

Couchiching OHT Primary Care Network Leadership Council: Terms of Reference

Purpose

The Primary Care Network Leadership Council (PCN-LC) has been established to represent the voice of the primary care provider community. The PCN-LC will work collaboratively to provide advice and leadership for the planning, implementation and evaluation of the Primary Care Network for Couchiching Ontario Health Team (COHT). The Primary Care Network will be composed of all those providing primary care in the Couchiching geography. It is expected that the selected representatives will represent the best interests of all primary care providers within the COHT.

Guiding Principles

The PCN-LC will embrace and adhere to the following guiding principles:

1. Commitment to the COHT/PCN shared vision and strategic priorities.
2. Collaboration in a respectful, professional, and empowering manner that models excellence in diversity, equity, and inclusion.
3. Recognition and respect for the diverse personal experiences, skills, expertise, and communication and leadership styles within the group.

Membership and Accountability

The PCN-LC membership will be determined by the broader primary care provider community and will include leaders from all the respective primary care groupings in the Couchiching community at large. This includes primary care physicians, midwives, nurse practitioners, community paramedics, pharmacists and Indigenous healers.

The following groups/roles will report into PCN-LC:

- Nurse Practitioner Community of Practice (NP CoP)
- Community Pharmacy Network
- Clinical Leadership roles or physician/clinician participating on OHT/PCN related committees
- Family Physician Community of Practice

The Chair will serve on the Joint Executive Table (JET) as the Primary Care Lead.

Membership by role:

- COHT Primary Care Physician Lead - Chair *
- CFHT Lead*
- OFHO Lead*
- CFHO Lead *
- HNPLC Lead *
- Orillia Midwifery Lead*
- NP CoP Co-Chairs*
- Pharmacy CoP Co-chairs*
- OSMH Dept Family Medicine Chief *
- Mamaway Clinician/Indigenous PCP *
- Simcoe County Community Paramedics*
- Rama First Nation Community Paramedics*
- Clinical leadership positions x 3 – may act a Chair if requested

Ad hoc

- Members at large-by invitation
- Voting Members are indicated by *
- 50% of membership attending will constitute quorum.
- Members are encouraged to send a delegate if they cannot attend a meeting.

Terms

Members of the PCN-LC will participate in the meetings as per the terms of the organizations represented OR 3-year term with the option to renew. For positions that have only 1 potential member the term may be extended 3 more years. The PCN-LC is self-governed with accountability via the PCN-LC Chair.

Roles and Responsibilities:

1. Attend monthly COHT PCN-LC meetings or send a delegate.
2. Support planning, implementation and evaluation of the Couchiching OHT/PCN in keeping with OH Guidance.
3. Provide feedback and advice on the priority populations for integrated care planning and implementation.

4. Provide leadership that aligns with Ontario Health’s evolving guidance for Ontario Health Teams (OHTs), while also offering informed clinical input and feedback to Ontario Health to support continuous system improvement.
5. Support and advise the various COHT/PCN working groups with planning, implementation, and evaluation models.
6. Inform the development of strategies to improve access, connection and attachment to primary care, including virtual and the broader adaptation of digital health tools, recruitment of providers and access specifically for vulnerable populations.
7. Provide advice and strategic direction on the alignment of primary care providers and organizations to improve system integration, enhance patient care and provider experience.
8. Communicate and engage with all local primary care providers and physician specialist colleagues to gather feedback through formal and informal mechanisms to advise the Council and to share key messages back to the primary care and physician community.
9. Provide advice and strategic direction on the planning, development and implementation of specific primary health care initiatives to the Couchiching OHT JET.
10. Council members may be asked to communicate the Couchiching OHT/PCN strategic directions and initiatives back to their respective communities in partnership with the Couchiching OHT JET and membership at large.
11. Members will respect the privacy of the council participants and agree not to disclose information or views expressed by individuals during meetings. Deliberations should remain confidential until there is general agreement and consensus to make them public. In addition, all council members must agree to refrain from disclosing any other confidential information or documentation.

Chair

To provide leadership to the PCN-LC meetings, ensure consistent communication among primary care groups, and serve as the Primary Care/Physician Lead on the COHT Joint Executive Team (JET).

Role of Chair

1. Set the agenda for meetings, ensure meeting materials are distributed prior to the meeting.
2. Lead meetings to ensure advancement of the agenda within the timelines allocated for specific agenda items. Designate an alternate Chair if needed.
3. Facilitate meetings to ensure input is solicited from members, and each member has an equal voice.
4. Organize the structure and function of the PCN and PCN-LC ensuring responsiveness and effectiveness for all members.
5. Facilitate comprehensive two-way communication across all categories of primary care provider groups within the COHT.
6. Ensure the Physicians of the COHT have access to and input into all COHT initiatives, clinically informing them of the ongoing work.
7. Consolidate the recommendations and action items from the PCN-LC to inform and engage with the COHT JET and COHT planning table.
8. Inform the PCN-LC of recommendations and action items from the COHT planning table.
9. Participate directly in COHT work to clinically inform as needed.

Meetings

Schedule monthly meetings from September to June inclusive with the possibility of additional ad hoc meetings. The time commitment will be approximately 4 hours per meeting (1 hour for the meeting and 3 hours preparation and follow-up). Members may also be asked to participate on additional OHT/PCN working groups and/or collaboration table. This may result in additional bi-weekly or monthly meetings. The Chair will attend COHT JET and hold a vote. Non-voting Leads (see position descriptions) will attend all COHT activities related to their area of leadership and report into PCN-LC as required.