

Champlain Regional Stroke Network Community & LTC Committee
Terms of Reference
June 24, 2016

Name	Champlain Regional Stroke Network Community & LTC Committee (CRSN C&LTCC)
Vision	Fewer strokes. Better outcomes.
Mission	To continuously improve stroke prevention, care, recovery and re-integration
Values	<p>Building on the excellent foundation of the Ontario Stroke System, we value:</p> <p>Equity and Comprehensiveness</p> <p>Our activities will be aligned with the health interests of all Ontarians and in doing so will improve access to the care continuum and respect the diversity of the population we serve.</p> <p>Accountability and Integrity</p> <p>We will demonstrate accountability and integrity in all of our activities and in the use and management of public resources.</p> <p>Transparency and Engagement</p> <p>We will foster and demonstrate a culture of responsive, interactive, open and respectful communication and collaboration.</p> <p>Learning and Performance Improvement</p> <p>We will contribute to and apply evidence and knowledge, advance new ideas and take action to continuously improve the stroke system.</p> <p>Leadership and Innovation</p> <p>We will look to the future, embrace change and innovation, challenge the status quo, grow more leaders and through partnership build capacity.</p>

<p>Purpose & Scope</p>	<p>The Champlain Regional Stroke Network Community & LTC Committee advises the Champlain Regional Stroke Network Steering Committee (CRSN) in the ongoing development, implementation and evaluation of evidence-based stroke care planning and delivery in the long-term care and community care settings of the Champlain region. The CRSN C&LTCC represents a collaboration of community-based care providers and organizations, long-term care (LTC) providers, and persons who have experienced a stroke and their family members.</p> <p>The priority areas for the Committee are drawn from the Champlain Regional Stroke Network’s strategic plan. The CRSN C&LTCC is mandated to take into consideration needs across the Champlain region and advance the resources available in each sub-region of the Champlain region.</p> <p>The CRSN C&LTCC is a sub-committee of the CRSN.</p>
<p>Accountabilities</p>	<p>The CRSN C&LTCC is accountable to the Champlain Regional Stroke Network Steering Committee for:</p> <ul style="list-style-type: none"> • Reporting on community initiatives at quarterly meetings of the Steering Committee. • Developing a 3-year work plan that represents the community and LTC care needs of stakeholders across the Champlain region.
<p>Responsibilities</p>	<p>Leadership:</p> <ul style="list-style-type: none"> • To identify needs and suggest priorities in community and LTC stroke care service delivery across the Champlain region. • To develop a 3-year work plan of project for the committee that aligns with the Champlain Regional Stroke Network’s strategic plan. • To develop strategies to address barriers to progress. <p>Best Practices and Quality Improvement:</p> <ul style="list-style-type: none"> • To promote Best Practice Recommendations and to further advance their implementation and evaluation across the Champlain region. • To support the continuity and consistency in best practice approaches across the region. <p>Building Capacity and Knowledge Transfer:</p> <ul style="list-style-type: none"> • To foster regional collaboration, coordination and sharing of information among stroke care service providers, and other

	<p>community and LTC stakeholders along the care continuum.</p> <ul style="list-style-type: none"> • To share and interpret regional and provincial stroke care performance data.
<p>Membership</p>	<p>The Committee membership is composed of volunteers from a range of stakeholder groups including - but not limited to - persons who have experienced stroke and their families, organizations that provide, manage and organize services in the community or in long-term care settings.</p> <p>*Please note: the Champlain Regional Stroke Network management team will be represented by the Community and Long Term Care Coordinator, the Pembroke District Stroke Centre Coordinator, and a member of the CRSN’s Best Practice Team. These CRSN representatives will be non-voting members.</p> <p>The overall composition of the CRSN C&LTCC should reflect a balance of skills and expertise needed for the Committee to fulfill its purpose and responsibilities. In addition, the goal is to have a critical mass of representation from persons who have experienced stroke and their families.</p> <p>Membership should reflect:</p> <ul style="list-style-type: none"> • The full spectrum of the stroke continuum of care • The diversity of the CRSN including the geography of the region and its diverse communities • The CRSN C&LTCC, as a whole, should be seen by the communities it serves as capable, experienced and well able to lead. <p>Selection of members:</p> <ul style="list-style-type: none"> • New members are recruited and selected by the CRSN C&LTCC and are confirmed at the next quarterly meeting or at a special meeting at the call of the Chair/Co-Chairs. Members will be selected based on their stakeholder experience, the skills/abilities they bring to the Committee, and to ensure a balanced representation from across the Champlain region and communities, and from the full spectrum of the stroke continuum of care. • Should an active member need to resign, he/she may be asked to recommend a potential replacement.

	<p>Succession planning (Chair/Vice-Chair):</p> <ul style="list-style-type: none"> • The Chair/Vice-Chair should be selected from the current members of the CRSN C&LTCC. • The Chair/Vice-chair will serve a term of two years, with the possibility to extend for a second term at the request of the CRSN C&LTCC. After his/her term, the Chair will be recognized as Past-Chair on the Committee. • The Chair will be a member of the Champlain Regional Stroke Network Steering Committee. <p>Expectations:</p> <ul style="list-style-type: none"> • Members of the CRSN C&LTCC will act in the best interests of the entire Champlain region and the Ontario Stroke System. • Members will represent and communicate to their broader constituencies. • Members are expected to attend all quarterly meetings, review all materials, and actively contribute to the discussion and decision making process. • Within the principles of openness and fairness, members will be asked to declare any perceived or potential conflicts of interest, prior to the CRSN C&LTCC engaging in the related discussion. Declaration of actual or perceived conflict of interest does not preclude the individual from participating in the discussion. <p>Removal of members:</p> <ul style="list-style-type: none"> • If a member misses two or more meetings in a year or is otherwise unable to fulfill the duties of their position, the Chair will contact them to reevaluate their ability to continue to commit to the Committee. Vacant positions will be filled as soon as possible. <p>Decision making process:</p> <ul style="list-style-type: none"> • The Committee shall make decisions by a simple majority (50% + 1). • The Chair will cast the deciding vote in the case of a tie. <p>Quorum:</p> <ul style="list-style-type: none"> • Quorum for any CRSNC&LTCC meeting shall be a simple majority of the members (50% + 1)
Meetings	Meetings will be held on a quarterly basis.

	<ul style="list-style-type: none">• Meetings will be scheduled for one and a half hours, unless arrangements are made in advance to lengthen/shorten the meeting due to special circumstances.• Videoconferencing and teleconferencing will be available to facilitate participation.• In general, the public can attend the meetings as observer. Requests to attend should be sent to the Chair.
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