

Champlain Regional Stroke Network Education Committee (CRSNEC)
Terms of Reference

Name	Champlain Regional Stroke Network Education Committee (CRSNEC)
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>

Purpose & Scope	<p>The purpose of the Champlain Regional Stroke Network Education Committee is to provide educational leadership throughout the Champlain Region to meet the needs of the health care practitioners related to stroke best practices.</p> <p>CRSNEC also collaborates with the health care practitioner to ensure educational needs related to stroke are addressed and stroke best practices are disseminated.</p>
Accountabilities	<p>The CRSNEC is accountable to:</p> <p>The Champlain Regional Stroke Network Steering Committee for:</p> <ul style="list-style-type: none"> • Reporting on educational initiatives within the annual education plan at quarterly meetings • Recommending an annual stroke education plan and budget representative of the stroke related learning needs of the health care providers across the

	<p>continuum in the Champlain Region and representative of the Champlain Regional Stroke Network’s strategic plan and evidence based best practices.</p> <p>The OSS through Ontario Regional Education Group (OREG) for:</p> <ul style="list-style-type: none"> • Sharing the annual education plan with OREG by end of March each year for review. • Utilizing the education funds according to the MOHLTC Service Guidelines
<p>Responsibilities</p>	<p><i>Leadership:</i></p> <ul style="list-style-type: none"> • Identifies educational needs and priorities related to stroke, representing the health care practitioners across the continuum of care. • Advises the Champlain Regional Stroke Network Steering Committee (CRSN) regarding priority educational issues for health care practitioners across disciplines and across the continuum, in the Champlain Region. • Develops and delivers an annual educational plan derived from prioritized learning needs and strategic directions of the OSS and regional stroke program to the CRSN and OREG by end of March each year. • Utilizes the educational funds from the Ministry in an efficient and coordinated manner, optimizing accessibility to educational resources in all of its stakeholder organizations and across the continuum. <p><i>Stroke Best Practices:</i></p> <ul style="list-style-type: none"> • Promotes evidence based best practices in the delivery of educational programs • Identifies and develops a network of existing stroke resources to facilitate education within the region. • Disseminates stroke best practice updates and resources across the region as appropriate. • Promotes use of resources to facilitate patients’ transitions across the continuum of stroke care. <p><i>Building Capacity</i></p> <ul style="list-style-type: none"> • Identifies opportunities for collaboration within the region to support the strategic plan and educational needs of the region. • Seeks opportunities to support the development of new projects and educational initiatives. <p><i>Evaluation</i></p> <ul style="list-style-type: none"> • Reviews programs and their evaluation post delivery for the purpose of assessing impact and achievement of stated objectives for the program.
<p>Membership and Voting</p>	<p>Voting Members: The CRSNEC will be comprised of 8 representatives from the Regional Stroke Units:</p> <ul style="list-style-type: none"> • The Ottawa Hospital (TOH) • Pembroke Regional Hospital (PRH) • Cornwall Community Hospital (CCH) • Elizabeth Bruyere Hospital/ Bruyere Continuing Care (BCC) • Queensway Carleton Hospital (QCH) • Hôpital Montfort (HM)

	<ul style="list-style-type: none"> • Glengarry Memorial Hospital (HGMH) • Hawkesbury and District General Hospital (HDGH) <p>3 Representatives from the care continuum</p> <ul style="list-style-type: none"> • Community (1 rep from LHIN Home and Community Care and 1 from a community hospital) (2) • Long Term Care (LTC) (1) <p>As necessary, representation to provide various relevant skills if not already part of the skill set of the group representing the above facilities:</p> <ul style="list-style-type: none"> • Research • Digital Learning • Student education <p>Membership is voluntary</p> <p>The Education Coordinator for the Champlain Regional Stroke Network will attend all CRSNEC meetings and is responsible for supporting the operation of the committee. The Pembroke Regional Hospital Stroke Educator may attend to support the Pembroke region and the operation of the committee. Both education representatives are to be non-voting.</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 CRSNEC as a whole should be seen by the community it serves as capable, experienced and well able to lead the organization. • The overall composition of the CRSNEC should reflect a balance of skills and expertise needed for the CRSNEC to fulfill its purpose and responsibilities. <p>Selection of members</p> <ul style="list-style-type: none"> • New members are recruited and selected by the CRSNEC and are confirmed at the next quarterly meeting or at a special meeting at the call of the chair. Members should be selected based on the defined membership positions and the skills/abilities they bring to the CRSNEC. <p>Succession planning (chair)</p> <ul style="list-style-type: none"> • The chair will be nominated by the CRSNEC and approved by the CRSNSC. The chair of the CRSNEC will serve a term of three years with the ability to renew for a second term at the request of the CRSNEC. <p>Vice Chair Position</p> <ul style="list-style-type: none"> • The Vice Chair will be nominated by the CRSNEC from the existing membership. The Vice Chair will serve a maximum term of three years and may be nominated to the Chair position at any point during this term. • The Vice Chair will perform the duties of the Chair in the absence of the Chair. In the instance of the Chair stepping down, the Vice Chair will act as Chair until a new Chair is nominated.
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	<p>Expectations</p> <ul style="list-style-type: none"> • Members of the CRSNEC 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 regularly attend the 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 CRSNEC 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 is not prepared or able to fulfill the duties of his/her position, it is the responsibility of the chair to ask him/her to step down. If a member of the CRSNEC needs to be removed from office, the CRSNEC will hold an in camera meeting to discuss and formalize the decision. Vacant positions on the CRSNEC should be filled as soon as possible. <p>Decision making process</p> <ul style="list-style-type: none"> • The CRSNEC 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 CRSNEC meeting shall be a simple majority of the members (50% + 1)
Meetings	<p>Meetings will be held quarterly (February, May, September, and December) December meeting will be designated as a planning meeting to develop the annual CRSN education plan for the upcoming fiscal year Videoconferencing will be available to facilitate meetings The meetings are supported by the CRSN Education Coordinator</p>