

WATERLOO WELLINGTON LOCAL HEALTH INTEGRATION NETWORK

Health Human Resources COI -TERMS OF REFERENCE

- 1.0 Purpose** As part of its engagement of the community concerning the health system in Waterloo Wellington, the WWLHIN is establishing a Community of Interest (COI), comprised of a group of individuals from various perspectives to provide a forum for discussing and addressing health human resources (HHR).
- 2.0 Mandate** **To implement the action items listed in the Integrated Health Services Plan (IHSP)**
- 2.1** Create a WWLHIN-wide HHR strategy to address HHR issues centred around the IHSP, priority populations and service areas.
- 2.2** Support the implementation of HealthForce Ontario programs and strategic initiatives within the WWLHIN.
- 2.3** The COI will act in an advisory capacity, and make recommendations to other COIs/Councils, the WWLHIN Sr. Staff and Board.
- 2.4** The COI may be asked to advise on non-COI related issues e.g. pertinent emerging projects, as requested by the WWLHIN.
- 3.0 Objectives**
- 3.1** Develop and conduct an environmental scan.
- 3.2** Conduct an analysis of HHR priorities pertaining to the environmental scan.
- 3.3** Identify gaps and develop solutions.
- 3.4** Identify and implement innovative and best practice models, processes and solutions related to HHR across the system.
- 3.5** Develop a current HHR inventory.
- 3.6** Identify and address challenges, barriers and opportunities for improved system integration, coordination and effective health system use for HHR initiatives.
- 3.7** Identify and implement opportunities to create strategic, innovative partnerships and alliances related to HHR.
- 3.8** Consider IHSP enablers such as E-Health, Funding, and System Navigation in the development of the HHR strategy.
- 3.9** Explore opportunities for creative use of existing resources within the WWLHIN; and develop a supporting business case for recommendations related to HHR.
- 4.0 Membership** **The COI will consist of 15-20 people volunteering their time and expertise from the following perspectives:**
- Physician (1)
 - Nurse (1)
 - Support Services (1)
 - Non Regulated Providers (1)
 - Mental Health (1)
 - Seniors (1)
 - Community Support Services (1)
 - Training and Adjustment Board (1)
 - Medical School (1)
 - Human Resources (1)
 - Organizational Development Consultant (1)

- Post Secondary Education (Waterloo, WLU, Guelph, Conestoga) (3)
- Population Health Planner (1)
- Chamber of Commerce (3)

- 5.0 Chair/Sponsor** The Chair/Sponsor shall be appointed by the WWLHIN and will be selected before the first meeting of the COI.
- 6.0 Recording Secretary** The COI Sponsor will identify a recording secretary and be responsible for distributing all agendas and minutes of meetings.
- 7.0 Frequency of Meetings** It is anticipated that the COI will meet monthly. In addition, there may be opportunities or a need for the COI to meet by conference calls, ad hoc get together and discussions, to ensure timely information sharing and advice.
- 8.0 Quorum** A quorum shall be at 50% of COI members plus one.
- 9.0 Terms of Appointment** Members are appointed annually for a one-year term.
- 10.0 Circulation of Minutes** Minutes will be circulated to COI members. The Chair will give a report of the significant issues discussed to the WWLHIN following each meeting.

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