

Pembroke Regional Hospital

Senior Friendly Hospital Sub-Committee Terms of Reference

Role	Following the Champlain LHIN and province wide priority to enable seniors to maintain optimal health and function while hospitalized, the Senior Friendly Hospital Team is to review the recommendations from the Champlain LHIN, develop a work plan, and implement the best practice strategies.
Responsibilities	<ul style="list-style-type: none">• Develop and/or recommend strategies to implement improvements in systems and processes to address the prioritized gaps.• Implement best practices.• Evaluate the effectiveness of changes implemented.• Review the recommendations for Pembroke Regional Hospital following the Senior Friendly Hospital Self Assessment.• Develop a detailed work plan addressing organizational support, processes of care and emotional and behavioral environments.• Participate in the development and implementation of enhanced monitoring of performance indicators related to acute care of the elderly• Prioritize actions.• Provide regular reports to the “patient services committee”.• Assist in the data collection and indicator reporting to the Champlain LHIN as required
Membership and Voting	<ul style="list-style-type: none">• Director Medical / Rehab/ Ambulatory Clinics• Physician lead• Clinical Managers (2)• Nursing representatives (min.2)• Clinical Resource RN• Allied health representatives (min.2)• Ex-officio: VP Patient Services
Chair	<ul style="list-style-type: none">• The committee will be chaired by the Director Medical / Rehab/ Ambulatory Clinics or delegate
Responsibilities of the Chairperson	<ul style="list-style-type: none">• Conduct the business of each meeting of the committee.• Ensure that minutes are kept of each meeting.• Carry out annual review of Terms of Reference.
Responsibilities of Committee Members	<ul style="list-style-type: none">• To attend meetings on a regular basis. In event member unable to attend, member should select delegate to attend on their behalf.• To be prepared for all meetings, having read all the materials provided.• To accept agreed upon assigned responsibilities and support the work of the committee.
Frequency of Meetings and Manner of Call	<ul style="list-style-type: none">• The Committee will meet at the call of the Chair and a minimum of 4 times a year.• The Committee will use a consensus model for decision-making.• Each meeting is to be covered by minutes, which will be posted for staff.
Quorum	A majority (50% + 1) will constitute a quorum.

Resources	Resources will be invited on an as need basis to support discussions or provide expertise.
Reporting	The Committee reports to the Vice President, Patient Services and Chief Nursing Officer.
Date of Last Review	November 2011