

**POPULATION AND PUBLIC HEALTH  
DOCUMENTATION COMMITTEE**

**TERMS OF REFERENCE**

**REPORTS TO:** Public Health Nursing Practice Council and Families First Practice Council, and to the Population and Public Health Management Team (PPHMT) which reports to the Community Health Services Leadership Team (CHSLT)

**CHAIR:** Appointed by the Director, Population and Public Health

**MEMBERSHIP:**

Public Health Nurse

Families First Home Visitor

Clinical Nurse Specialist

Team Manager for community area teams

Manager of Facilities and Support Services with Population and Public Health lead.

Public Health Coordinator

For topic specific discussions: Community Dietician; Team Manager for centralized public health programmes

The Director of Population and Public Health is an ex officio member.

**QUORUM:** Fifty (50) percent of the membership constitutes a quorum.

**DECISION MAKING:** The principal decision making mode of the committee will be by consensus. Approval recommendations are forwarded to the Practice Councils and PPHMT for feedback. The next approval steps are with the Director, PPH and Medical Director, PPH; then with the CHSLT; and through to the Community Health Information Committee (CHIC) in accordance with the Development/Revision of Health Record Operational Guideline: <http://home.wrha.mb.ca/hinfo/chif/files/DRCmtyFrmWappx.pdf>

**PURPOSE/MANDATE:**

The Population and Public Health Documentation Committee (PPH Documentation Committee) is the forum to prioritize, problem solve and make recommendations for the development, review and revision of client health information forms and documents (including electronic versions) and documentation systems required to support current public health practice. This committee shepherds the mainly paper-based documentation systems during the interim until the work of the Population and Public Health Information Management Team (PPHIMT) is fully implemented.

(The PPHIMT leads planning, development, maintenance and use of information management (IM) systems in the Population and Public Health Program. Working in collaboration with the Community Services Information Systems Management Team and Manitoba e-Health, the PPHIMT will identify and prioritize IM systems development, issues

and strategies for PPH services. The chair of the PPH Documentation Committee is a corresponding member of PPHIMT.)

The PPH Documentation Committee provides representation from the Population and Public health programme to the Community Health Information Committee.

The Public Health Documentation Committee will:

Ensure that consistent documents to support Public Health practice are developed/revised, approved and distributed across all sites.

Provide a venue for development, feedback and consultation regarding regional forms which are used across programmes.

Arrange for professional development and information sessions for PPH staff related to the implementation of forms, documents and documentation systems.

### **STRUCTURE:**

The committee membership is confirmed by the PPHMT including the Director, Population and Public Health.

Membership includes representatives from each of the major service areas of Population and Public Health.

Meetings will be held once every two months or at the call of the Chair. Additional work may be accomplished between meetings through email correspondence, subcommittee meetings or project assignment.

The Chair of the committee represents the PPH programme at the Community Health Information Committee.

Members will link with their respective practice councils and management team for feedback and distribution of information regarding decisions and changes.

### **MINUTES and AGENDA:**

Minutes of the meeting will be taken by each member in order of surname and forwarded to the chair for transcription/distribution.

Agendas will be prepared and circulated 3 working days in advance of the meeting.