

CRSN-RNOC¹ STROKE REHABILITATION SUB-COMMITTEE

TERMS OF REFERENCE

VISION	Fewer Strokes. Better Outcomes.
MISSION	To continuously improve stroke prevention, care, recovery and reintegration.
VALUES	Building on the excellent foundation of the Ontario Stroke System, we value: <ul style="list-style-type: none"> - Equity and Comprehensiveness - Accountability and Integrity - Transparency and Engagement - Learning and Performance Improvement - Leadership and Innovation
PURPOSE & SCOPE	The purpose of the Champlain Regional Stroke Network-Rehabilitation Network of Champlain Stroke Rehabilitation Sub-Committee (CRSN-RNOC Stroke Rehab Sub-Committee) is to advise the Champlain Regional Stroke Network Steering Committee (CRSN) and Rehabilitation Network of Champlain (RNOC) regarding the development, implementation, and evaluation of regional stroke rehabilitation best practice initiatives and system activities throughout the Champlain region. The CRSN-RNOC Stroke Rehab Sub-Committee will ensure the alignment of initiatives and activities with the strategic plans of leadership organizations outlined in the next section: Accountabilities.
ACCOUNTABILITIES	<p>The Sub-Committee is accountable to the CRSN Steering Committee and RNOC.</p> <p>The Chair (or delegate) of the Sub-Committee will report to CRSN Steering Committee and RNOC and attend all such meetings in this capacity.</p> <p>The workplan priorities of the Sub-Committee will be in alignment and consistent with the strategic plans of:</p> <ul style="list-style-type: none"> - CRSN Steering Committee - Ontario Stroke Network (now CorHealth Ontario) - Rehabilitation Network of Champlain - Champlain Local Health Integration Network
RESPONSIBILITIES	<p>The Sub-Committee has the following responsibilities:</p> <p>1. Leadership</p> <ul style="list-style-type: none"> - To oversee needs assessments, gap analyses, and identification of regional stroke rehabilitation priorities. - To provide input into the development of a 3-year work plan for the CRSN-RNOC Stroke Rehabilitation Sub-Committee that aligns with the Champlain Regional

¹ Champlain Regional Stroke Network (CRSN) – Rehab Network of Champlain (RNOC)

	<p>Stroke Network’s Strategic Plan.</p> <ul style="list-style-type: none"> - To provide advice and guidance to support the development of new regional projects and initiatives related to stroke rehabilitation. <p>2. Best Practices and Development of CRSN</p> <ul style="list-style-type: none"> - To support the continuity and consistency in best practice approaches across the region. - To promote and advance the implementation of the Canadian Best Practice Recommendations for Stroke Rehabilitation and Quality-Based Procedures for Stroke across the Champlain LHIN. - To maintain a performance monitoring and continuous quality improvement process for the Champlain Regional Stroke Rehabilitation System. <p>3. Building Capacity and Knowledge Transfer</p> <ul style="list-style-type: none"> - To foster regional collaboration, coordination and sharing of information among stroke rehabilitation stakeholders and others along the care continuum. - To share and interpret provincial, regional, and sites stroke rehabilitation performance data. <p>The Sub-Committee will strike working groups for specific projects and appoint members as appropriate.</p>
<p>MEMBERSHIP</p>	<p>The Sub-Committee should be seen by the community it serves as capable, experiences, and well able to lead. Membership should reflect:</p> <ul style="list-style-type: none"> - The diversity of the CRSN including the geography of the region and its diverse communities. - The balance of skills and expertise needed for the Sub-Committee to fulfill its purpose and responsibilities. <p>Sub-Committee membership will be composed of Director- or Manager-level representation from each of the organizations and sectors listed below:</p> <ol style="list-style-type: none"> 1. LHIN Home and Community Care 2. Chief and Chair of Physical Medicine and Rehabilitation (or delegate) 3. Pembroke Regional Hospital (District Stroke Centre) <ul style="list-style-type: none"> - Plus Psychiatrist 4. Bruyère Continuing Care <ul style="list-style-type: none"> - Plus Psychiatrist (CRSN Rehabilitation Medical Director) 5. Glengarry Memorial Hospital 6. Cornwall Community Hospital 7. Hawkesbury & District General Hospital 8. Rehabilitation Physician Representative from Eastern Counties 9. Montfort Hospital 10. Queensway Carleton Hospital 11. Aphasia Centre of Ottawa 12. Community – Almonte Day Hospital <p>The Sub-Committee recognizes the importance of engaging stroke survivors and their families and caregivers in its work and will liaise with CRSN’s Patient and Family Advisory Committee and/or engage other patient/family perspective whenever possible.</p> <p>The CRSN Coordinator for Rehabilitation, Community and Long-Term Care is responsible for supporting the operation of the committee. The CRSN Director, Renfrew County</p>

	<p>District Stroke Coordinator, and a member of the CRSN Best Practice Team (rotating) will also attend all Sub-Committee meetings as non-voting members.</p> <p>The membership will engage CRSN’s Patient and Family Advisory Committee</p> <p>Guests may be invited to meetings at the discretion of the Chair.</p> <p>Expectations – Members will:</p> <ul style="list-style-type: none"> - Act in the best interests of the entire Champlain region and the Ontario Stroke System. - Represent and communicate to their broader constituencies. - Regularly attend the quarterly meetings, review all materials, and actively contribute to the discussion and decision making process. - Be asked to declare any perceived or potential conflicts of interest prior to the Sub-Committee engaging in the related discussion. Declaration of actual or perceived conflict of interest does not preclude the individual from participating in the discussion. <p>Membership Review and Attendance</p> <ul style="list-style-type: none"> - If a member is not prepared or able to fulfill the duties of their position, it is the responsibility of the Chair to ask them to step down. - If a member of the Sub-Committee needs to be removed from office, the Sub-Committee will hold an in camera meeting to discuss and formalize the decision. Vacant positions on the Sub-Committee should be filled as soon as possible. - Membership shall be reviewed annually (Spring) by the Sub-Committee to ensure that representation continues to reflect the membership positions and that members are meeting expectations, as outlined above. <p>Selection of Members</p> <p>New members are to be recruited and selected by the Sub-Committee and will have their membership confirmed at the next quarterly meeting or at a special meeting at the call of the Chair. Members will be selected based on the defined membership positions and the skills/abilities the member contributes to the Sub-Committee.</p> <p>Succession Planning (Chair)</p> <ul style="list-style-type: none"> - The Chair of the will serve a term of three years with the option to renew for a second term at the request of and approval by the Sub-Committee. - The Chair should be succeeded by a current member of the Sub-Committee. The Sub-Committee will nominate the new Chair. <p>Vice Chair Position</p> <ul style="list-style-type: none"> - The Vice Chair will be nominated by the Sub-Committee 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.
<p>MEETINGS</p>	<p>Sub-Committee meetings shall:</p> <ul style="list-style-type: none"> - Occur quarterly (or more frequently, as required). - Be scheduled for 90 minutes unless arrangements to lengthen or shorten are made in advance. - Be held in the CRSN Conference Room (TOH, Civic Campus, Parkdale Clinic,

Room 50). Videoconferencing and teleconferencing will be available to facilitate participation for members who are unable to attend meetings in person.

Decision-making Process

- The Sub-Committee members shall make decisions by a simple majority (50% + 1).
- The Chair will cast the deciding vote in the case of a tie.

Quorum

- Quorum for any Sub-Committee meeting shall be a simple majority of the members (50% + 1)
- In the event of insufficient quorum at a meeting, members will be contacted electronically or otherwise to cast their vote.