Shared Care Local Steering Committee

Terms of Reference

# 1. Purpose

The purpose of the XX Steering Committee is to provide advice and input to the development, progression and alignment, of Shared Care projects to address the community gaps in care. Additionally, the XX Steering Committee will facilitate communications between community providers including GP’s, SP’s and XX Health Authority.

# 2. Members

Membership of the Steering Committee will be comprised of the following representatives:

* Co-chairs – GP & SP
* Additional Physicians – minimum one per project
* XX Health Authority (Senior Management or alternate)
* Shared Care Initiative Liaison
* Shared Care Project Lead(s)
* Patient and/or Family Caregiver
* Related Provincial Organizations
* Division of Family Practice Representative (optional)

# 3. Scope & Activities

* Explore and understand the issues and opportunities for Shared Care.
* Provide input to the planning, implementation of Shared Care projects.
* Undertake planning to monitor the readiness of upcoming projects and ensure alignment with other opportunities and priorities.
* Be a champion for Shared Care Projects at local and regional levels.
* Support effective communications of Shared Care Projects.
* Promote alignment with PCN and PMH model.
* Advise on sustainability of the output from Shared Care projects.

# 4. Governance

The Committee requires two co-chairs. Shared Care project lead(s) will support the committee through minute-taking and will distribute minutes within one (1) week following the meetings to all members.

# 5. Decision Making

Decisions will be made by consensus. All group members have an opportunity to express their views with a focus on discussion amongst the group, and consensus seeks the agreement of most participants with minority objections. Quorum for this Committee is XX members.

# 6. Conflict of Interest

If a member has a conflict of interest in a matter being discussed, the member will acknowledge the conflict and withdraw from participating in any discussion or voting on the matter.

# 7. Meetings

Meetings will be held at minimum quarterly in person and/or via teleconferencing.

# 8. REPORTING

Once/year and/or satisfaction survey to membership.

Minutes as an option.

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