

ONTARIO STROKE NETWORK

REGIONAL REVIEWS

Review of Regional Committees Terms of Reference: Recommended Core Elements

ONTARIO STROKE NETWORK

Regional Stroke Steering Committee Terms of Reference: Recommended Core Elements

| Core Element | Recommended Core Element |
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| Name | The recommended name is: Regional Stroke Steering Committee of the XXX Regional Stroke Network |
| Vision | Fewer strokes. Better outcomes. |
| Mission | To continuously improve stroke prevention, care, recovery and re-integration |
| Values | <p>Building on the excellent foundation of the Ontario Stroke System, we value:</p> <p>Equity and Comprehensiveness Our activities will be aligned with the health interests of all Ontarians and in doing so will improve access to the care continuum and respect the diversity of the population we serve.</p> <p>Accountability and Integrity We will demonstrate accountability and integrity in all of our activities and in the use and management of public resources.</p> <p>Transparency and Engagement We will foster and demonstrate a culture of responsive, interactive, open and respectful communication and collaboration.</p> <p>Learning and Performance Improvement We will contribute to and apply evidence and knowledge, advance new ideas and take action to continuously improve the stroke system.</p> <p>Leadership and Innovation We will look to the future, embrace change and innovation, challenge the status quo, grow more leaders and through partnership build capacity.</p> |

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| Purpose & Scope | <p>The Regional Stroke Steering Committee is a forum to bring stakeholders together for input and decision-making and to provide advice on integration opportunities and performance gaps and to support the Regional Stroke Network¹ to: implement the regional plan for stroke care; and achieve required performance metrics. The Regional Stroke Steering Committee makes decisions in the best interest of the network. The Regional Stroke Steering Committee works cooperatively with and advises the Regional and District Stroke Centres, Stroke Prevention Clinics, and the Director, Regional Stroke Network.</p> <p>The Regional Stroke Steering Committee provides leadership and supports the implementation and continuous improvement of an integrated system of care² within the stroke region, aligned with the Ontario Stroke Network (OSN) vision and strategic directions.</p> <p>The Regional Stroke Steering Committee provides advice to the Local Health Integration Network (LHIN) and other stakeholders, supporting the Regional Stroke Centre and the LHINs to achieve their mandates, in particular related to integration of the health system.</p> |
| Accountabilities | <p>The Regional Stroke Steering Committee is accountable to:</p> <p>The Regional Stroke Network for:</p> <ul style="list-style-type: none"> • Evidence-based input and decision-making for advice and options on ongoing improvements of the regional system of stroke care and recommendations and support to achieve targeted performance metrics • Reviewing performance of the regional stroke system and recommending options for addressing any deficiencies • Engaging stakeholders and the communities served when developing the regional plan and setting priorities for stroke care • Sharing knowledge and best practice • Monitoring the implementation of the work plan for the Regional Stroke Network. <p>The LHIN(s) for:</p> <ul style="list-style-type: none"> • Building relationships and collaborating with the LHIN, other health service providers, and the community to identify opportunities for integration, and to improve access and services; • Supporting the LHIN(s) and stroke centres to achieve system integration; • Assisting the stroke centres in achieving LHIN accountabilities including performance metrics and work plan development, approval and implementation; • Aligning with the LHIN(s)' Integrated Health Services Plan; and • Informing the LHIN, the Regional Stroke Centre and other provider organizations of any gaps between needs of the communities served and |

¹ The Regional Stroke Network includes: the Regional/Enhanced District Stroke Centre, District Stroke Centres, Stroke Prevention Clinics, and other stakeholders. Throughout these recommended core elements, the Enhanced District Stroke Centres are intended to be included in the terminology for Regional Stroke Centre.

² From the Ontario Stroke Network's Strategic Plan, the Continuum of Stroke Care is defined to include: health promotion; primary, secondary, and tertiary prevention; pre-hospital care; emergency, diagnostic, and acute care; rehabilitation; long-term care; and community reintegration.

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| | <p>scope of services provided within the LHIN allocation.</p> <p>The Ontario Stroke Network for:</p> <ul style="list-style-type: none"> • Leadership and support for the implementation and continuous improvement of an integrated system of care within the stroke region, aligned with the Ontario Stroke Network Vision, Mission and Values, Strategic Directions, and priority provincial initiatives • Identifying gaps and opportunities that may require provincial level action • Supporting knowledge translation of current and emerging best practices |
| Responsibilities | <p>Regional and District Planning</p> <ul style="list-style-type: none"> • With the Director, Regional Stroke Network, provide input into the development and approval of a regional plan, in alignment with the Ontario Stroke Network strategic plan and the LHIN(s)' health service priorities, for the development of a regional system across the continuum of stroke care • Establish priorities for the regional stroke team regarding: implementation and coordination of best-practices and evidence-based stroke care within the region <p>Implementation of Plans</p> <ul style="list-style-type: none"> • Provide advice to the Director, Regional Stroke Network regarding implementation of the regional work plan • Monitor progress towards provincial, regional, and district goals/objectives • Advocate with the LHIN and member organizations, on behalf of the regional stroke network, for regional and provincial stroke initiatives, funding, planning, and priorities • Identify opportunities to facilitate regional and district evaluations relating to stroke care • Review and disseminate reports on the performance of the regional stroke network and implementation of the regional plan <p>Best Practices and Quality Improvement</p> <ul style="list-style-type: none"> • Support capacity building approaches to promote best practices, standards, and guidelines for the delivery of stroke care across the continuum of care in the region • Provide representation at the provincial level for initiatives and plans, and provide advice as appropriate <p>Education and Knowledge Transfer</p> <ul style="list-style-type: none"> • Support capacity building approaches to develop the regional stroke care system, including sharing of learning and knowledge transfer • Support and promote research and knowledge transfer activities, at the district, regional and provincial levels <p>Resources</p> <p>In collaboration with the LHIN(s), Regional Stroke Centre, District Stroke Centres, and stroke prevention clinics,</p> <ul style="list-style-type: none"> • Provide advice and monitoring for use of regional and district stroke funds and infrastructure to support and implement the work plan |

