

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.

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

MEMBERSHIP:

The Primary Health Care Team will be comprised of occupational therapists with varied backgrounds and experience related to OT practice in primary health care. Ideally, representation of diverse geographic distribution will be achieved. A Chairperson who is a member of OSOT will be appointed by the Board of Directors for a one year, renewal term.

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 web-based media will be built into the communications strategy of the Team as required.

BUDGET:

A basic operating budget (telephone, printing, photocopy, etc) will be approved by the Board of Directors annually to ensure that members do not incur costs for operations of OSOT Teams. Travel expenses for Team members are limited to parking expenses. Access to funds in excess of the basic operating budget must be applied for through application to the Board. Projects and initiatives that require budget commitments will be approved by the Board of Directors and a project budget will be established through the Special Projects approval process.

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 for submission in September annually.

POLICY APPROVAL: January 28, 2012
POLICY REVIEW: September 9, 2014

RELATED REFERENCES: OSOT By-laws, September 2008, Article Eight, Section 8.01 - 8.04
Special Projects Funding Policy

FORMS THAT APPLY: