

TERMS OF REFERENCE WRHA Population Public Health OPERATIONS TEAM

Purpose:

The WRHA Population Public Health Operations Team provides a forum for Team Managers of direct operations for population public health services to discuss collaborative problem solving and consistent planning. The team's role is to develop strategies to manage risks and to improve the quality of population public health services and to ensure consistency of standards of services provided throughout the region.

Membership:

Attending members:

Community Area Team Managers Population Public Health
Centralized Population and Public Health Managers (Healthy Parenting and Early Childhood Development, Communicable Disease Control primarily although other centralized PPH Managers/Specialists may attend as appropriate).
Manager of Facility and Support Services, Population Public Health Representative
Clinical Nurse Specialist representative

Co-chair

Community Area Team Manager
Centralized Team Manager

Corresponding members (distribution of minutes):

Director, Population Public Health Program
Community Area Directors
Medical Officer of Health
Clinical Nurse Specialists

Primary Objectives:

- To identify operational issues of common concern to the Population and Public Health teams
- To identify areas of risk associated with Population and Public Health services.
- To collaboratively identify solutions to address issues of common concern.
- To implement program changes and approved guidelines at respective Population and Public Health teams.
- To achieve consistency related to core clinical processes across Population and Public Health teams.
- To collaborate appropriately with all other Population Public Health Committees.
- To review statistical data related to operations and use this information to address quality improvement opportunities.
- To identify opportunities to collaborate with other WIS service delivery teams.

Reporting Relationship/Accountability:

All recommendations from PPHOT will be brought forward to Population Public Health Program Management for approval. Issues and recommendations will be primarily brought forward in the form of a briefing note.

Approved May 19, 2011

The Team is accountable to the Population Public Health Program Management Team. All communication from PPHOT to the PPHMT will be forwarded from the co-chairs to the Director of the Population Public Health Program as the chair of the PPHMT group. PPHMT will in turn forward any decisions for implementation to PPHOT using the same process.

Members will regularly share information with and gather information from their Community Area Director, Management Teams, site service delivery teams and other relevant WIS teams/committees as appropriate.

Frequency of Meetings:

Meetings will be held approximately once a month or at the call of the Chair. A minimum of 8 meetings will be held per year, ensuring that meetings are scheduled for June and September.

Agendas and Minutes:

The Co-Chairs will develop and circulate the agenda for each meeting. Members may contribute to the agenda by sending proposed agenda items to the chair in advance.

Members of the Team will take minutes on a rotating basis, recording decisions and actions/next steps. The Co-Chairs will be responsible to ensure the minutes are distributed.

Terms of Reference will be reviewed as needed, and will be approved by the PPH Management Team.