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## SHARE CARE COUNCIL

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### TERMS OF REFERENCE

#### **BACKGROUND**

The Share Care Council (SCC) includes individuals (including patients and family caregivers) representing the patient populations in the Mississauga Halton CCAC (Mississauga Halton CCAC) region, as well as Mississauga Halton CCAC staff representatives. A strategic pledge central to this forum (2011-2014) is that clients and families have a direct voice in our programs and services, as part of our vision to provide "outstanding care - every person, every day."

#### **PURPOSE**

The purpose of the SCC is to engage and partner with patients and families from across the region to provide feedback and to identify areas of priority from the perspective of community based health care.

#### **SCOPE**

The scope of the SCC is to share ideas based on patient/family member experience to:

- Develop a collective vision of patient centred care and improving the patient experience
- Generate areas of focus and priorities
- Advise on strategies for actively partnering with patients in designing, planning and improving health care services (such as experience-based co-design)
- Review evaluation methods to help define success of system improvements

## **ACCOUNTABILITIES OF MEMBERS**

- Collaborate on agenda items and priority areas of work for SCC
- Regularly attend and be an active participant in council meetings and important related meetings, prepare for meetings and, review and comment on minutes and reports
- Members may be invited to participate on other Mississauga Halton CCAC sub-committees and offer advice on other Mississauga Halton CCAC initiatives
- Submit expected travel expenses within one month of SCC meetings
- Sign a non-disclosure and conflict of interest agreement

## **MEMBERSHIP**

- Patient and Family member representatives from client populations (approximately 16 -18).
- Selected Mississauga Halton CCAC staff members.
- Meetings will be Chaired by the Vice President, Client Services and/or the Director, Strategic Communications and Stakeholder Management

## **TERM**

- The term is a two year membership with the possibility of a one term renewal.
- Members may withdraw from membership at any time and by any means (i.e. written or verbal)
- In the management of term renewals, consideration will be made to maintain a balance of new and experienced members
- Terms of Reference/ Membership to be reviewed annually

## **MEETINGS**

- Four meetings annually (two conducted in-person and two conducted via videoconference)
  - The agenda, previous minutes and related materials will be provided by Mississauga Halton CCAC administrative support at least one week prior to the meeting date
  - Members may be asked to review and comment on relevant documents circulated electronically between meetings or through ad hoc meetings
  - Recommendations will be made by consensus of the members
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