



## **Stollery Family Centred Care Council Terms of Reference Revised June 2012**

### **INTRODUCTION**

#### **Purpose**

The Council provides leadership for family centred care at the Stollery Children's Hospital by partnering family, staff, physicians and senior management to deliver health care to our children.

#### **Background**

The Stollery Family Centred Care Council had its first meeting on October 14, 2009. Planning for this meeting was a collaborative effort of senior management and families. The original intention for the Council was to be a forum for the family voice and for family centred care to be consistently engaged in the operations at the Stollery Children's Hospital.

#### **Scope of authority**

The Stollery Family Centred Care Council's scope is limited to family centred care initiatives that occur within the Stollery Children's Hospital. The Council members are collaboratively involved in the decision making process, based on clearly defined strategies that are identified by Council members each year.

### **COMPOSITION**

#### **Membership**

The representation of the Council membership is broken down as:

- Senior Management 3 representatives
- Staff 3
- Physicians 3 + 1 General Pediatric Resident
- Family 11
- Youth 2 - 3

These members are voting members. The three staff liaisons, who are non-voting, but who provide staff support and attend Council meetings are the Manager Family Centred Care, Manager Quality and Education, Coordinator Family Centred Care.



## **Term of Membership**

New members will have an initial commitment of two years, with a minimum one year commitment.

Original members, who began in October 2009, will have the option of committing to a three year term to allow for staggered membership, or the option of signing on for another 2 year term for a maximum four years (5 year maximum for originating members).

Each year in May, the co-chairs will contact each member to confirm if they can continue their commitment to the Council for another year.

Council members who are at the end of their commitment are encouraged to continue their participation as members of the Stollery Family Centred Care Network.

Council members can request a six month personal leave from the Co-Chairs if they require a leave of absence from the Council meetings.

## **Council Member Recruitment Process**

An email notice will be sent to the Network when new positions on Council become available throughout the year. Prospective members will be invited to attend a Council meeting as a guest observer.

An interview panel, consisting of a co-chair, staff support and Council representative will interview prospective candidates. Recruitment will be targeted to ensure diverse representation on the Council. Every attempt will be made to achieve representation within geography, skill set, experience, language and culture.

## **Co-Chair Selection and Terms**

The two Council Co-Chairs must be current Council member family representatives. Members interested in the co-chair position should contact the Manager Of Family Centred Care to put their name forward for consideration.

Prospective co-chairs will be contacted by the current co-chairs, and asked to fill out questions related to their intentions.

The Co-Chair election will occur by secret ballot at a Council meeting in the fall. The answers to the intention questionnaire will be shared with the membership before the election.



The elected Co-Chair will be in training from January to June. New co-chairs will shadow the two current co-chairs over that time, with the formal succession happening in September.

The Co-Chair terms are staggered. The two original co-chairs will take either a two or three year term.

### **Accountability**

The Stollery Family Centred Care Council is accountable to Stollery senior management, the Stollery Family Centred Care Network membership, and the families and children who use services at the Stollery Children's Hospital.

### **Reporting Relationship:**

Minutes of the Council meeting will be posted on the Network's public website.

An annual event for the Network membership will occur to share the annual report.

Co-Chairs will meet with Stollery Senior Management bi-annually to update them on key issues and present the annual report.

### **GOALS**

The goals of the Stollery Family Centred Care Council are:

1. **Leadership**  
-nurture leadership in families, staff, physicians, and management to be full participants in family centred care at the Stollery
2. **Collaborate – Partnership**  
-to promote opportunities for collaboration and partnerships between families, staff, physicians and management
3. **Voice**  
-to provide a consistent vehicle for the family voice to be respected and engaged in the operation of the Stollery Children's Hospital and the delivery of care

### **MEETINGS:**

Meetings are held once a month, on every third Tuesday, from September to June. Members should not miss more than three consecutive meetings.



If members are unable to attend a meeting, they should give notice to the Co-chairs as soon as possible.

The agenda is prepared by the Co-Chairs, and any member can add an agenda item either before or at the Council meeting.

### **VOTING:**

Decisions are made by Council member consensus. Quorum for voting for elections is 50% plus 1, and voting for elections will be done by secret ballot.

### **RELATIONSHIPS TO OTHER GROUPS:**

Unit-specific family centred care groups will have a representative on the Stollery Family Centred Care Council to facilitate a strong linkage between the two groups.

Two Council representatives will be members of the Stollery Operations Committee.

Relationships between the Council and other groups will be continuously nurtured – with AHS Patient Engagement, family support groups, community groups, other Councils.

