



Terms of Reference

Vision: Families and patients are partners with their health care providers and are engaged in all aspects of their health care.

Purpose: The purpose of the Hopital Smooth Rock Falls Hospital Patient Engagement Committee is to form a collaborative partnership between patients/families and the HSRFH team to improve the quality of patient care. The committee acts in an advisory capacity to ensure the patients and their family's voices are integrated in the planning, delivery and evaluation of the services at the HSRFH.

A desired outcome is that clients engage in self-care and are active partners in managing their own health. The term "patient engagement" is used to describe a client's ability to manage their own health and engage in self-care.

Responsibilities and opportunities:

- Provide advice to the hospital leadership team on practices and initiatives related to patient and family centered care.
- To provide feedback and advice on items referred to the committee, including policies, procedures, care practices, materials and communication strategies.
- Participate in the annual development and review of the hospital's Quality Improvement Plan.
- Respond to requests to collaborate on committees, project teams, tasks forces, and working groups related to enhancing the patient experience.
- Provide input and feedback into education, orientation, policy, and program development relevant to the committee at all levels.
- Provide the Senior Management Team with annual reports outlining the committee's work.

Members are expected to:

- Participate in at least 9 meetings per year
- Participate in projects between meetings

Qualifications and Requirements

- Must be fully vaccinated, with booster dose
- Must participate in rapid antigen testing as per the HSRFH surveillance testing policy
- Must be a patient or family member of a patient at the HSRFH in the past 2 years
- Respects diversity and differing opinions
- Works collaboratively with staff and other members of the public

- Respects privacy and confidentiality
- Provides constructive advice
- Can represent families as a well-informed participant

Term of office:

The term length is two years; however, committee members may renew their membership yearly.

Renewal is subject to determination of the member's continuing ability to provide input that is based on recent experiences with the services at the HSRFH as well as consideration of the needs to maintain a balance between new and experienced members.

Members may withdraw from membership at any time through verbal or written communication.

Members may request a temporary leave of absence without removing themselves from the committee permanently at the discretion of the chair.

Communication and Reporting

Patient Engagement Committee activities shall be reported through the HSRFH CEO for report to the Board of Directors.

Meetings

Frequency: The patient engagement committee shall meet twice monthly at the call of the Chair. Ad hoc meetings will be proposed to the patient engagement committee as needed.

Quorum: At least 50% of the voting members must be present for a vote to take place.

Review: The committee will review these terms of reference every year and approve any revisions.

Revised: May 5th 2022