

**XX Primary Health Care Leadership Team  
Terms of Reference**

**Purpose:**

This group was formed to promote the development of Primary Health Care in XX and area in partnership with the XX Clinic. The Primary Health Care Leadership Team will provide a forum for communication, creative problem solving and collaborative visioning for the development of the Primary Health Care services in XX and surrounding community.

**Membership**

Membership is open to health providers within the RHA and other interested parties. Membership includes:

- Clinic Manager
- Primary Health Care Counselor
- Physician Rep.
- Primary Health Care Team Facilitator
- Primary Health Care Team Manager
- Director of Care at XX Hospital
- Population Health Services Rep.
- R.M. of XX.
- City of XX Rep.
- Director of Primary Health Services
- Manager of Ambulatory Care/EMS
- Homecare Rep.

**Mandate:**

1. To develop a common vision and direction for Primary Health Care Service development.
2. To create an awareness of services provided, as well as new initiatives and progress that are being developed in order to maximize efforts and avoid duplication.
3. To support the development of Primary Health Care Services by soliciting and sharing advice, developing coordinated, cooperative solutions to issues as well as to creatively manage and solve problems.

## TEMPLATE – COMMUNITY ADVISORY NETWORK/COUNCIL

4. To participate in the review and make recommendations of Primary Health Care services through the review of team functioning with the *Team Effectiveness Tool, Clinical Practice Redesign, The Patient Survey* and other data as relevant.
5. To support and promote team work and positive working relationships with the community.
6. The *Terms of Reference* will be reviewed annually.

### **Meetings**

1. Will be held monthly or as called by the group.
2. Minutes of all meetings will be shared with the membership.
3. The co-chair persons will be the Primary Health Care Team Facilitator and the clinic manager.
4. The chair person will circulate an agenda prior to each meeting.
5. The recorder is responsible to document the meeting and distribute the minutes to the team facilitator who will distribute to all members of the Primary Health Care Team.
6. The hosting agency will donate the meeting room.
7. Travel to meetings and related expenses are the responsibility of each member's employer.