

Terms of Reference

WRHA Public Health Nutrition Practice Council

The Purpose of the Public Health Nutrition Practice Council

1. To assure that the practice of public health nutrition meets the highest professional standards and is in keeping with Dietitians of Canada's Code of Ethics and Standards of Practice, the MAHE Code of Professional Conduct and College of Dietitians of Manitoba Regulations.
2. To promote evidence based, best practice in the provision of public health services while reflecting the core values and mission of the WRHA and Community Health Services.
3. To provide leadership and promote collaboration in nutrition practice issues.
4. To provide a forum for Public Health Dietitians to address and discuss nutrition issues that pertains to population and public health practice.
5. To facilitate communication between WRHA Public Health Dietitians and other WRHA practice councils.

Membership

Membership will consist of:

1. All WRHA Public Health Dietitians
2. Public Health Nutrition Coordinator
3. Dietitian representing Dial-a-Dietitian
4. Dietitians from other WRHA funded sites working in a public health capacity (e.g.: Youville Clinic, Centre de Santé) and Garden Hill First Nation.
5. Regional Clinical Nutrition Manager – Community
6. Team Managers: one Population Public Health Community Area Team Manager
7. Director of Population Public Health
8. Medical Officer of Health, Population Public Health - holding the Nutrition Promotion portfolio
9. PPH-CNS liaison to the Nutrition Promotion service area
10. Corresponding external partners including representative from the Chronic Disease Collaborative. (To receive meeting agendas and minutes.)

Responsibilities

1. To facilitate the development, implementation and evaluation of public health nutrition standards of practice and service delivery.
2. To recommend regional implementation of public health nutrition standards of practice.
3. To develop and approve practice guidelines as they relate to public health nutrition practices as per "Evidence Based Practice Tools: Process for Development, Evaluation and Approval 50.100.1".
4. To recognize and facilitate public health nutrition research.
5. To participate in client education resource review/content approval as required.

6. To collaborate with the Population and Public Health and/or WRHA Clinical Nutrition Quality Improvement Team on quality issues as they pertain to population and public health.
7. To support development of resources and tools designated to meet the needs of clients/groups or populations and other health care professionals.
8. To promote partnerships and collaboration within and beyond the sector and across the continuum of care.
9. To promote education opportunities for Public Health Dietitians.

Operational Guidelines

1. Chairperson(s) – To be chosen from the membership on a rotational basis from each quad for a 1 year term.
 - a. In consultation with the Team Manager, the role of chair may be shared between two or three public health dietitians within the paired community area or may be held by one sole individual. For continuity, when the role is shared one individual shall remain as point person for external partners/groups who have regular correspondence with the practice council.
 - b. The chairperson will follow protocol and timelines outlined in the document titled: Public Health Nutrition Practice Council Chair Responsibilities.
2. An agenda and previous meeting minutes will be electronically circulated to membership one week prior to each meeting.
3. Minute taker will be assigned alphabetically on a rotational basis. Minutes will be completed using a prepared template.
4. A time keeper will be assigned alphabetically on a rotational basis and will take on the role of minute taker the following scheduled meeting.
5. There will be 6 meetings held per year;
 - a. Regular meetings will be scheduled on the first Monday of the month (with the exception of when the meeting falls on a statutory holiday).
 - b. Meetings will not be held during July and August.
 - c. The Chair(s) may alter meeting dates from the usual schedule as identified in 5(a.) and 5(b.) in consultation with the members of the practice council.
 - d. Additional meetings may be scheduled with the approval of the Team Managers, and the Director of Population Public Health.
6. One additional half-day meeting each year may be dedicated to the review of the Nutrition Promotion Strategic Plan. It will be coordinated and planned by the Regional Clinical Nutrition Manager. Agenda items can be forwarded by any member using the Briefing Note form.
7. Ad hoc committees (i.e.: working groups) will be established as required.
8. Guests including dietetic interns, practicum students and others may attend meetings at the invitation of members. Prior notice will be provided to the chair(s) where possible and all guests will be noted in the minutes.
9. The Terms of Reference will be reviewed every two years.