

The PCCN_{Network}

Palliative Care Consultation Network
Palliative Pain and Symptom Management Consultation Services

Terms of Reference

Purpose of the PCC Network

The Palliative Pain and Symptom Management Consultation (PPSMC) Services under Functional Centre 725 50 9491 of the Ministry of Health and Long Term Care meets as the Palliative Care Consultant Network (PCCN) to:

- Provide opportunities for collaboration and support to the Palliative Pain & Symptom Management Consultants across Ontario
- Represent a collective voice to advocate for best practice in hospice palliative care.

All members of the Palliative Care Consultant Network are guided by the mission, vision, and core values statements.

Mission: To be a positive agent for change in hospice palliative care in Ontario. To achieve this we will:

- Develop, support and strengthen the PPSMC role and the PCC Network
- Advocate for a united voice for quality hospice palliative care
- Support excellence in education based on the CHPCA model
- Work collaboratively with other provincial and national organizations and associations

Vision: A society where death is viewed as part of the human life experience: where equitable and timely hospice palliative care is delivered with respect, dignity and compassion to all people.

Core Values:

- P – Passion
- C - Commitment
- C – Collaboration
- N – Neutrality of perspective

Membership:

1. The PPSMC program affiliates funded under Functional Centre 725 50 94 91.
2. Ex-officio: The Chair or designate of the Provincial End-of-Life Care Network will be invited to attend the business section of the face-to-face meetings , to provide a report on behalf of the Provincial End-of-Life Care Network.

Roles/Responsibilities of Each Consultant:

1. To collaborate concerning common areas of program / service development related to issues of the PPSMC services individually and within the network.
2. To contribute to provincial planning of hospice palliative care activities which may include providing information and recommendations to the Ministry of Health and Long Term Care, the Provincial End of Life Care Network, Local Health Integration Networks (LHIN), and other related planning groups, i.e. Ontario Palliative Care Association, Canadian Hospice Palliative Care Association.
3. To promote the CHPCA Model to Guide Hospice Palliative Care based on the national principles and norms of practice.
4. To develop strategies to respond to common issues related to hospice palliative care.
5. Each Consultant should be willing to support the PCC Network in representation on various Ad Hoc Committees and working groups.
6. Every two years each of the PCC Network Ad Hoc committees and working groups (i.e. orientation/mentoring, Marketing/communication, social, financial, governance) will review their responsibilities.
7. Share information about education programs and explore opportunities to offer innovative strategies for promoting transfer of knowledge to practice.
8. Share evidence-based best practices with other PCCN members to promote personal development among the membership.

Roles and Responsibility of Executive***Role of Chair***

- Chair teleconferences and face-to-face meetings with Vice Chair as 1st backup if required
- Communicate with Vice Chair regularly to discuss and apprise each other of all relevant issues
- Mentor and support the Vice Chair, keeping the relationship robust, and aiding in the transition to Chair
- Coordinate and compile reports from committees for PCCN meeting reporting
- Ensure a safe environment and opportunities for participation for all members

- Represent the PCCN on committees/functions as required i.e . Seniors Health Research Transfer Network (SHRTN), Quality Hospice Palliative Care Coalition of Ontario (QHPCCO), Hospice Palliative Care Ontario (HPCO)etc.
- Share the responsibility of the PCCN webspace common document repository, with the Vice Chair and South Western Ontario P&S Coordinator
- Encourage cooperation, teamwork and serve as a consensus-builder

Role of Vice Chair

- Collaborate with the Chair in developing the agenda, and distributing all minutes and documents applicable for meetings
- Support Chair to facilitate teleconferences and face-to-face meetings
- Arrange face-to-face meetings, including venue location sites, food etc.
- Act on behalf of the Chair in her/his absence
- Assist with decision making between meetings
- Assist Chair to represent the PCCN on committees/functions as required
- Share the responsibility of the PCCN webspace common document repository, with the Chair and Southwestern Ontario P&S Coordinator
- Communicate with the Chair regularly to discuss and apprise each other of all relevant issues
- Encourage cooperation, teamwork and serve as a consensus-builder

Role of Past Chair

- Serve on the PCCN executive committee for a third consecutive year to provide continuity for the Network, and share knowledge of issues from the past
- Assist in the transition of leadership roles, committee responsibilities, and other relationships related to the rotation of Chair, Vice Chair, and past Chair.
- Identify nominees for the Vice Chair position and bring these names forward to the PCCN at the fall face-to-face meeting.
- Assist in mentorship of the Vice Chair with the Chair
- Support the goals and activities of the Chair
- Advise, guide and assist the Chair as requested
- Encourage cooperation, teamwork and serve as a consensus-builder.

Election of Vice Chair

Election of Vice Chair occurs annually at the fall face-to-face meeting.

In the case when there is more than one nominee, the nominees will be asked to send an email to the PCCN member in advance to explain why they are interested in the position. Prior to the vote, each candidate will be given five minutes to remind the PCCN members of interest for seeking the position of Vice Chair. The Chair will always have the deciding vote in the case of a tie.

Recording Secretary Responsibilities:

A recording secretary will be designated on a rotating basis every meeting, to be shared by all members.

Frequency of meetings:

Face to face meetings will be held at least twice a year. Location of meetings may vary according to the decision of the membership. Teleconference meetings to be held bi-monthly, or at the call of the chairs.

Confidentiality:

Representatives should understand that confidentiality is important to positive final outcomes. The discussions at the PCCN table are confidential until a final consensus and or decision has been agreed upon and communicated through the meeting minutes or the Chair.

Decision Making:

The PCCN and committees commit to make every effort to achieve consensus in their decision making.

Voting and Quorum:

1. Each PCC member has one vote
2. Quorum is 50% + 1 of the full membership in attendance. Every effort should be made to achieve quorum, but if it is not achieved, then an electronic vote will occur.
3. In the case of a tie, the Chair will always have the deciding vote.

Terms of Reference to be reviewed every two years.

Revised: June 9, 2011