



Patient & Family Advisory Council (PFAC) Terms of Reference / Membership

Purpose

To advise The Erie St. Clair Regional Cancer Program in making lasting impactful improvements for patients with cancer and their caregivers across the Erie St. Clair Region by providing a patient/caregiver voice and perspective in the areas of prevention, screening, diagnosis, treatment, survivorship, and palliative care.

Objectives

- The Council will contribute to the enhancement of patient-centered care and improve cancer programs and services across the Erie St. Clair region.
- The Council provides advice on the overall regional cancer service planning process, which is part of a broader provincial cancer planning cycle led by Cancer Care Ontario.
- The Council provides input into specific cancer program initiatives; decision-making remains with the appropriate hospital authority.
- The Council provides a supportive venue based on compassion for all patients, care providers, and health services. The Council is aligned with the values of respect and healthy self-care through a positive attitude and a spirit of cooperation.
- The Council embraces a collaborative model and the use of collaborative processes between those providing cancer services and patients with cancer and their caregivers.

Structure

- The Council will operate under the model of consensus building.
- The Council meets formally four times per year, with the optimal meeting location being determined by the members. Videoconferencing and/or teleconferencing is available if unable to attend in-person.
- The Council will function as a whole and form working groups, as needed. There is an expectation that the working group meetings will occur between formal meetings. Additional meetings may be called at the discretion of the Staff and/or Patient Co-Chair.
- Terms of Reference, membership and need for recruitment will be reviewed annually.

Member Roles and Responsibilities

Guiding Principle: treat others as you wish to be treated. The views and feedback of members will be accepted without judgement or inappropriate conduct.

- **Council Members**
 - Have the choice to openly share their lived experience, and will respect the confidentiality of all personal information received during meetings, including any personal health information disclosed by others.

- Comprised of a maximum of 12 patients, and family members/personal caregivers of patients with cancer; representation to include Windsor/Essex, Chatham-Kent, Lambton regions.
 - Have experienced cancer as a patient, family member or personal caregiver preferably within the past 3 to 6 years.
 - A volunteer position, with travel costs covered and refreshments provided.
 - Are required to have access to internet and email, or provide appropriate means of communication.
 - Are required to actively participate in 75% of meetings through videoconference, teleconference, or in-person.
 - Note: At the discretion of the Patient Co-Chair and Staff Chair, any member who fails to participate in meetings may be removed from their representative membership position.
 - Are required to fill the position for a 2-year term.
 - Note: In the absence of interest for new committee members, current members will be allowed to extend their membership for an additional 2-year term.
 - Members will be expected to sign a confidentiality agreement and conduct themselves in accordance to the guiding principle for the duration of their membership on this Council.
- **The Patient Co-Chair**
 - The Patient Co-Chair will hold their position for a minimum of 2 years and maximum of 4 years.
 - In addition to the above Council Member list of duties, the Patient Co-Chair will:
 - Open all meetings with a welcoming address and necessary introductions.
 - Sign off on completed meeting minutes and upcoming agendas.
 - Attend required Cancer Care Ontario, Erie St. Clair Regional Cancer Program, and Windsor Regional Hospital events/meetings/planning days.
 - Upon the completion of a Patient Co-Chair's term, the Patient Vice Chair will assume the Patient Co-Chair role, subject to their agreement to serve an additional 2-year term.
 - **The Patient Vice Chair**
 - The Patient Vice Chair will hold their position for a minimum of 2 years and maximum of 4 years, as a succession plan to assume the Patient Co-Chair position.
 - *In the event that a seamless transition is not feasible, general voting will be held.*
 - In addition to the above Council Member list of duties, the Patient Vice Chair will function as the Patient Co-Chair when the Patient Chair is unable to be present.
 - If the Patient Co-Chair is unable to complete their duties for an extended period of time, the duties of the Patient Co-Chair will be deferred to the Patient Vice Chair, who will function as the Acting Patient Co-Chair for the duration of the initial Patient Co-Chair's term.
 - **Regional Cancer Program Staff**
 - Erie St. Clair Regional Cancer Program Person-Centred Care Lead (Staff Co-Chair)
 - Erie St. Clair Regional Cancer Program Person-Centred Care Coordinator
 - Other Erie St. Clair Regional Cancer Program Staff on an ad hoc basis

I, _____, ***understand and agree to the Terms of Reference:***

Signature of Council Member

Date of Signature