



## **Canadian Society of Palliative Care Physicians**

### **Terms of Reference Long Term Care Working Group April 2021**

#### **Background**

COVID-19 has revealed many opportunities for improvement in the health care system, including improvements to care in Long Term Care (LTC) settings. The CSPCP Board believes that a palliative approach to care should be foundational to any reform being planned, including increasing the skills, capacity and preparedness of all physicians to deliver palliative care within LTC settings.

Many organizations and governments are becoming involved with LTC reform. The CSPCP aims to contribute at the most influential planning tables to spread our message as broadly as possible.

#### **Purpose**

Support the CSPCP Board with its advocacy for the integration of a palliative approach to care in LTC settings, which includes advocating for capacity building, education, training, and mentoring of all staff including physicians in providing a palliative approach to care.

#### **Role:**

Support the CSPCP Board to advocate for a palliative approach to care in LTC settings.

Key deliverable:

1. Drafting a Key Messages document about the benefits of palliative approach to care in LTC.

Note: Final documents are subject to review, approval and release by the CSPCP Board.

Additional tasks may include:

1. Identifying influential LTC planning groups across Canada
2. Sharing perspectives
3. Gathering information from different jurisdictions
4. Representing the CSPCP at LTC planning tables across Canada, if requested to do so by the Board.
5. Other tasks pertinent to the role (TBD as the committee's work unfolds).

## **Chair**

The Working Group will be co-chaired by two CSPCP members appointed by the CSPCP Board. At least one of the co-chairs must be a member of the Board.

## **Working Group Members**

Two appointed Working Group Co-Chairs, plus six CSPCP members in good standing who have submitted an Application to Participate and have been selected by the Executive Board of the CSPCP.

Every effort will be made to achieve representation from across Canada and from members who are in different stages of training and practice. Preference will be given to those with experience working in LTC settings. Leadership at local or provincial LTC tables is considered an asset.

## **Term**

The standard term is 2 years. The term may be increased or decreased by up to one year for succession purposes, if applicable. Changes to term length are subject to approval by the Working Group.

## **Remuneration**

No remuneration, as per the [CSPCP Policies Pertaining to Committees](#).

## **Reporting Structure**

The LTC Working Group reports to the Board via the co-chairs.

## **Time Commitment**

- One-hour teleconferences every 1 to 2 months
- 2-4 hours of additional work per month

## **Administrative Support**

- Meeting set-up and minutes
- Use of administrative tools (e.g., Zoom, Survey Monkey)
- Project management if required (drafting documents, collating information, following up on actions)