

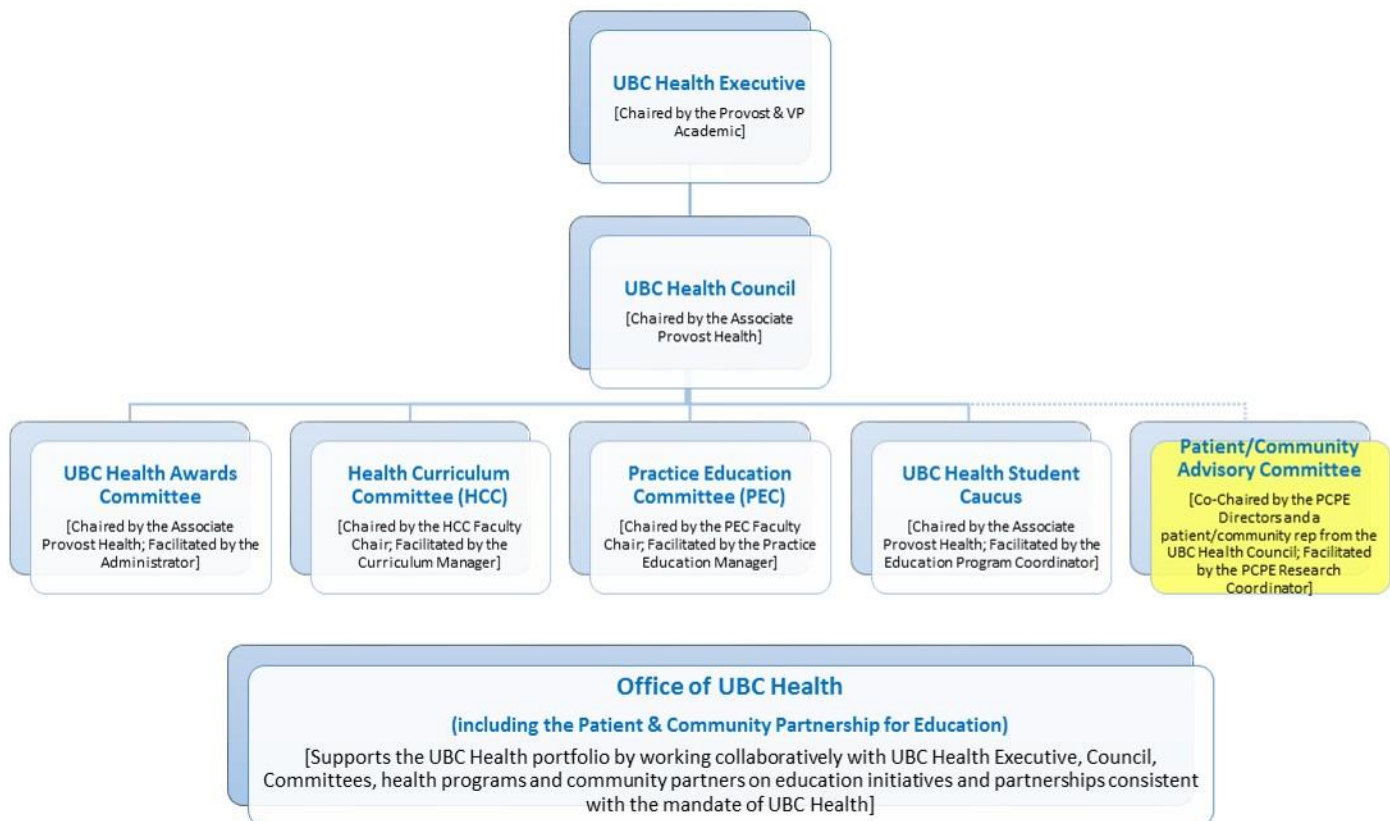
UBC Health Patient/Community Advisory Committee (PAC) Terms of Reference

Purpose:

The UBC Health Patient/Community Advisory Committee (PAC) replaces the previous Patient Advisory Group and is a standing committee of UBC Health as illustrated in the organizational chart below. Its mandate is to act as a resource to:

- Advise the UBC Health Council
- Work in partnership to include diverse, autonomous and authentic voices of patients in the education of health and social care professionals
- Advocate for patients as active collaborators in the role of teachers, assessors, curriculum developers and educational decision makers.

Its membership is *recommended* by Patients in Education (PIE), an independent group of individual patients and representatives of patient and other health-related not-for-profit organizations based in the community. Its membership is *approved* by the Health Council.



Composition and Organization:

1. The committee will be co-chaired by a director of Patient & Community Partnership for Education (in the Office of UBC Health) and a patient/community representative on the UBC Health Council.
2. Membership will consist of approximately 10-12 people recommended by PIE who represent various health concerned patient populations in the community. Membership will be as diverse as possible to maximize representation from different patient populations and those who experience health inequities due to the social determinants of health.
3. The term of appointment is 3 years.
4. Committee members will recommend a designate to cover for them, when necessary.

5. Meeting and members' expenses (e.g. secretarial support, refreshments, parking) will be provided by the Office of UBC Health.
6. Meetings will be four times per year. Additional meetings will be called as needed at the discretion of the Chair(s).
7. Meeting times and location will accommodate members who have disability/mobility limitations.
8. Ad hoc working groups will be formed to address specific projects.
9. Decisions will normally be made by consensus or, if consensus cannot be reached, by simple majority.
10. Terms of Reference will be reviewed annually.
11. Meeting minutes from the Patient/Community Advisory Committee, the Practice Education and Curriculum Committees will be circulated to all groups to ensure synergy.

Roles and Responsibilities:

1. Provide patients' perspectives and advice on matters referred by the UBC Health Council or its subcommittees.
2. Assist in patient-centred curriculum development through identifying topics and relevant content (e.g. advocacy, cultural competency) to ensure that the patient's voice and community engagement activities are effectively embedded in the integrated approach to health education.
3. In collaboration with the Health Curriculum Committee and Practice Education Committees, promote educational initiatives or practice opportunities by fostering communication between the programs and the PAC committee.
4. In collaboration with the Curriculum and Practice Education Committees, act as a catalyst for change; advocating for collaborative-patient centred care as an important strategy in addressing emergent health care issues.
5. Facilitate recognition of excellence in patient involvement in education through awards and other forms of recognition.
6. Provide input into logistics for patient involvement in curricula and assessment practices.
7. Define and share good practices for patient and community engagement.
8. Assist with evaluation of activities and impact.
9. Through its link with PIE and other community groups, consult more widely among patient and public groups to provide input into UBC Health as needed.

Accountability

The PAC will be accountable to the UBC Health Council.

PAC will communicate important information back to PIE.

Terms and Conditions:

Committee Members will

1. Attend all committee meetings and functions, such as special events or make a reasonable effort to send a delegate if unable to attend.
2. Be informed about the committee's mandate, policies, and initiatives
3. Review agenda and supporting materials prior to committee meetings
4. Serve on working groups or task forces and offer to take on special assignments
5. Inform others about the work of the UBC PAC and link to the community and stakeholders
6. Suggest possible nominees to the committee who can make significant contributions to the work of the committee
7. Follow conflict-of-interest and confidentiality policies

Chairs will

1. Report to the Associate-Provost Health and PIE.
2. Chair the PAC committee meetings
3. Work with committee members to establish a strategic plan for the Committee that is aligned with the work of the Office of the UBC Health and PIE.
4. Oversee activities of the PAC.

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Approved by UBC Health Council December 1, 2016.