



Terms of Reference

Professional Advisory Committee

The Professional Advisory Committee (PAC) is a senior patient/resident/client care committee of the Winnipeg Regional Health Authority (WRHA); advisory to the Board on policy related to patient and professional practice issues, as defined and constituted under the by-laws of the Board; advisory to the WRHA Senior Executive Team (Chaired by CEO) on operational matters.

I. PURPOSE

- i. Ensure that clinical guidelines and protocols between the WRHA and Shared Health Manitoba provide consistent standards of care across the Winnipeg Health Region
- ii. Advise the Senior Executive Team on issues related to professional practice and scope of practice (e.g., standards of care, competencies, evidence informed practice, clinical education, patient safety, quality indicators, performance management systems) and the impact of such issues on operations and patient care.

II. FUNCTIONS

- i. Provide professional practice expertise on interprofessional issues.
 - a. Advance interprofessional education and practice.
 - b. Advise on issues relating to scope of practice.
 - c. Resolve practice issues among professional groups and/or involving interprofessional conflict.
- ii. Provide leadership on initiatives that aim to improve safety, quality and the experience of care.
 - a. Review and approve proposed practice changes.
 - b. Develop, implement and evaluate evidence informed practice tools.
- iii. Provide guidance on regional policy and procedure, professional standards, clinical education and practice issues.
 - a. Receive clinical documents and Standards from Shared Health Manitoba.
 - b. Review the impact of health care legislation on professional practice.
 - c. Foster the development of implementation plans.
 - d. Support the councils/committees reporting to PAC (see Membership).

III. REPORTING RELATIONSHIPS

- i. PAC reports to the WRHA Senior Executive Team and is advisory to the WRHA Board.
 - a. An annual report of PAC activities will be submitted to the Board each fiscal year.
 - b. Membership and Terms of Reference is approved by the Senior Executive Team
- ii. PAC will receive scheduled reports from each of the following committees:

- Allied Health Leadership Council
- Nursing Leadership Council
- Medical Advisory Committee
- Standards Committee
- Medication Quality & Safety Committee
- Infection Prevention & Control Committee

IV. MEMBERSHIP

- i. Representatives from each of the following as nominated by the Chair of their respective Council/Committee:
 - Allied Health Leadership Council (2)
 - Nursing Leadership Council (2)
 - Medical Advisory Committee (2)
 - Community Management Committee (2)
 - External Members:
 - WRHA Virtual Library Services (1)
 - Local Health Involvement Groups (1)
 - LTC Leadership Council (2)
 - Medication Quality & Safety Committee (1)
 - Standards Committee (1)
 - Infection Prevention & Control Committee (1)
 - Clinical Change Lead (5)
 - WRHA Policy Committee (1)
 - Quality, Patient Safety & Accreditation (1)
 - Members at large (6) serve a term of 2 years
- ii. A call for member at large position applications is distributed on a rotating basis so three members at large terms are replaced annually.

V. MEETINGS

- i. WRHA Executive Member shall Chair the Committee.
- ii. The Chair may invite guests to attend meetings as a resource, when required.
- iii. Meetings will be held at least nine (9) times per calendar year and at the call of the Chair.
- iv. Meeting agendas will be distributed electronically to members at least 5 days prior to the scheduled meeting.
- v. Members will prepare in advance for each meeting by reviewing the meeting package and any other related materials.
- vi. In the event a member is unable to attend, it is incumbent upon members to secure a delegate who will attend the meeting in their absence.
- vii. Quorum requires 50% of voting members to approve an initiative, where 50% are not present, virtual approval can follow the meeting.
- viii. Minutes will be kept and stored in accordance with WRHA organizational practices; distributed to the Committees listed in membership and provided to the Board upon request.
- ix. Members are responsible for ensuring information flows from PAC to the constituencies they represent and to PAC about relevant changes in their constituencies' practice.