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## North Island Hospitals Project Public-Patient Advisory Committee

### Background

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Island Health is strongly committed to creating healthier, stronger communities and a better quality of life for those we touch. Confirming the needs of our North Island communities is a priority for the North Island Hospitals Project (NIHP). The Public-Patient Advisory Committee will include individuals (such as community members and patients) from Campbell River, the Comox Valley, Mount Waddington region, and community representatives across North Vancouver Island as well as representatives from the NIHP and Island Health. A strategic goal central to the NIHP is to improve access to quality patient care for patients and families in the Comox Valley, Campbell River and North Vancouver Island.

### Purpose

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The purpose of the Public-Patient Advisory Committee is to engage with patients, families and community members from the North Island region to gather input on various aspects of the NIHP hospital design and operations. The work of the Committee is based on the values of partnership, collaboration, engagement, respect, transparency, and a foundation of trust ensuring that the construction of the two hospitals are community focused and patient centered.

### Scope of Work

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The Committee shall:

- Review details related to the hospital designs and provide community/public/patient-based feedback on areas including (but not limited to):
  - Way finding (getting around);
  - Landscaping;
  - Ways to improve different hospital signage;
  - Hospital areas such as maternity, inpatient rooms, waiting rooms, ambulatory care, emergency, food services... etc.
- Collaborate on design agenda items and priority areas for the NIHP.
- Regularly attend and be an active participant in meetings, prepare for meetings and review and comment on information packages, minutes and reports.

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## Terms

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- The Committee is appointed for the duration of the project (approximately three years).
- If vacancies arise during the project term, the Chair will consult with the NIHP team and existing committee members to identify alternates as required.
- Members may withdraw from membership at any time by writing or verbally.
- Terms of Reference to be reviewed annually.

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## Membership

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New members will be registered as volunteers with Island Health. An orientation to the role and work of the Public-Patient Advisory Committee will be conducted with the NIHP team. Additional training could be provided through the *Patient as Partners /Patient Voices Network*.

The group is co-chaired by the NIHP team and a committee member. Decisions regarding co-chair are made by the consensus of the full committee. Chair terms are one year, with the possibility to renew for one year. The Committee will be comprised of approximately 10 to 16 public-patient advisors and 2 to 5 project staff. The composition will reflect a broad cross-section of the Comox Valley, Campbell River and North Island.

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## Meeting Frequency, Duration and Format

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- Meeting frequency will be determined in conjunction with the project schedule, but will most likely be monthly or bi-monthly.
- Regular meeting attendance is required to remain a member in good standing.
- Absence without prior notification to the Chair for three consecutive meetings may be deemed to have resigned.
- Meetings will be in person, by teleconference or by videoconference.

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## Compensation

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- Members of the Committee serve on a voluntary basis without compensation.
- Members will be reimbursed for travel expenses and parking (when requested) in accordance with *Island Health's policy* that will be shared with Committee members at the orientation session.

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## Decision Process

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Consensus of ideas, input and feedback is not required from the Committee. Committee members are encouraged to provide advice to the Project Team, Clinical Leadership Steering Committee, and Island Health Executive who have the authority to make final decisions.

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## Application and Selection

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The selection criteria for Committee members include, but are not restricted to, the following:

- A strong interest in health care.
- Informed on a broad range of health related issues.
- A resident of the Campbell River, Comox Valley, Mount Waddington of North Vancouver Island communities.
- Experience in health-centered volunteer/community organizations.
- Willingness and ability to understand and articulate the needs and concerns of the community.
- Interest and desire to receive appropriate training in order to participate on the Committee.
- Computer literacy and ability to work through email, teleconferences and videoconferences.
- Able to use experience constructively.
- Be willing to listen to different views and respectful of diverse ideas.

Interested community members must submit an *Expression of Interest* form. Candidates shortlisted for the membership will be interviewed by the project team. Following a successful interview, they will be invited to participate on the Committee for the full term.

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## Questions

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If you have any questions or concerns, please contact:

**Jennifer Singer**, Senior Project Coordinator at [Jennifer.Singer@viha.ca](mailto:Jennifer.Singer@viha.ca)

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## Acronyms and Glossary

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<i>Chairperson, Co-Chair</i>	A Chairperson (or Co-Chair if there is more than one) is required in order to facilitate and direct the proceedings of Committee meetings. They carry the authority to keep order and manage process with regards to the agenda. The Chair or Co-Chair is a key member of the committee and may be required to vote on major issues.
<i>Committee</i>	Public-Patient Advisory Committee (Committee):  A group of individuals from diverse backgrounds, whose purpose is to provide input for public and patient areas associated with the design and development of the new Campbell River Hospital and the Comox Valley Hospital.
<i>Engagement</i>	Engagement involves building strong, sustainable partnerships and relationships, and actively engaging stakeholders in meaningful dialogue to drive healthcare delivery system transformation.
<i>NIHP</i>	The acronym denotes the “North Island Hospitals Project”.
<i>Term</i>	The period of time during which the Public-Patient Advisory Committee members serve on the committee.