

This document applies to:	<input checked="" type="checkbox"/> All Horizon	<input type="checkbox"/> Z-1 Moncton	<input type="checkbox"/> Z-2 Saint John
	<input type="checkbox"/> Z-3 Fredericton	<input type="checkbox"/> Z-3 Upper River Valley	<input type="checkbox"/> Z-7 Miramichi

**Horizon Health Network  
Terms of Reference**

**Regional Professional Advisory Committee**

**AUTHORITY**

The Regional Professional *Advisory Committee* (RPAC) reports directly to the Board of Directors and has no authority to spend or commit funds of Horizon Health Network (Horizon).

**PURPOSE**

As required, provides informed professional advice, recommendations, and information for the Board's consideration from a multi-disciplinary perspective. Also, assists the Board in considerations regarding the provision of health services across the region.

The RPAC is governed by these Terms of Reference set out by the Board of Directors of Horizon.

**FUNCTIONS**

The Committee:

- Advises the Board on clinical care and health issues
- Advises the Board on criteria for admission and discharge of patients
- Monitors status of, and compliance with, professional and service delivery standards
- Provides advice and input on recommendations from the Clinical Networks and Professional Councils
- Provides advice and input on recommendations resulting from quality assurance and risk management issues with respect to health services delivered by Horizon
- Provides advice and input on significant professional practice issues including, but not limited to professional standards, scope of practice, professional competency and professional education and credentials
- Monitors status of and compliance with accreditation standards
- Ensures the annual credentialing of all regulated health care professionals other than physicians and surgeons; and
- Performs other such duties as may be directed by the Board

The RPAC may establish sub-committees to assist with its duties.

**NOTE:** This is a **CONTROLLED** document. Any document appearing in paper form is not controlled and should **ALWAYS** be checked against the electronic version prior to use. Printed on: 25/03/16

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**MEMBERSHIP**

The RPAC consists of not more than 15 voting members appointed by the Board, of which at least five must be from varying health professions that are self-regulated under a private act.

Membership includes:

- The Chair, or a senior member from the Professional Practice Council\*, from each of the following professions:
  - Medical Laboratory Technology
  - Medical Radiation Technologists
  - Medicine
  - Nursing – 2 representatives including a Nurse Practitioner
  - Occupational Therapy
  - Pharmacy
  - Physiotherapy
  - Psychology
  - Registered Dietician
  - Respiratory Therapy
  - Social Work
  - Speech-Language Pathology
  - Audiology
- The Chair of the Board is a voting member of all Board committees.
- The CEO, VP Clinical and VP Professional Services as Executive Leads, and the Regional Chief of Staff may attend all meetings of the RPAC as ex-officio members.
- Indirect members (non-voting) appointed by the Board attend any meeting or portion of a meeting upon the invitation of the Chairperson of the RPAC.

The Chairperson of the RPAC serves as a non-voting member of the Board of Horizon.

\* Professional members of the committee represent their profession and provide a communication link between the RPAC and their respective professional practice councils.

**Nominations and Appointments**

- The Board of Directors makes appointments to the RPAC. The Board may solicit the advice of the Chief Executive Officer (CEO).
- The Professional Practice Councils nominates the individual who will represent their profession, ensuring the nominee is either the council Chair or a senior member of the Council. If a professional practice council does not exist, the Vice President of the service proposes the nominee. All nominations are submitted to the CEO. The CEO reserves the right to forward the nomination, together with his/her recommendation, to the Governance, Nominating and Planning Committee of the Board. The Governance, Nominating and Planning Committee considers all such proposals, but is not bound to make any nominations at the annual meeting.
- The Chairperson and Vice-Chairperson are appointed for a term of two years by the Board at its annual meeting, following consultations with the RPAC and the CEO.
- The Board may fill vacancies on the RPAC at any of its meetings.
- Appointments are for a three-year term renewable annually by the Board. Initial appointments will be made for staggered terms to allow for consistency and future transition.

## **QUORUM**

A quorum is a majority of voting members.

## **MEETINGS**

- Meets a minimum of four times a year.
- Special meetings may be called at any time by the Chairperson or upon the written request of three members (which contains details of the topic to be considered).
- A member may, if unanimously agreed by membership, participate in an RPAC meeting by telephone or other communication methods that permits all persons participating in the meeting to hear each other. A member participating in a meeting by this means is deemed to be present at the meeting.
- The Chairperson maintains a permanent record of proceedings and actions.
- Minutes are kept of all meetings and distributed to the CEO and RPAC members.
- The Chairperson presents a report at the regularly scheduled Board meetings.

## **DEFINITIONS**

**Advisory Committee** – functions to provide advice, feedback and recommendations. The committee's role is to understand the issues, to focus priorities, balance alternative approaches and recommend solutions and actions.