIN area. It will also include non-voting representation from the Ministry of Health and Long-Term Care and/or HNHB LHIN.
- C. The Network and the participating organization enter into this agreement for the purpose of strengthening the capacity of the Network and the participating organization to achieve the Network vision: “Quality Hospice Palliative Care for all individuals in the HNHB LHIN area”.
- D. The parties intend to set out in this agreement their understanding of the relationship.

## I. DEFINITIONS

In this agreement:

- **“Patient”** (also including client, resident, individual) means a member of the Target Population receiving Hospice Palliative Care services through a participating organization.
- **“Network”** means an interconnected system of organizations, agencies, and providers sharing a common purpose and mutual benefit.
- **“Participation Agreement”** means this and identical agreements between the Network and participating organizations.
- **“Participating Organizations”** means those providers of Service that have signed Participation Agreements with the Network.

## II. PURPOSE AND PRINCIPLES

This agreement is standard to all participating organizations. The parties concur that the purpose of the agreement is to:

- A. Express mutual respect and support of the participating organization for the Network’s vision and of the Network for the participating organization’s vision, mission and operating practices in collaboratively carrying out the Network mandate; and
- B. Express a mutual commitment to developing an accountability framework encompassing the Network and its participating organizations. This framework will promote and facilitate thoughtfully planned and carefully managed hospice palliative care services.

The parties concur that the principles underlying the agreement include:

- The ultimate goal of the Network is to develop an evidenced-based system of hospice palliative care services that deliver hospice palliative care, at the appropriate time, in the appropriate location.
- The activities of the Network benefit the patient.
- The Network does not provide direct patient/family service delivery itself although its member organizations do.
- The Network’s role is to work with member organizations to:
  - Support; Connect; Influence; Promote; Strategize; Reach Out; Link; Share; Inform; Advise; Rally; Inspire; Facilitate; and Engage.
- The principle functions of the Network activities include:
  - Service Delivery
  - Education
  - Research and Evaluation
  - Advocacy and Communication
- The work of the Network will be based on its established priorities.
- The Network will foster strong linkages among its partners and with other Networks built on:
  - Respect, collaboration and cooperation
  - Participation and constructive contributions of all members
  - Diversity as strength

- Consensus decision-making
- Transparency in its decision-making processes
- Full and open communication
- Sharing of expertise

### **III. NETWORK RESPONSIBILITIES**

The relationship between the Network and the participating organizations is reciprocal and based on mutually agreed responsibilities and deliverables.

The Network agrees to:

- A. Promote HNHB LHIN area wide knowledge-building and knowledge-transfer, service delivery, education, research and evaluation;
- B. Promote a system-wide, patient-centred view of service;
- C. Disseminate system-wide planning information;
- D. Provide a portal/forum/venue for new information, services and feedback on system-wide planning;
- E. Share service planning and evaluation tools;
- F. Facilitate the generation and review of outcomes for the HNHB LHIN wide area;
- G. Promote seamless accessibility to specialized expertise (clinical, program and evaluation);

Deliverables include:

- A. The identification of ways to ensure access to hospice palliative care services throughout the HNHB LHIN area;
- B. The ongoing and consistent development of a continuum of hospice palliative care services that addresses different needs of patients; and
- C. The identification of ways to address the gaps, duplication, shortages or absence of hospice palliative care services and supports for patients.

### **IV. PARTICIPATING ORGANIZATIONS – RESPONSIBILITIES**

In turn, the participating organization agrees to:

- A. Participate as a member of the HNHB HPC Network;
- B. Promote the goals and activities of the Network within the member organization; and
- C. Provide public information to the Network from the member organization;

Deliverables include:

- A. Follow through with commitments to the Network, and supporting the mutually established HNHB HPC principles and norms of practice as determined through the collaborative development of the HNHB HPC System Design, and relevant Strategic Plans and Work Plans.

### **V. CONFLICT RESOLUTION**

The Parties shall use all reasonable efforts to settle amicably, by mutual consultation, any and all disputes or controversies arising out of or in any way connected with this Agreement. If a satisfactory resolution of the dispute cannot be reached through dialogue either party may terminate this participation agreement by written notice.

**VI. AMENDMENT**

This agreement may be amended during its term with the written approval of both parties. The parties also agree to be bound by any such amendment, provided that such amendment is made at the same time to all outstanding participation agreements.

**VII. TERM**

The term of this agreement shall last for a period of one year upon the signing of both parties, and shall continue from year to year thereafter until terminated or amended. The parties shall re-negotiate the terms of this agreement only by written request, and by majority consensus of the membership. Additionally, if a member organization significantly changes its mandate or governance, a new agreement must be established.

**VIII. TERMINATION**

- A. The participating organization may terminate this participation agreement by written notice to the Network.
- B. The Network may terminate this participation agreement by written notice if members of the Network determine by resolution that the Participating Organization has not upheld the commitments made in this agreement.
- C. Termination by either party will result in discontinuance of all rights and responsibilities accruing under this Agreement.

WITNESS the signatures of the duly authorized officers of the parties as of the day, month and year as first written above.

HNHB Hospice Palliative Care Network,

(Participating Organization),

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Network Chair

By: \_\_\_\_\_  
"Signing Authority"

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Network Director

By: \_\_\_\_\_  
"Signing Authority"

Date: \_\_\_\_\_

Date: \_\_\_\_\_