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| | <ul style="list-style-type: none"> • Review and sign-off on the regional and district work plans³ • Support the Centres and Clinics in achieving the work plans • Identify resource requirements for coordinated stroke care, support and advocate for appropriate infrastructure, and collaborate on strategies to address resource gaps <p>Human Resources Management</p> <ul style="list-style-type: none"> • Collaborate with the Regional Stroke Centre in the recruitment and selection of the Director, Regional Stroke Network and other district or regional staff as may be requested • Provide input into the performance management and review of the Director <p>Partnerships and Linkages</p> <ul style="list-style-type: none"> • Engage stakeholders for problem solving, action planning and identification of policy issues with respect to the regional stroke network • Recruit and engage stakeholders • Create and/or identify opportunities for partnerships to support achieving the Vision and Mission of the OSN • Work cooperatively with the LHINs, Regional Stroke Centre, District Stroke Centres, and Stroke Prevention Clinics and other stakeholders <p>Communications</p> <ul style="list-style-type: none"> • Liaise and share information with regional stroke network stakeholders and other Regional Stroke Centres • Support communication strategies to engage and inform regional stakeholders of provincial and regional initiatives • Communicate provincial level initiatives <p>Committee Structures</p> <ul style="list-style-type: none"> • Determine the needs for implementing and managing the specific activities relating to a regional coordinated stroke system and establish the necessary structures as may be required • Regularly review and develop, as needed, policies and practices for sub-committees and work groups |
| Membership | <p>Reflecting current best practices and its purpose and scope, it is recommended that the Regional Stroke Steering Committee membership be in a range of 12-18 voting members. Membership may vary based on regional circumstances. Membership should reflect:</p> <ul style="list-style-type: none"> • The full spectrum of the stroke continuum of care |

³ The HSAA agreement includes the following: “Where a hospital has been approved as a designated Stroke Centre (Regional, District or Enhanced District Stroke Centre), or to provide Stroke Prevention Clinic services (Stroke Prevention Clinic and Community Hospital Stroke Prevention Clinic) the hospital will participate with the Regional Stroke Steering Committee in developing an integrated stroke work plan that crosses the care continuum. The integrated regional plan must include a process for reporting its progress on achievement of identified goals and provide evidence that designated centres are maintaining their respective stroke infrastructure according to the original stroke service guidelines. As part of the HAPS submission, a copy of a letter from the Chair of the Regional Stroke Steering Committee to the CEO for each of the designated centres within the stroke region's geography, will serve as evidence of the approval of this integrated regional stroke work plan by the Steering Committee and of the engagement of the designated centres in this work plan.”

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| | <ul style="list-style-type: none"> • The diversity of the regional stroke system including the geography of the region and its diverse communities • The organizational components of the Stroke Region, including the Local Health Integration Network(s) <p>Ex-officio members should include: a designated senior leader from the Regional Stroke Centre (voting); Medical Director, Regional Stroke Network (voting); Director, Regional Stroke Network (non-voting); and District Stroke Coordinators (non-voting). Staff of the Regional Stroke Team may attend meetings of the Steering Committee as resources to the Steering Committee.</p> <p>Adapted from the Guidelines for the Selection of Members of the Provincial Coordinating Council:</p> <ul style="list-style-type: none"> • The Regional Stroke Steering Committee as a whole should be seen by the community it serves as capable, experienced and well able to lead the organization. • The overall composition of the Regional Stroke Steering Committee should reflect a balance of skills and expertise needed for the Regional Stroke Steering Committee to fulfill its purpose and responsibilities. |
| <p>Profile of a Member</p> | <p>A member of the Regional Stroke Steering Committee acts ethically, honestly and in good faith with a view to ensuring the best interests of the Regional Stroke Network and exercises the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p> <p>A Member is likely associated with a particular organization or a particular component of the continuum of stroke care. A Member may, from time to time, function as an advocate in order to promote excellent service and sufficient resources to fulfill the Regional Stroke Network purpose and scope.</p> <p>Members should have decision-making authority within their organization.</p> |
| <p>Key Relationships and Linkages</p> | <p>The Regional Stroke Steering Committee links with the Regional Stroke Centre for:</p> <ul style="list-style-type: none"> • Recommending advice and options for ongoing improvements of the regional system of stroke care • Recommendations and support to achieve targeted performance metrics and the regional work plan <p>The Regional Stroke Steering Committee, links with the OSN Provincial Coordinating Council, for advocacy and issue awareness, through the Director, Regional Stroke Network and other communication and engagement forums that the OSN may implement for linking with the Chairs, Directors, and/or Medical Directors of the Regional Stroke Networks.</p> <p>The Regional Stroke Steering Committee links with the District Stroke Centre(s) for:</p> <ul style="list-style-type: none"> • Recommending advice and options for ongoing improvements of the regional system of stroke care • Recommendations and support to achieve targeted performance metrics |