### **RELATED POLICIES:**

The policies governing the Council are contained in the Family Centred Care Council Orientation Binder.

### **RESOURCES AND BUDGET**

The Family Room provides administrative support to the Council. An annual budget is developed by the Manager Family Centred Care in conjunction with the co-chairs of the FCC Council and NICU FACT and shared with Council every fall.

### **REVIEW OF TERMS OF REFERENCE**

A review of the Terms of Reference will occur once a year, in June.



## **KEY DEFINITIONS**

### **Stollery Family Centred Care Network**

Membership to the Network is open to any families or staff interested in family centred care at the Stollery Children's Hospital. Interested people should contact the Manager Family Centred Care for an application form. Membership in the Network includes:

1. Regular communications about family centred care at the Stollery, through a monthly Primer that will be emailed to you.
2. Notices of workshops that may be of interest to families, staff and physicians.
3. Opportunities to participate in other ways, such as:
  - Membership in smaller, unit-specific family groups
  - Reviewing patient and family pamphlets
  - Participating in meetings about specific issues or on ongoing committees
  - Completing family surveys

### **Stollery Family Centred Care Council**

All members of the Council are also members of the Network.. The Council is a formal group of 21 members that meets once a month and is a partnership between families, physician and staff at the Stollery. The Council's membership is drawn from 11 parents, 3 senior management, 3 staff members, 4 physicians, 2 – 3 youth, and 3 staff support resources.

### **NICU FACT**

This is a unit-specific family centred care group, composed of family, staff and physicians members from the two Stollery Children's Hospital's NICU sites: the David Schiff NICU, and the Royal Alexandra Hospital NICU.

The purpose of the Family Advisory Care Team (NICU FACT) is to support the NICU Care Team in promoting : the values, perspective, and practices of family centered care, quality communication and facilitated learning among all of the members of the Care Team

### **Stollery Operations Committee**

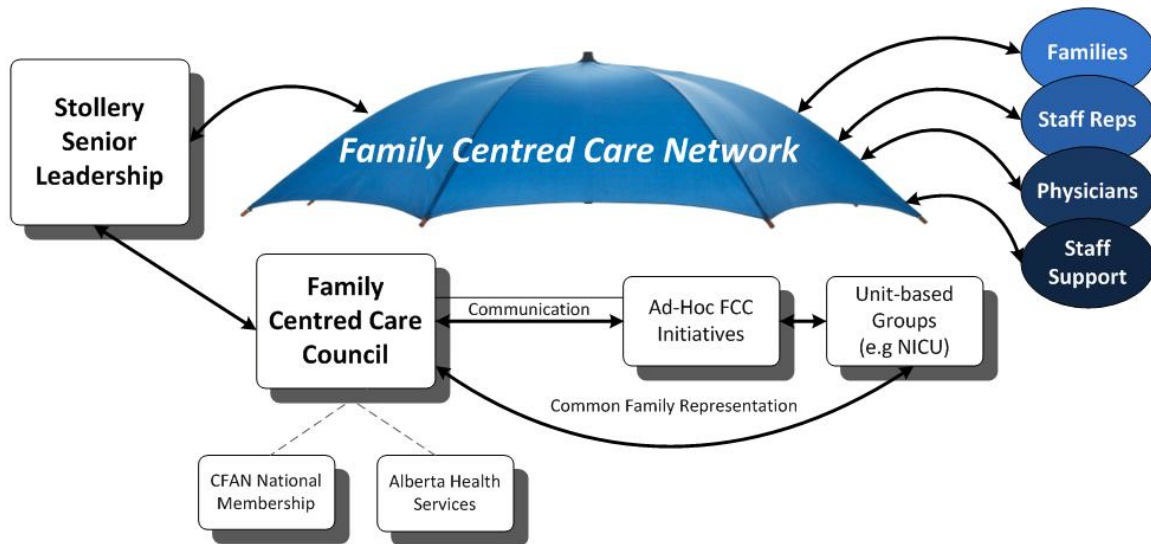
The Stollery Children's Hospital Operations Committee is a working committee of the hospital to plan, implement, and evaluate programs/services of the hospital. Because the Stollery is a "hospital within a hospital", this committee includes representation from site and regional programs involved in operations and reports within the UAH/Stollery administrative and medical structures.



## ORGANIZATION

### Stollery Family Centred Care Model

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## AUTHORS

This version of this terms of reference was written by a Working Group (Loreen Gomes, Cathy Laycock, John Van Aerde, Heather Mattson McCrady and Sue Robins), and was presented to the Stollery Family Centred Care Council in September 2010.

