

ORGANIZATIONAL POLICY

POLICY NO: B.3.158

SECTION: Board/Organizational

B.3.158 PRIMARY HEALTH CARE TEAM – TERMS OF REFERENCE

PURPOSE:

The Primary Health Care Team assists the Board of Directors to monitor, identify and address issues affecting occupational therapy practice in the primary care sector across Ontario to ensure that an occupational therapy voice is able to effectively influence relevant policy development, to facilitate proactive promotion of the profession within this practice sector and to ensure that the needs of occupational therapists working in this sector are met to enable OTs to deliver quality services to meet the needs of Ontarians.

FUNCTIONS:

1. To identify key issues and opportunities affecting OT practice in Family Health Teams (FHTs), Community Health Centres (CHCs) and other primary care service delivery options.
2. To make recommendations to the Board of Directors for strategies or initiatives to address emerging issues or opportunities relating to OT practice in FHTs, CHCs or the primary care sector in general and to assist the Society to implement approved initiatives. (These may include initiatives related to advocacy, professional promotion, resource development, etc.)
3. To assist the Board to respond to policy and legislative reform developments affecting primary care services in the province with a focus on impact to consumers and the delivery of and access to occupational therapy services.
4. To identify professional development and practice support needs of therapists whose practice is focused in primary health care and to assist the Society to develop strategies to address these needs and promote practice excellence.
5. To facilitate professional networking and sharing of best practice related to OT practice in FHTs, CHCs and primary health care in general.
6. In collaboration with the Executive Director, to establish and maintain relationships with key stakeholders in the primary care sector.

REPORTING STRUCTURE:

The Primary Health Care Team reports to the Board of Directors through the Executive Director. A communications strategy will be mutually determined to facilitate communication between the Executive Director and Team on a regular basis.

Team updates, identifying achievements, progress on initiatives, and/or barriers to goal achievement will be forwarded upon request (6 times per year) to support a consolidated Teams Update Report to the Board of Directors' meetings.

Records of Team meetings will be maintained by the Chair and copies of Team Minutes will be forwarded to the OSOT Office.

MEMBERSHIP:

The Primary Health Care Team will be comprised of occupational therapists with varied backgrounds and experience in the Primary Health Care sector representing diverse geography, length of practice, expertise and skills sets.

OSOT recommends an ideal Team size between 6 – 10 members. Membership will be confirmed in June of each year for the following membership year and will be communicated to the OSOT Office by the Team Chair, identifying any volunteer needs.

Any member interested in joining the Team is invited to submit an Expression of Interest to the OSOT Office. Applications will be forwarded to the Team for review. The Chair will advise the Executive Director of the Team's decisions regarding applicants and provide a final list of members no later than September 30th. New Team members will be provided with orientation resources from the OSOT Office.

A Chairperson or Co-Chairpersons who are members of OSOT will be selected by the Team and approved by the Board of Directors for a one year, renewable term. In the event that there are more interested candidates, a vote of Team members will ensue with majority determination identifying the name to be forwarded to the Board.

Team participation will be guided by the OSOT Code of Conduct and the OSOT Team Member Practices document.

MEETINGS:

Meetings may be scheduled at the call of the Chair at a frequency necessary to accomplish the objectives of the Team.

To facilitate involvement of members from across the province, communications and consultation via telephone, email and website chats will be built into the communications strategy of the Team as required.

To facilitate attendance, the meeting schedule will be pre-circulated for the year by October 30th. Team members are expected to attend all meetings. It is, however, recognized that attendance at some meetings may be realistically precluded due to conflicts or unforeseen circumstances. It is expected that regrets will be clearly communicated to the Chair at such times. A member who is absent for three (3) in a 12 month period will be contacted by the Chair to discuss attendance and, further to consultation with the Team, may be asked to resign.

For the purposes of decision-making attendance of a quorum is important. Quorum shall be 50% of the voting membership.

DECISION-MAKING:

Whenever possible Team decisions will be made by consensus. The role of the Chair /Co-chair is to effectively facilitate discussion to arrive at consensus. When consensus cannot be reached, decisions will be made via majority vote provided there is a quorum (attendance of at least 50% of the voting membership). All voting will occur during meetings so as to ensure that members are fully informed through materials and discussion. A tie will require further Team deliberation.

BUDGET:

OSOT Teams shall be approved a basic operating budget (telephone, printing, photocopy, etc) as per the Budget Planning Process for operational costs to ensure that members do not incur costs for operations of OSOT Teams. Travel expenses for Team members are limited to parking expenses.

In addition, the Team will receive an annual Project Budget in an amount approved by the Board of Directors. This Project Budget is intended to support small projects, allow for engagement in preliminary work to develop a larger project proposal, etc. Access to funds will be detailed in Team Chair orientation and Team procedures.

Access to funds in excess of the basic Operating and Project budgets must be applied for through application to the Board. A Special Project Funding Application may be forwarded at any time during the fiscal year to support strategic projects.

OBJECTIVES:

OSOT Teams will establish annual objectives to be approved by the Board of Directors to provide guidance for Team members. Annual objectives will be requested of Teams for June of each year so that budgets and objectives may be finalized for October 1st annually

POLICY APPROVAL:	January 28, 2012
POLICY REVIEW:	September 9, 2014
	June 22, 2019
RELATED REFERENCES:	<u>Special Projects Funding Policy</u>
	<u>OSOT Code of Conduct Policy</u>
	<u>Team Member Practices.pdf</u>