

**DEEP RIVER AND DISTRICT HOSPITAL
FOUR SEASONS LODGE
NORTH RENFREW FAMILY HEALTH TEAM**

Terms of Reference: Community Health Partners Group		
Original Date: 2017-03-30	Policy Manual: Board of Directors	
Approved by:		
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Chief Financial Officer	<input type="checkbox"/> ED, Family Health Team
<input checked="" type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Chief Nursing Officer	<input type="checkbox"/> Human Resources Officer

Purpose

Recognizing that the Deep River and District Hospital, the Four Seasons Lodge and the North Renfrew Family Health Team do not operate in isolation, the organization wishes to engage its communities to share information and collaborate on issues which impact on its catchment area. As an initial primary issue this will include, but is not limited to, physician retention and recruitment.

Objectives

The Committee is responsible to the Strategic Planning and Relationships Committee of the Board of Directors for the following:

- Sharing information and updates pertaining to the hospital, long-term care, and primary care.
- Identifying and discussing on an ongoing basis the issues that are mutually relevant to both the organization and its community.
- Identifying partners and stakeholders and build relationships as required.
- Developing and implementing a public awareness and education campaign when appropriate.
- Engaging the communities and garnering community/business support.
- Receiving updates related to health human resources, including short and long-term needs.
- Supporting a physician and health care professional retention and recruitment strategy, which includes specific actions, success metrics and related budget.
- Facilitating efforts to obtain necessary funds from various sources including municipalities, service clubs, the public at large, and corporations to enable the implementation of recruitment initiatives.
- Liaising with all necessary stakeholders who may assist in recruiting and retaining physicians in the community.
- Educating the community on the physician resource needs and associated strategies.

Membership

- North Renfrew LTC Centre 1 member
- Business Community 1 member
- Canadian Nuclear Laboratories (CNL) 1 member
- Canadian Nuclear Laboratories (CNL) Health Services 1 member
- DRDH CEO 1 member
- DRDH Board 1 member
- DRDH Foundation 1 member

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- DRDH Auxiliary 1 member
- DND 1 member
- Petawawa Military Family Resource Center 1 member
- Senior Friendship Club 1 member
- Mayor of Deep River (or designate) 1 member
- Mayor of Laurentian Hills (or designate) 1 member
- Mayor of Head Clara and Maria (or designate) 1 member
- Mayor of Rapides-des-Joachims (or designate) 1 member
- Mayor of Petawawa (or designate) 1 member
- Physicians (1 FHO and 1 FHT) 2 members
- Patient Representative 1 member
(*could be a member of the Patient and Family Advisory Council*)

Chairperson

- A Chairperson will be appointed by the Executive of the Board to serve a one-year term.

Recorder

- Executive Assistant

Terms of Appointment

- Based on position
- Board Member will be appointed annually, by the Board Chair.

Quorum

- Not applicable.

Frequency of Meetings

- The Group will meet a minimum of 2 times a year, or at the call of the Chair.
- The length of each meeting shall not normally exceed one and a half hours.

Circulation

- Draft minutes will be circulated to all Group members shortly following the meeting so that information can be disseminated as appropriate.
- Minutes will be circulated to all Group members with the forthcoming agenda - no less than seven days prior to the meeting.
- All minutes and agendas will be posted electronically in the document management system.

Reporting Relationship

- The Group reports to the Strategic Planning and Relationships Committee of the Board of Directors.
- The Group is accountable to the community through the municipalities and the organization. Each member will report to their respective host organization.

Confidentiality

- In the course of Group business, confidential information about staff and/or patients and/or residents may become known to Group Members. Members have the responsibility to keep such information confidential.

Reference Documents	•
Acknowledgements	•
Review Process	<ul style="list-style-type: none"> • Executive Leadership Team – 2017-03-30 • Community Health Partners Group - 2021-11-25 • Governance Committee – 2021-06-03 • Board of Directors – 2021-06-23